

Department of Sociology  
**East Carolina University**  
Graduate Student Handbook  
2024-2025

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## Introduction

This handbook is intended to help students navigate the requirements for a Master of Arts in Sociology degree at East Carolina University. It is a supplement to the [University Graduate Catalog](#). Each student is responsible for the contents of this handbook and to take initiative to make timely progress to graduation.

## Graduate Faculty and Research Areas

The following faculty members are eligible to serve on thesis and research practicum committees.

Colin Campbell	Inequality, Poverty, Social Support
Mamadi Corra	Social Structure, Inequality, Stratification, Race and Ethnic relations, Immigration, Social Psychology, Theory
A.J. Jacobs	International Development, The Automobile Industry, Urban and Regional Development Dynamics
Arunas Juska	Agrobusiness, Post-Communist Transformations, Theory, Environmental Issues
Melinda Kane	Social Movements, Stratification and Inequality, Gay and Lesbian Politics, Gender, Political Sociology
Sitawa Kimuna	Gender-Based Violence, Population Dynamics, Sexual & Reproductive Health, Aging in Sub-Saharan Africa, Immigration, Race and Ethnic Relations
David Knox	Relationships, Marriage, Family, Sexuality
Kristen A. Myers	Intersectionality, Gender, Race and Ethnicity, Work and Organizations, Sexualities, Qualitative Methods, Sexual Assault, Childhood
Kirk Miller	Policing and society, Societal Response to Crime and (In)Justice, Social Organization of Victimization
Susan C. Pearce	Culture and Politics, Ethnicity, Immigration, Gender, Collective Memory, Social Movements
Rebecca Powers	Stratification and Inequality, Immigration, Work and Organizations
Chaniqua Simpson	Race, Class, Gender Inequality, Social Change and Social Movements, Food and Environmental Inequality, Qualitative Methodology, Intersectionality, Black Feminist Theory and Methodology, Pedagogy
Dmitry Tumin	Quantitative methods, Health, Family, Stratification and Inequality
Yan Zhang	Medical sociology, family demography, aging & life course, gender & sexuality

## Course Requirements

The following courses are required for all students:

### Required Courses

Course Number	Course Title	Credit Hours
SOCI 6459	Modern Sociological Theory	3
SOCI 6488	Research Methods and Design	3
SOCI 6212	Social Statistics	3
SOCI 6213	Social Statistics Lab (simultaneous semester with 6212)	0
SOCI 6312	Multivariate Techniques and Analysis	3
SOCI 6313	Multivariate Techniques and Analysis Lab (simultaneous semester with 6313)	0
SOCI 6001	Sociology Pro-Seminar Series	1

### Electives

All students must take two graduate-level Sociology electives (at 5000 or above) at 3 credits each (6 hours) and two graduate-level electives in Sociology or another department (6 hours).

All courses taken outside of department must be approved by the Graduate Director. A minimum of 6 (12 for the extended coursework pathway discussed below) elective credits must be taken in Sociology, and a maximum of 12 credits may be taken outside of the department. This requirement may be waived in special circumstances. For instance, more elective courses outside of the department may be taken if they are part of a second graduate degree or certificate program.

Subject to Graduate Director approval, the independent study course SOCI 6523, *Readings in Sociology*, may be substituted for up to a maximum of two electives (six credits). Independent studies outside the department are not acceptable as a substitute for grad electives.

Appendix A contains a list of Sociology (SOCI) elective courses. Descriptions are available in the [Graduate Catalog here](#).

## Degree Pathways

Students must choose *one* of the following degree pathways:

- 1) Thesis (6 credit hours): Completion of an independent MA thesis.
- 2) Applied Social Research Practicum (6 credit hours)
- 3) A Teaching Practicum (6 credit hours plus teach one section of an undergraduate Sociology foundations course)
- 4) Extended coursework (12 graduate-level electives in Sociology or another department)

## Sample Course Schedule

The table below offers a typical schedule for a full-time student who begins in the fall semester. Schedule will vary if a student begins in the spring semester, attends part-time, and/or takes summer courses. The department's elective offerings vary from year to year; therefore, the chart indicates "TBD," or "To be determined." All electives, whether in Sociology or another discipline, must be at the level of 5000 or above. Any elective taken outside of the Sociology department must first be approved by the Director of Graduate Studies in Sociology.

<b>YEAR 1 FALL SEMESTER</b>		
Course Number	Course Title	Credit Hours
SOCI 6001	Sociology Pro-Seminar Series	1
SOCI 6212	Social Statistics	3
SOCI 6213	Social Statistics Lab	0
SOCI 6488	Research Methods and Design	3
SOCI Elective	TBD	3
<b>YEAR 1 SPRING SEMESTER</b>		
SOCI 6312	Multivariate Techniques and Analysis	3
SOCI 6313	Multivariate Techniques and Analysis Lab	0
SOCI 6459	Modern Sociological Theory	3
SOCI Elective	TBD	3
<b>YEAR 2 FALL SEMESTER (CHOOSE THESIS, PRACTICUM, OR EXTENDED COURSEWORK)</b>		
SOCI 7000	Thesis Hours	3
<i>Or</i> SOCI 6992	Practicum (Applied Social Research) with Mentorship	3
<i>Or</i> SOCI 6992	Practicum (Teaching) with Mentorship	3
<i>Or</i> Elective	Extended Coursework (SOCI or other)	3
<i>Plus</i> Electives	(SOCI or other)	6
<b>YEAR 2 SPRING SEMESTER (CONTINUATION OF THESIS, PRACTICUM, OR EXTENDED COURSEWORK)</b>		
SOCI 7000	Thesis Hours	3
<i>Or</i> SOCI 6992	Practicum (Applied Social Research) with Mentorship	3
<i>Or</i> SOCI 6992	Practicum (Teaching) with Mentorship	3
Electives	If Extended Coursework pathway (SOCI or other)	9

## **Portfolio for Comprehensive Assessment**

All students are required to submit a portfolio for comprehensive assessment at the close of the final semester of their program of study. The portfolio will specifically be an electronic repository of items completed during students' tenure in the MA program (e.g. a completed thesis or practicum, class papers or projects, papers or posters presented at conferences, published articles, research reports, etc.).

Portfolios are reviewed by the Sociology Department's Graduate Committee and graded as "Exceeds Expectations," "Meets Expectations," and "Does Not Meet Expectations." If a portfolio is graded as "Does Not Meet Expectations," the student must revise and resubmit the portfolio no later than the end of the following semester. The revised portfolio must address issues noted by the evaluators. A second "Failure to meet expectations" grade on the portfolio will result in the student's termination from the MA program.



## Degree Options

### Thesis Option

(31 Credits)

The Thesis consists of a student research project and document intended to replicate the sociological research process, from beginning to end.

When ready to begin the thesis process (ideally prior to the close of the second semester of graduate study), the student should consult with the Director of Graduate Studies to choose a committee chair. The Thesis Committee Chair must be a:

- 1) Tenured or tenure-track faculty member of The ECU Department of Sociology; and
- 2) Have Associate or (full) Graduate Faculty Membership standing with the Graduate School (the Graduate Director will have a list of such faculty).

With the Committee Chair, the student selects at least two more committee members. To qualify to serve on the thesis committee, members must meet the following:

- 1) At least two of the committee members must be faculty members in ECU's Sociology Department;
- 2) At least two committee members must have Associate or (full) Graduate Faculty Members standing with the Graduate School.

The committee may have more than three members if the student desires. These members serve as consultants/Ex-Officio members, and therefore do not have to meet the above criteria.

Forms: Upon formation of the committee, the student must complete a [Masters Pre-Research Approval Form available here \(Appendix C is provided below as an example\)](#). The completed form (DocuSign) is then routed to all committee members, the Sociology Graduate Program Director, and the Dean of the ECU Graduate School for their signatures. An electronic copy of the completed form will be sent to all signatories and the student for their records.

Thereafter, the Graduate Director will: 1) instruct the appropriate Sociology Department administrative assistant to open a SOCI 7000-*Thesis* section for the student, under the direction of their Thesis Committee Chair; and thereby 2) authorizes the student to register for three thesis credits during the next semester. No student will be allowed to sign up for thesis credits without the completion of the Master's Thesis Pre-Thesis Research Approval Form and thereafter, consent of the Graduate Director.

Concurrent to or immediately following the forming of the Thesis Committee, any student who is conducting research with human subjects (interviews, surveys, focus groups, etc.) must complete the necessary paperwork required by the University's Institutional Review Office.

which grants students permission to proceed with their research [at this link](#). A copy of the IRB approval must be forwarded to the department's Director of Graduate Studies and must be included in the Appendix of the completed thesis. The Graduate School will not approve any thesis that involves human subjects without an IRB form.

Proposal: Working with the committee, the student prepares a thesis proposal. There are no length stipulations for the proposal, but they generally include: an introduction providing a clear definition of the problem or issue to be investigated; a preliminary literature review; a research methodology including the student's intended research design and overarching research questions; and a section describing the significance of the study. Upon approval of the Thesis Committee Chair, a thesis proposal defense, in which the student makes a brief presentation to the Thesis Committee is scheduled and held.

At least two weeks prior to the scheduled defense, each member of the thesis committee should receive a copy of the proposal and a copy should be forwarded to the department's Director of Graduate Studies; the latter should make the proposal available for review by the faculty and other graduate students.

The proposal and proposal defense should convince the thesis committee that the research can be done. Copies of proposals completed by previous sociology graduate students, which can be used as guides, are available from the department's Director of Graduate Studies. Upon the successful completion of the proposal defense, the student and committee then must complete a *Thesis Proposal Defense Completion Form* (Appendix D). At this time, the committee assigns a grade of "High Pass (HP)," "Pass (P)," or "Low Pass (LP)" for the defense on the form and then has the committee chair (or student) forward the form to the department's Director of Graduate Studies (See Appendix D). The latter records the grade and places the form in the student's file; and will also record a digital version of the form for record-keeping and forward a copy to the student.

Thesis: There are no length stipulations for the thesis document. It should, however, be a scholarly product acceptable to the academic community. Copies of completed theses by previous sociology graduate students, which can be used as guides, are available from the Director of Graduate Studies.

A typical thesis would include the following sections:

1. Introduction - States the research problem
2. Literature Review, Theoretical Context, and Research Questions/Hypotheses
3. Methods – A description of the research methods (e.g., survey, analysis of secondary data, field research), the sample or data source, the measurement of variables contained in the hypotheses, and the methods of data analysis.

4. Research Findings – Details the study’s research findings, with reference to appended tables or other forms of documentation.
5. Summary and Conclusions - A summary of the work and a discussion of the implications of the findings for future research.
6. References Cited
7. Appendices, including necessary Graduate School forms

The thesis document and references sections should be prepared according to ASA format guidelines, available on the [ASA website](#) and at [Owl Purdue](#).

The thesis also must include an electronic Title Page, as prescribed by the Graduate School (See Appendix B and make sure to remove the words “Appendix B” when including it in your thesis), and any necessary University & Medical Center Institutional Review Board or IRB forms (See below and <http://www.ecu.edu/irb/>).

Final Thesis Document: When the thesis document is in a form judged by the Thesis Committee Chair to be suitable, the student partakes in an oral defense of the thesis. At least two weeks prior to the scheduled defense, each member of the thesis committee should receive a copy of the most up-to-date version of the thesis for their review. At least one week prior to the defense, a copy of the thesis should be forwarded to department’s Director of Graduate Studies, who should make the document available for review by the faculty and other graduate students. At this time, the Thesis Committee Chair should also announce the time and date of the student’s thesis defense to the department and invite the department faculty and graduate students to the defense.

Thesis Defense: The Thesis Defense typically is a one-hour session in which the student makes a 15-20-minute presentation of their work and then answers questions from the committee, similar to an academic conference presentation. Upon the successful completion of the Thesis defense, the student and committee then must complete a *Thesis Defense Passing Grade Form* (Appendix E). At this time, the committee assigns a grade of “High Pass (HP),” “Pass (P),” or “Low Pass (LP)” for the Thesis on the form and then has the Thesis Committee Chair forward the form to the department’s Director of Graduate Studies. The latter records the grade and places the form in the student’s file; and will also record a digital version of the form for record-keeping and forward a copy to the student.

Submission to the Graduate School: After the final version of the thesis (with any corrections required by the thesis committee) is approved by the committee chair, the thesis Title Page must be completed by the student and signed by all the members of the thesis committee and the department chairperson (see Appendix B for an example of the Graduate School’s required thesis Title Page).

ECU’s instructions and guidelines for preparation and submission of electronic theses and dissertations (ETDs) may be found [here](#).

## Applied Social Research Practicum Option

(31 credits)

This option is intended to help students to obtain skills required for research-based positions in government agencies, businesses, research firms, non-profit organizations, and similar entities. The department's graduates have secured positions in Pharmaceutical Product Development, the U.S. Census Bureau, and RTI International, for example.

The requirements for this option are exactly the same as for the *Preparation of the thesis Option* EXCEPT a six-credit Practicum and Practicum Paper replace the six thesis credits and thesis document.

During the Practicum semesters, the student enrolls in SOCI 6992 (*Practicum*) and either: (1) gains hands-on experience in applied research; or (2) designs and implements a targeted intervention program or completes an applied evaluation research project. Both culminate in the completion of a practicum report.

The Practicum Committee follows the same procedures as those described earlier for the Thesis Committee (See Appendix F for the Practicum Committee Composition Form).

Proposal: Practicum Proposals for applied research should be no longer than 20 pages, including a description of the research problem, literature review, hypotheses, and methodology (including a description of the research site, subjects, data-gathering method with instruments, and data analysis plan). If appropriate, a letter of agreement from the administrator of the research site(s) must be appended to the proposal. Practicum Proposals for program implementation should be no longer than 20 pages, including a succinct description of the need for the intervention (including any supportive data), literature review, and theoretical application. The intervention method should be described, including the intervention site, the target population, means of intervention, expected outcome, and an evaluation plan. If appropriate, a letter of agreement from the administrator of the intervention site(s) must be appended to the proposal.

Proposal Defense: The Practicum Proposal Defense follows the same procedures as those described above for the Thesis Proposal defense (See Appendix G for the Practicum Proposal Defense Form).

Practicum Report: The Final Practicum Report (excluding cover page, table of contents, acknowledgments, references, and tables) should be at least 20 pages and not more than 40 pages. The report should contain all of the elements detailed above for the practicum proposal and should use the ASA Style Guide, available on the [ASA website](#) and at [Owl Purdue](#).

Practicum Report Defense: The Practicum Defense follows the same procedures as those described above for the Thesis Defense (See Appendix H for the Practicum Report Defense Form).

After the final version of the practicum report (with any corrections required by the practicum committee) is approved by the committee chair, two copies of the report should be made, each signed by the practicum committee members and the department chairperson (allow 1 week for review by the chairperson). One copy should be delivered to the Practicum Chair and the other to the department's Director of Graduate Studies. Both must be delivered by the last day of classes that semester.

## Teaching Practicum Option

(31 credits)

The *Teaching Practicum Option* is for students who are intent on pursuing a career in higher education teaching. Graduates from this track have secured full-time positions throughout North Carolina's Community College system and in four-year institutions.

The course requirements for this option are similar to the *Applied Social Research Practicum Option*. The difference is the requirements for this practicum are focused on best practices in teaching. Requirements include 1) a one-semester teaching mentorship program in which the student shadows an ECU Sociology professor's SOCI-2110, *Introduction to Sociology*, course or another 1000-level or 2000-level course; 2) the development of a portfolio of teaching materials including a literature review on best teaching practices; and 3) ideally, teaching an undergraduate course in the department; however, if the student does not teach a course, the teaching mentorship will continue throughout the practicum. Students are encouraged to take all of their graduate elective courses in Sociology, in order to expand the substantive areas in which they can eventually teach.

Student teaching is subject to approval by the Department Chair, Graduate Director, and Undergraduate Director.

### Teaching Practicum Requirements:

- a) Shadow one Sociology faculty member in a 1000- or 2000-level course and receive mentoring by this faculty member across the semester. The student may assist with grading, offer lectures, or otherwise contribute to course pedagogy.
- b) Choose a practicum committee to direct your work, including a Chair and two other Sociology faculty members. Generally, the Chair is the faculty member that the student shadows across the semester (but does not have to be).
- c) Complete a literature review on best practices in college teaching, making sure to include scholarship from the field of sociology. The specific focus of the literature review is selected by the student, in consultation with their Chair. Examples of previous students' practicum paper themes include: comparisons between sociology teaching in 2-year versus 4-year institutions; teaching race, gender, and class; and using science fiction as an instructional strategy.
- d) Teach one section of a 1000- or 2000-level Sociology course or assist a faculty member with a 1000- or 2000-level course (e.g. teach class sessions, develop course materials). Preferably this will be the same course that the student shadowed the first semester.
- e) Complete a teaching portfolio that includes a combination of documents & activities from the list below.
  - i. The review of best teaching practices mentioned above;
  - ii. A teaching philosophy statement;
  - iii. A summary of the student's teaching experience (courses taught and assisted, trainings completed, etc.);
  - iv. Three syllabi: 1) the syllabus for the course the student taught or assisted; 2) a proposed face-to face syllabus for a 1000- or 2000-level Sociology course;

- and 3) a proposed Distance Education syllabus for a 1000- or 2000-level Sociology course;
- v. Sample course materials (e.g., tests, in-class assignments, lectures, paper assignments) with reflections/discussions;
  - vi. If appropriate, a mid-semester assessment from the students in the course;
  - vii. If appropriate, an end-of-semester reflection that discusses how the student's course went, what worked well, and what the student might change;
  - viii. Observations of three class sessions taught by one or more faculty other than the mentor;
  - ix. Peer review reports of the course by two faculty members;
  - x. Reflections on 1) classes that the student observed; 2) faculty peer reviews of the student's course; 3) students' mid-semester reviews of the course; 4) an assessment of one teaching technique of the student's choice;
  - xi. Completion of a selection of teacher trainings available through the Office for Faculty Excellence, Office for Equity and Diversity, and/or Cornerstone. Options include completing the distance education (DE) modules required to earn an DE certificate through Cornerstone; Safe Zone & Green Zone trainings, etc.;
- f) Distribute the literature review and Teaching Portfolio to Committee members.
- g) Complete a Practicum Defense at the conclusion of the final semester. The Practicum Defense follows the same procedures as those described above for the Thesis Defense (See Appendix H for the Practicum Report Defense Form).

The practicum should be taken as a two-semester sequence with the mentorship, committee formation, literature review, and relevant trainings completed during the first semester.

After the final version of the practicum documents (with any corrections required by the practicum committee) is approved by the committee chair, two copies of the documents should be made, each signed by the practicum committee members and the department chairperson (allow 1 week for review by the chairperson). One copy should be delivered to the Practicum Chair and the other to the department's Director of Graduate Studies. *Both must be delivered by the last day of classes that semester.*

## Extended Coursework Option

(37 credits)

The *Extended Coursework Option* is a 37-credit alternative to the Thesis/ Practicum pathways. It provides students with the opportunity to explore specific areas of interest, allowing them to take up to 12 graduate credits outside the Sociology department. This is a good option for students seeking to jointly pursue a graduate certificate in another program major or wishing to develop expertise or skills in a particular area.

## Changing Degree Pathway

If at any time the student is not making satisfactory progress toward completing their thesis or practicum in a timely manner, ECU's Sociology Director of Graduate Studies has the authority to change the student to the extended course work option. This would usually occur in the third semester, upon consultation with the Thesis/Practicum Committee Chair. This is necessary in order to allow for the student to complete the MA program in a timely manner, generally within four semesters. A student may switch to a non-thesis option later, if it is deemed by the Graduate Director as the most appropriate and expedient method in which to facilitate the student's graduation.

If a student switches to Non-Thesis, they and the Graduate Director must complete a Thesis-to-Non-Thesis Change Form and then forward to the Graduate School. This form is available in PDF here <https://gradschool.ecu.edu/wp-content/pv-uploads/sites/118/2020/02/Thesis-to-NonThesis-Change-form-update-2021-1.pdf>. (see Appendix I).



## Other Requirements and Policies

### Grading Scale: Coursework

A = Excellent: Very high, outstanding performance;  
B = Good: Average and expected performance  
C = Pass: Below average, unsatisfactory performance  
F= Failure: Inadequate and unacceptable performance  
I = Incomplete: awarded under extreme special circumstances.

Q= In Progress: Only used for capstone courses such as internships and practica. Upon successful completion, the "Q" grade is replaced with a grade of "R." Not averaged into overall GPA.

S= Satisfactory progress in thesis research. Not averaged into overall GPA.

U= Unsatisfactory progress in thesis research. Not averaged into overall GPA.

R= Replaces the grade of "Q" or "S" upon successful completion of capstone courses. Not averaged into overall GPA.

### Incompletes

“Incomplete” Policy: Incompletes must be completed within one calendar year from the beginning of the enrolled semester or the incomplete automatically converts to a grade of “F.” The Graduate School allows no exceptions to this policy. NOTE: No student is allowed to graduate with an “I” on his or her record. *Students and Instructors/Professors requesting an Incomplete must notify the Graduate Director as soon as possible. Incompletes can affect eligibility for continuous enrollment eligibility, graduate assistantship, and out-of-state remission funding (See the sections of this handbook: Other Requirements and Policies, Assistantship Support; and Out-of-State Remissions).*

Graduate School requirements state that a student may carry a grade of “Incomplete” in a course for no more than one academic year from the beginning of the enrollment in that course. However, it is the Department of Sociology’s policy to have those students receiving an “Incomplete” fulfill all the requirements for that course by the end of the next semester, if at all possible. If a grade of “A,” “B,” or “C” is not assigned by the end of the following semester (the Spring Semester for courses taken in the Fall, the Fall Semester for courses taken in the Spring or Summer), a grade of "F" will automatically be assigned.

Students with Incompletes may also be ineligible for funding if they have not made satisfactory progress towards graduation (i.e., The Graduate School defines satisfactory progress as having completed 80 percent or more of the credits they have attempted). Students with incompletes may also be ineligible for regular enrollment standing (i.e., placed on probationary status) if they have not made satisfactory progress towards graduation.

## Transfer Coursework

Upon approval by the Sociology Department's Director of Graduate Studies and the Graduate School:

- Students may transfer up to two courses (six semester hours) towards their MA Degree that were taken while they were a non-degree status student.
- Students may transfer up to two courses (six semester hours) towards their MA Degree that were taken at the graduate level (equivalent to 5000 or above) at another university.

## Research Skills Requirement

The ECU Graduate School mandates that students fulfill a research skills requirement. Students in the MA Degree Program in Sociology fulfill this requirement by earning a grade of "C" or better in the required Multivariate Techniques and Analysis (SOCI 6312) course.

## Continuous Enrollment and Time Limits

- Students must be registered each semester (except summer terms) from the beginning of their coursework until graduation. Under special circumstances, exceptions may be approved by the Dean of the Graduate School.
- The time limitation for completion of a MA degree is six years from the beginning of coursework.
- Students who have completed their coursework but need extended time to finish a thesis, practicum, or other independent project must register for every semester (except summer terms) until all degree requirements are completed and filed with the registrar.
- Students must be enrolled for at least one credit hour during the semester that they intend to graduate unless that is a summer semester and they had been registered for the prior spring semester.
- During the semester of graduation, students may petition the Graduate School for an exception to the continuous registration requirement if all degree requirements are completed prior to the first day of class for that semester.

## Retention and Graduation

In order to graduate with an MA in Sociology, students must:

- 1) maintain a cumulative GPA of 3.0 or higher;
- 2) maintain an 80% completion rate (hours completed divided by hours attempted, cumulative);
- 3) complete their program by attempting no more than 150% of the hours required to finish the degree.

Students who do not meet these standards are placed on academic probation and cannot graduate. Once on probation, failing to raise their GPA by the end of the next semester will cause the student to be terminated from the program. There is no “grade replacement” policy for graduate students.

## Advising

The Advising for MA Program Graduate Student enrollment in coursework is the responsibility of the Director of Graduate Studies in Sociology. Students should make an appointment with and consult with the Graduate Director before registering for classes. It is not the responsibility of other faculty members to enroll students in courses. *Therefore, while students may ask the advice of other faculty members, the student should not enroll in courses without consulting with and ultimately receiving approval from the Graduate Director. As noted earlier, this is especially important when registering for courses outside the department.*

## Appeals

Grade appeals and any other requests for reviews of decisions made by Faculty or the Graduate Director should be directed to the Department Chair. The same is true for any faculty issues with a student, such as violations of the academic conduct or integrity/academic dishonesty honor code.

## Tuition and Financial Aid

### Billing Cycles

Returning students and those currently admitted and registered will receive a Cashier's billing statement, for both fall and spring semesters, approximately 30 days prior to the published date on which classes begin. Summer billing statements will be received approximately three weeks prior to the first day of classes. Fall and spring payment of tuition and fees will be subject to a late payment charge, if not paid by a published deadline, which usually precedes registration day by about two weeks. To avoid having class schedules canceled, tuition, fees, room and board (if applicable) must be paid no later than the close of business on the last day before registration day.

### Electronic Theses and Dissertations (ETD) and Intellectual Property

*Please be familiar with the information about Electronic Theses and Dissertations (ETD) and Intellectual Property Rights in Chapter 11 of the [Graduate Program Directors & Coordinators Handbook here](#).*

### Helpful (Important) Tips

- Make sure to check your ECU email regularly. This is the central place for communications from the Graduate School and the Sociology Department.
- Check your department snail-mail mailbox regularly for announcements, returned assignments, etc.
- For all semesters except the final semester, the ECU graduate school requires that any student with a graduate assistantship be registered for 9 semester hours.

## Appendix A

### Elective Courses

The ECU Sociology Department offers between 3 and 4 electives per academic year, chosen from the following. Click on the course names for a link to the course description in the catalog.

- [SOCI 5100 - Seminar in Social Inequality and Diversity](#)
- [SOCI 5200 - Seminar in the Sociology of Health](#)
- [SOCI 5300 - Seminar in Juvenile Delinquency](#)
- [SOCI 5318 - Social Aspects of Death and Dying](#)
- [SOCI 5400 - Seminar in Gender Roles](#)
- [SOCI 5500 - Seminar in Population](#)
- [SOCI 5600 - Seminar in Aging](#)
- [SOCI 5700 - Seminar in Social Interaction](#)
- [SOCI 5800 - Seminar in the Family](#)
- [SOCI 6010 - Seminar on Immigration](#)
- [SOCI 6100 - Aging and Health](#)
- [SOCI 6300 - Seminar in Environment and Society](#)
- [SOCI 6400 - Social Issues in Regional Development](#)
- [SOCI 6430 - Society and the Individual](#)
- [SOCI 6500 - Qualitative Methods](#)
- [SOCI 6521 - Readings in Sociology](#)
- [SOCI 6523 - Readings in Sociology](#)
- [SOCI 6600 - Society and Coastal Policy](#)
- [SOCI 6900 - Special Topics Seminar](#)

## Appendix B

TITLE

by

Student Name Here

APPROVED BY:

DIRECTOR OF THESIS: \_\_\_\_\_ (Name, Degree Here)

COMMITTEE MEMBER: \_\_\_\_\_ (Name, Degree Here)

COMMITTEE MEMBER: \_\_\_\_\_ (Name, Degree Here)

COMMITTEE MEMBER: \_\_\_\_\_ (Name, Degree Here)

CHAIR OF THE DEPARTMENT: \_\_\_\_\_ (Name, Degree Here)

DEAN OF THE GRADUATE SCHOOL \_\_\_\_\_

## Appendix C

**DEPARTMENT OF SOCIOLOGY**  
**East Carolina University**  
**Thesis Committee Composition Form**

This form confirms the individuals who have agreed to serve on the Thesis Committee of:

Student (Print Name)	Sign Here	Date
----------------------	-----------	------

Banner ID: \_\_\_\_\_

The working title of the thesis is as follows:


Thesis Chair (Print Name)	Sign Here	Date
---------------------------	-----------	------

Sociology Faculty Member (Print Name)	Sign Here	Date
---------------------------------------	-----------	------

Sociology Faculty Member (Print Name)	Sign Here	Date
---------------------------------------	-----------	------

University Faculty Member (Print Name)	Sign Here	Date
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Upon receiving signatures from all committee members, the Thesis Chair (or student) should return this form to the Graduate Director.

Graduate Director (Print Name)	Sign Here	Date
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Appendix D

DEPARTMENT OF SOCIOLOGY
East Carolina University
Thesis Proposal Defense Completion Form

This form confirms that the student has passed his/her Thesis Proposal Defense (Please signify the grade below). Upon receiving signatures from all committee members, the Thesis Chair should return this form to the Graduate Director.

Student (Print Name) Sign Here Date

Banner ID:

The working title of the Thesis is as follows:

[Four horizontal lines for writing the working title of the thesis]

The student has successfully passed his/her Thesis Proposal Defense.

Thesis Chair (Print Name) Sign Here Date

Sociology Faculty Member (Print Name) Sign Here Date

Sociology Faculty Member (Print Name) Sign Here Date

University Faculty Member (Print Name) Sign Here Date

Graduate Director (Print Name) Sign Here Date





## Appendix F

**DEPARTMENT OF SOCIOLOGY  
East Carolina University  
Practicum Committee Composition Form**

This form confirms the individuals who have agreed to serve on the Practicum Committee of:

\_\_\_\_\_ Sign Here \_\_\_\_\_ Date \_\_\_\_\_  
Student (Print Name)

Banner ID: \_\_\_\_\_

The working title of the Practicum Report is as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Sign Here \_\_\_\_\_ Date \_\_\_\_\_  
Practicum Chair (Print Name)

\_\_\_\_\_ Sign Here \_\_\_\_\_ Date \_\_\_\_\_  
Sociology Faculty Member (Print Name)

\_\_\_\_\_ Sign Here \_\_\_\_\_ Date \_\_\_\_\_  
Sociology Faculty Member (Print Name)

\_\_\_\_\_ Sign Here \_\_\_\_\_ Date \_\_\_\_\_  
University Faculty Member (Print Name)

Upon receiving signatures from all committee members, the Practicum Chair (or student) should return this form to the Graduate Director.

\_\_\_\_\_ Sign Here \_\_\_\_\_ Date \_\_\_\_\_  
Graduate Director (Print Name)

# Appendix G

**DEPARTMENT OF SOCIOLOGY**  
**East Carolina University**  
**Practicum Proposal Defense Completion Form**

This form confirms that the student has passed his/her Practicum Proposal Defense (Please signify the grade below). Upon receiving signatures from all committee members, the Practicum Chair should return this form to the Graduate Director.

Student (Print Name)	Sign Here	Date
----------------------	-----------	------

Banner ID: \_\_\_\_\_

The working title of the Practicum Report is as follows:


The student has successfully passed his/her Practicum Proposal Defense with a grade of: HP   P   LP

Practicum Chair (Print Name)	Sign Here	Date
------------------------------	-----------	------

Sociology Faculty Member (Print Name)	Sign Here	Date
---------------------------------------	-----------	------

Sociology Faculty Member (Print Name)	Sign Here	Date
---------------------------------------	-----------	------

University Faculty Member (Print Name)	Sign Here	Date
--	-----------	------

Graduate Director (Print Name)	Sign Here	Date
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## Appendix H

**DEPARTMENT OF SOCIOLOGY**  
**East Carolina University**  
**Practicum Defense Passing Grade Form**

This form confirms that the student has passed their Practicum Defense (Please signify the grade below). Upon receiving signatures from all committee members, the Practicum Chair should return this form to the Graduate Director.

Student (Print Name)	Sign Here	Date
----------------------	-----------	------

Banner ID: \_\_\_\_\_

The Practicum Report Title is as follows:

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The student has successfully passed his/her Practicum Defense with a grade of:      HP   P   LP

Practicum Chair (Print Name)	Sign Here	Date
------------------------------	-----------	------

Sociology Faculty Member (Print Name)	Sign Here	Date
---------------------------------------	-----------	------

Sociology Faculty Member (Print Name)	Sign Here	Date
---------------------------------------	-----------	------

University Faculty Member (Print Name)	Sign Here	Date
--	-----------	------

Graduate Director (Print Name)	Sign Here	Date
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## Appendix I

**The Graduate School  
East Carolina University  
THESIS - NON THESIS CHANGE FORM**

**TO:** The Graduate School

**FROM:** \_\_\_\_\_  
Department/School/College

**SUBJECT:** \_\_\_\_\_      \_\_\_\_\_  
Student's Name      BANNER ID

A change from the thesis to the non-thesis option is approved for the above named student. The student is aware of the academic consequences of making this change.

\_\_\_\_\_  
**Signature: Graduate Program Director**      **Date**

\_\_\_\_\_  
**Signature: Thesis Director**      **Date**

I understand that all previously earned credits and grades for 7000/7001 thesis courses will remain on my record but will **not** count toward the degree. I may be required to enroll in additional course credits to meet the requirements for the non-thesis degree. Any grades of "Q" assigned under the former grading system will be changed to "S" or "U" as appropriate by the professor of record through submission of a grade change form to the Registrar's Office. If enrolled in a thesis course for the current term, I may drop the course prior to the last day to drop a graduate course according to the published academic calendar. A statement will appear on my transcript noting the transfer from the thesis to non-thesis track with the effective month, day and year.

\_\_\_\_\_  
**Signature: Student**      **Date**

### For Graduate School / Registrar Use

**TO:** Graduate Registrar  
**RE:** Transcript comment

Please add the following comment to the above named student's transcript:

"Transferred from thesis to non-thesis option effective \_\_\_\_\_"  
Month      Day      Year

\_\_\_\_\_  
**Signature: Dean of the Graduate School or Designee**      **Date**

C: Dept/school  
Registrar

