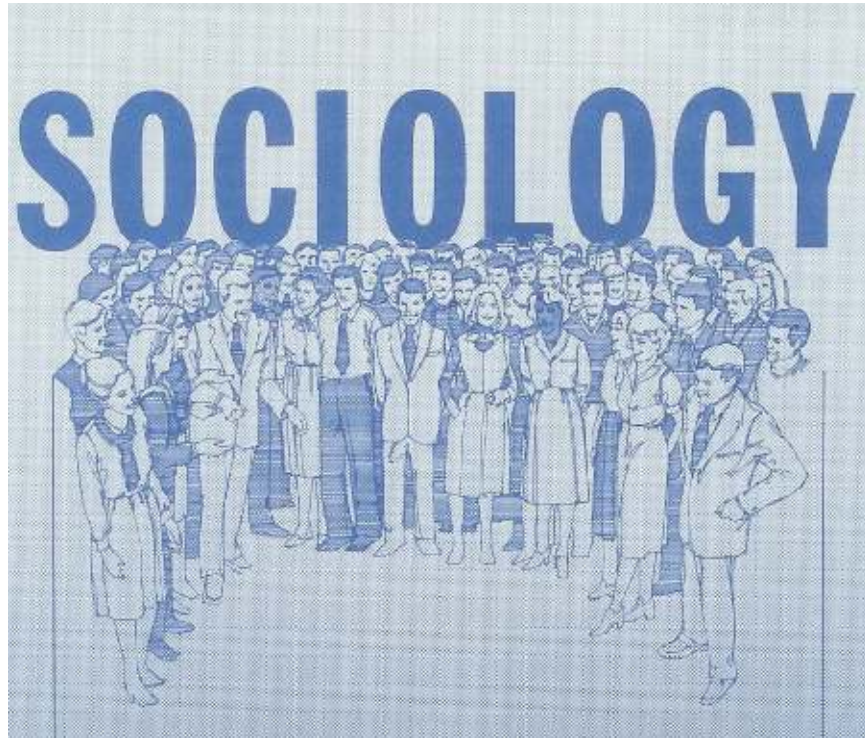


STUDENT HANDBOOK



WILLIAM PATERSON UNIVERSITY

Printed September 2007

WHAT IS SOCIOLOGY?

It can be said that the first wisdom of sociology is this - things are not what they seem. This too is a deceptively simple statement. It ceases to be simple after a while. Social reality turns out to have many layers of meaning. The discovery of each new layer changes the perception of the whole.

- Peter Berger, *Invitation to Sociology*

Sociology participates in a long tradition of systematic social thinking. Its origin dates back some twenty-four hundred years to the Greek philosophers Plato and Aristotle. Both of these great thinkers agreed that the individual person is not independent of others, but rather depends on his or her society and its subgroups for physical, emotional, and intellectual development. In fact, the individual becomes a person precisely because she or he is embedded in a society. Nearly all a person does, knows, and becomes, arises from the particular network of social relationships familiar to his or her experience.

This relatively one-sided dependence of the individual on society may still be considered the basic assumption of sociology. However insightful, this early thinking was to a large extent speculative and tied to a very traditional image of human nature. The roots of modern sociology as a scientific discipline extend only back to the mid-nineteenth century when, using the physical and biological sciences as models, sociologists sought to account for regularities in the diversity of human activity by means of systematic observation and comparison.

In today's society, sociologists address many more questions: why are some crimes punished more harshly than others? How do organizations constrain or enable social action? How do increasing education and women's participation in the workforce lead to changes in the family? How do parents, peers, and community resources affect individuals' educational and occupational opportunities? To help answer these questions and thus elaborate theories about how society operates, sociologists have developed a variety of methods and techniques of gathering and analyzing data. Some sociologists collect and/or analyze large amounts of survey and historical data; others conduct interviews with individuals about their perspectives and activities; some directly observe the actions of individuals and groups. Some sociologists focus on individual behavior and attitudes while others focus on the properties of groups, organizations and institutions.

People sometimes confuse the sociology discipline with social work or socialism. While sociology was related historically to these concerns, its principal purpose now is to achieve a better understanding of social reality and of ways to improve the human condition.

WHAT CAN YOU DO WITH A SOCIOLOGY DEGREE?

"Ultimately, what higher education offers society is research, reason, and informed intelligence, the discipline of close reading and of examined experience. The liberal arts offers business [and other employers] analytic abilities, developed imagination, and abilities to measure, judge, assess, and free ideas from their contexts, and to generate new ideas. The liberal arts offers society hope of overcoming that which is narrow, specialized, mechanical, automatic or ordinary. The liberal arts have always interpreted society as it was being built. The function of the liberal arts is no different today, and it is as urgent as ever."

-- Alberta Arthurs, Director of the Arts and Humanities Program, Rockefeller Foundation

Students (and their parents) often assume that a liberal arts education is less likely to lead to a good, well-paying job as majoring in such practical fields as business, communications, engineering, or medicine. While these are indeed fine areas of study for potential high earnings, they also have a limited, specific focus. The advantage of a general liberal arts education is that it provides you with a set of skills in communication and analysis that are transferable to a wide variety of work situations, and so are less likely to be obsolete. Thus a liberal education supplies an extraordinarily useful background for those students who are exploring multiple career options and for those who want to be flexible in the job market. For example, a liberal arts education with a sociology major is helpful in preparing for such career areas as the following:

Administration	Business
Banking	Community action agencies
Civil service careers	Corporate executive training
Computer programming	Health services
Family relations counseling	Insurance planning and sales
Human services	International trade
Law	Market research
Newspaper reporting	Marketing
Personnel management	Paramedical services
Professional writing	Police and correctional work
Rehabilitation counseling	Public relations
Sales	Research
Teaching	Social work
Advertising	Urban planning projects

Two recent studies document the value of a liberal arts degree program as preparation even for such practical careers as business:

In a study of the managerial employees hired by AT&T, it was found that:

1. 43 percent of the employees who majored in the liberal arts reached the highest managerial levels within 20 years after their hiring, whereas just 32 percent of those with business degrees and 23 percent of those with engineering degrees reached similar levels.
2. According to Robert E. Beck, former Assistant Vice President for Staffing at AT&T, the reasons for the liberal arts graduates' advantages are their strong interpersonal skills, their ability to think critically about organizational issues and problems, and their ability to synthesize information.

In a comprehensive study of the hiring and promotion patterns of liberal arts graduates among the nation's largest corporations, the Corporate Council on the Liberal Arts found that:

1. "Liberal arts students have ample opportunities to start careers with the nation's major private employers."
2. "Liberal arts graduates are often competitively advantaged in their performance both within and outside [i.e., in community affairs] the company."
3. "Regardless of a manager's own educational background, the more senior the manager, the stronger his or her interest in those with a liberal-arts background."

The benefits of a liberal education include far more than merely good jobs and high salaries. Even "workaholics" do other things: They vote and participate in civic affairs; try to raise children well; try to be good spouses; improve themselves through leisure pursuits; worry about drug abuse, crime, pollution, war, aging, and death. They have anxieties about themselves, their relatives and friends. A liberal arts education won't guarantee you happiness, but it will give you the intellectual resources to cope with life's inevitable problems more adequately. You will never again have four full years not only to prepare for your future, but also to devote to your own self-development, so you should make the most of these years. Only a broad, general, liberal arts education, not training in vocational skills, allows such self-development.

In summary, a broad liberal arts education and preparation for a job are not mutually exclusive. Your liberal arts education provides you with skills and sensibilities that are applicable to almost **any** career. The more specialized and less transferable skills you may need for an immediate post-graduation job can be acquired through a minor in a practical field such as business or teacher certification, through elective courses, through an internship or summer job, through volunteer work or extracurricular activities, or through combinations of the foregoing.

The diagram on the next page summarizes the possible choices and approaches for your career planning.

SOCIOLOGY AT WILLIAM PATERSON UNIVERSITY

The Sociology Department at William Paterson University provides a rigorous program of study that integrates the unique perspectives and tools of sociology in all its courses. Our mission is to enable our undergraduates to become effective citizens, with the ability to recognize and grapple with such issues as multiculturalism, inequality, and globalization. By integrating these key concepts with the unique perspectives (theory) and tools (methodology) of the discipline in our courses, students become capable of fulfilling the two core commitments of sociology: critical inquiry and civic engagement.

Our Department is proud to be selected as the host site for the Eastern Sociological Society—the largest and most prestigious regional association for sociologists. In addition to the faculty active participation in the Society’s activities, our students have increasingly participated in and given presentations of their research at the annual meetings of the Society.

Course Offerings

The numbers assigned to sociology courses carry the following meanings and denotations:

- 100-199 Introductory courses
- 200-299 Substantive foundation courses that provide students with breadth of knowledge without assuming their prior exposure to research training or sociological theory.
- 300-399 Advanced substantive courses that continue to develop breadth and depth and assume students have a background in methods and theory. Students will apply and develop the sociological skills they have acquired at the 200 level.
- 400-499 Capstone courses where students integrate their coursework into a coherent and mature conception of sociology as an approach to inquiry and to life.

Important note: Students must realize that the sociology major is minimally a five-semester degree program, requiring a sequential taking of SOC 101 (1st semester), MATH 130 or SOC 211* and SOC 213** (2nd semester), SOC 214 (3rd semester), SOC 215 (4th semester), and SOC 482 or 485 (5th semester). Except for senior seminar, all core courses are offered every semester and in summer sessions as well. Students should work closely with their faculty advisors to plan taking this sequence of courses and to confirm the summer course offerings, which may vary.

* Students may take either MATH 130 or Soc 211 to meet the prerequisite of SOC 214. MATH 130 satisfy GE math requirement and SOC 211 will count as a sociology elective course. SOC 211 does not satisfy GE math requirement.

** Beginning in Spring 2008, Soc 213, Sociological Theory will replace Soc 218, History of Social Theory or SOC 219, Modern Sociological Theory.

Core Course Sequencing

Each course in the core curriculum is a pre-requisite to the next one. Therefore, you must exercise great care in planning to ensure a timely degree completion. You should work with your academic advisor to set up this five-semester sequence.

Freshman Year	--	SOC 101 Principles of Sociology MATH 130 Elementary Statistics (GE math course)<u>or</u> SOC 211 Elementary Sociological Statistics*
Sophomore Year	--	SOC 213** Sociological Theory (Prerequisite: SOC 101)
Junior Year	--	SOC 214 Quantitative Methods (Prerequisites: SOC 213 <u>and</u> MATH 130 or SOC 211*) SOC 215 Qualitative Methods (Prerequisites: SOC 213**)
Senior Year	--	SOC 482 Senior Seminar in Criminal Justice (For those in CJ concentration only) <u>Or</u> SOC 485 Senior Seminar in Sociology (Prerequisites for both Soc 482 and 485 are SOC 214 <u>and</u> 215)

Important Notes:

SOC 214 and SOC 215 may be taken in either sequence, as long as you have met the course prerequisites.

You may only take Senior Seminar after completing both SOC 214 and SOC 215 as well as at least four sociology content courses. There are no exceptions.

All core courses, except Senior Seminar, may be offered in either Summer I or Summer II. However, such course offerings are dependent on staff availability and we cannot guarantee that they will run in any particular summer. Since we know about summer course offerings in the preceding December, you should consult your academic advisor at that time to learn if such summer courses are planned.

Senior Seminar will not be offered in summer sessions. You need to plan your course sequencing carefully to ensure your timely degree completion. Please be sure to hold on to your Alternate Pin number, in case you need to add/drop classes. Advisors are not regularly available over the summer.

* Students may take either MATH 130 or Soc 211 to meet the prerequisite of SOC 214. MATH 130 satisfy GE math requirement and SOC 211 will count as a sociology elective course. SOC 211 does not satisfy the Math GE requirement

** Beginning in Spring 2008, Soc 213, Sociological Theory will replace Soc 218, History of Social Theory or SOC 219, Modern Sociological Theory.

Requirements for the Major in Sociology

The Department of Sociology requires that its majors successfully complete twelve courses within the Department (a total of 36 credits). In addition to the regular undergraduate major, we offer concentrations in criminal justice, social services, and sociological practice for students interested in a more sharply focused program of studies.

B. A. IN SOCIOLOGY (general)

Required Core Courses: 18 credits

SOC 101	Principles of Sociology
SOC 213**	Sociological Theory
SOC 214	Quantitative Methods (prerequisite SOC 213, MATH 130 or SOC 211*)
SOC 215	Qualitative Methods (prerequisite SOC 213)
SOC 354	Social Stratification
SOC 485	Senior Seminar in Sociology

Plus major electives selected by advisement 15-18 credits

SOC 211* Elementary Sociological Statistics	SOC 343 Ethnic & Racial Conflict Resolution
SOC 220 Social Organization of Work	SOC 344 Sociology of Italian Art
SOC 231 Sociology of the Family	SOC 347 Sociology of Women
SOC 233 Sociology of Religion	SOC 349 Sociology of Adulthood
SOC 234 Political Sociology	SOC 351 Sociology of Socialization
SOC 235 Sport in the Modern World	SOC 352 Self and Society
SOC 236 Sociology of the Arts	SOC 355 Sociology of Aging
SOC 241 Minority Groups in America	SOC 357 Sociology of Health & Illness
SOC 242 Muslims & Islamic U.S. Instit.	SOC 358 Sociology of Death and Grief
SOC 262 Violence in the Community	SOC 365 Social Deviance
SOC 271 Sexuality in Modern Life	SOC 369 Sociology of Democracy
SOC 272 Urban Sociology	SOC 370 Social Demography
SOC 273 Global Cities	SOC 372 Sociology of Organizations
SOC 318 Race, Ethnicity & Health in the U S	SOC 373 Sociology of Social Movements
SOC 320 Contemporary Issues in the Workplace	SOC 374 Sociology of War
SOC 323 Labor Relations and Law	SOC 375 Social & Environmental Change
SOC 326 Sociology of Arts	SOC 376 Global Sociology
SOC 331 Evaluation of Social Action	SOC 391 Population & Development in Asia
SOC 335 Sociology of Law	SOC 491 Internship in Sociology
SOC 337 Sociology of Education	

Plus related sociology elective 0-3 credits

Total credits

36 credits

* Students may take either MATH 130 or Soc 211 to meet the prerequisite of SOC 214. MATH 130 satisfy GE math requirement and SOC 211 will count as a sociology elective course. SOC 211 does not fulfill the requirements of a Math GE requirement.

** Beginning in Spring 2008, Soc 213, Sociological Theory will replace Soc 218, History of Social Theory or SOC 219, Modern Sociological Theory.

CRIMINAL JUSTICE CONCENTRATION

Required Core Courses:	21 credits
SOC 101	Principles of Sociology
SOC 213**	Sociological Theory
SOC 214	Quantitative Methods (prerequisite SOC 213, MATH 130 or SOC 211*)
SOC 215	Qualitative Methods (prerequisite SOC 213)
SOC 261	Essentials of Criminal Justice
SOC 365	Social Deviance
SOC 482	Senior Seminar in Criminal Justice
Plus CJ electives chosen with advisement:	12-15 credits
SOC 211*	Elementary Sociological Statistics
SOC 262	Violence in the Community
SOC 335	Sociology of Law
SOC 336	Comparative Criminal Justice Systems
SOC 364	Criminal Investigation
SOC 366	Sociology of Corrections
SOC 367	Juvenile Delinquency
SOC 368	Criminology
SOC 403	Community Corrections
SOC 492	Internship in Criminal Justice
Plus related sociology course chosen with advisement	0-3 credits
Total credits	36 credits

* Students may take either MATH 130 or Soc 211 to meet the prerequisite of SOC 214. MATH 130 satisfy GE math requirement and SOC 211 will count as a sociology elective course. SOC 211 does not fulfill the requirements of a Math GE requirement.

** Beginning in Spring 2008, Soc 213, Sociological Theory will replace Soc 218, History of Social Theory or SOC 219, Modern Sociological Theory.

SOCIAL SERVICES CONCENTRATION

Required SS core courses	21 credits
SOC 101	Principles of Sociology
SOC 213**	Sociological Theory
SOC 214	Quantitative Methods (prerequisite SOC 213, MATH 130 or SOC 211*)
SOC 215	Qualitative Methods (prerequisite SOC 213*)
SOC 223	Introduction to Human Services
SOC 485	Senior Seminar in Sociology
SOC 493	Field Work in Social Services

Plus SS electives chosen with advisement 12-15 credits

SOC 211*	Elementary Sociological Statistics
SOC 224	Social Work Practice and Policy
SOC 231	Sociology of the Family
SOC 241	Minority Groups in America
SOC 262	Violence in the Community
SOC 318	Race, Ethnicity and Health in the U. S.
SOC 351	Sociology of Socialization
SOC 349	Sociology of Adulthood
SOC 354	Social Stratification
SOC 355	Sociology of Aging
SOC 357	Sociology of Health and Illness
SOC 358	Sociology of Death and Grief
SOC 365	Social Deviance
SOC 367	Juvenile Delinquency

Plus related sociology course chosen with advisement 0-3 credits

Total Credits 36 credits

* Students may take either MATH 130 or Soc 211 to meet the prerequisite of SOC 214. MATH 130 satisfy GE math requirement and SOC 211 will count as a sociology elective course. Soc 211 does not fulfill the requirements of a Math GE requirement

** Beginning in Spring 2008, Soc 213, Sociological Theory will replace Soc 218, History of Social Theory or SOC 219, Modern Sociological Theory.

SOCIOLOGICAL PRACTICE CONCENTRATION

Required SP core courses		21 credits
SOC 101	Principles of Sociology	
SOC 213**	Sociological Theory	
SOC 214	Quantitative Methods (prerequisite SOC 213*, MATH 130 or SOC 211*)	
SOC 215	Qualitative Methods (prerequisite SOC 213*)	
SOC 220	Social Organization of Work	
SOC 485	Senior Seminar in Sociological Practice	
SOC 491	Internship in Sociology	
Plus SP electives chosen with advisement		12-15 credits
SOC 211*	Elementary Sociological Statistics	
SOC 315	Computer Applications and Sociological Analysis	
SOC 316	Forecasting Future Societies	
SOC 320	Contemporary issues in the Workplace	
SOC 323	Labor Relations and the Law	
SOC 326	Sociology of the Arts	
SOC 331	Evaluation of Social Action	
SOC 370	Social Demography	
SOC 372	Sociology of Organizations	
Plus related sociology course chosen with advisement		0-3 credits
Total Credits		36 credits

REQUIREMENTS FOR THE MINOR IN SOCIOLOGY

To complete a minor in sociology, students must complete a total of 18 sociology credits that include the following:

Required courses:		9 credits
SOC 101	Principles of Sociology	
SOC 213**	Sociological Theory	
SOC 215	Qualitative Methods	
Put three other sociology courses chosen with advisement		9 credits
Total credits		18 credits

* Students may take either MATH 130 or Soc 211 to meet the prerequisite of SOC 214. MATH 130 satisfy GE math requirement and SOC 211 will count as a sociology elective course. Soc 211 does not satisfy Math GE requirement

** Beginning in Spring 2008, Soc 213, Sociological Theory will replace Soc 218, History of Social Theory or SOC 219, Modern Sociological Theory.

Study Abroad

Sociology majors have the opportunity to participate in a Study Abroad program under the sponsorship of the New Jersey State College Council for International Education. Programs exist at a great number of institutions in Africa, Asia, Europe and Latin America.

In most cases the language of instruction is English except where the main purpose is to learn a foreign language. Up to 30 credits can be earned toward graduation from William Paterson University. In order to qualify, students must have completed at least one year of college study, have a minimum grade point average of 2.5, and be approved by a college review committee.

Programs vary in price and typically include tuition, fees, room, and board. All financial aid programs may be applied toward study abroad. Application deadlines are March 1 and October 15. For further information, contact the Center for International Education (973-720-2976).

Special Program Options in Sociology

A wide variety of opportunities are available for study at other universities and in special programs—both in the United States and abroad. These include: 1) the Study Abroad Program; 2) visiting student authorization for any accredited college or university; and 3) the National Student Exchange Program (NSE)).

The NSE program enables students to attend up to one year of college in another state without having to pay high out-of-state tuition. The program includes over 125 colleges and universities in the United States, Puerto Rico, Guam and the U.S. Virgin Islands. For further information, contact Cinzia Richardson, Office of International Students and Scholars, Raubinger Hall lower level (973-720-2976).

Special Studies Options in Sociology

Independent Study

Students in their junior or senior years can undertake an independent study (SOC 499), provided that they meet certain criteria. Students must demonstrate responsibility, self-direction, and possess a grade point average of at least 3.0, both overall and in the major. Independent study cannot substitute for an existing course, but may be utilized in lieu of a degree requirement. No more than nine credits of independent study may be credited toward graduation.

Examples of the kinds of independent study possibilities would be:

- in-depth reading not covered in another class;
- the execution of a research proposal developed in another course (either library research or empirical research);

An application form, with a one-page prospectus as explained in the application packet, requires the signed approval of the faculty sponsor, department chairperson, and college dean. The Dean

then submits the completed application to the Registrar for the student to gain authorization to register within the allotted registration period for that semester.

Internships

Internships give practical work experience in various settings. In a three-credit internship, students normally work a minimum of 8 hours a week under the supervision and guidance of an on-site supervisor in the community, corporate, criminal justice, or social service work environments in which some aspect of sociology appears relevant and can be applied.

Placements in the following settings can serve as examples with comparable sub-specialty sociology areas: hospitals (medical sociology); consumer relations, market research, personnel, public affairs (methods, organizations); museums and galleries (arts); senior citizen centers (family, aging); welfare agencies (social work); probation (deviance, criminal justice).

Periodic conferences and a monthly seminar are an integral part of the internship. Students must also keep a weekly journal, write a resume, and complete a term paper for grade evaluation.

Interns are selected on the basis of their backgrounds, interests, and ability to meet the needs of the sponsoring organization. The faculty internship coordinator will screen applicants whose academic record reflects junior or senior status, a minimum 2.5 GPA, and a minimum of fifteen credits completed in sociology. A personal interview with the coordinator is required in the semester prior to registration. Contact Charley Flint for criminal justice (973-720-2368) or Keumjae Park (973-720-3562) for all other placements. Students with a concentration in Social Services or Sociological Practice *must* complete an internship.

Sociology Student Club

Sociology Student Club is a student organization housed in the sociology department that pursues social justice, academic, and social activities. It provides a fun and fulfilling way for students to get to know one another and sociology faculty. All majors are welcome to join. See club advisor Charley Flint (flintc@wpunj.edu).

Alpha Kappa Delta

Alpha Kappa Delta is the international sociology honor society whose purpose is to promote an interest in the study of sociology, research of social problems, and such other social and intellectual activities as will lead to improvement in the human condition.

To be invited to join, students must meet the following requirements:

- * Be an officially declared sociology major or demonstrate a serious interest in sociology within an official university academic program.
- * Be at least a junior;
- * Maintain at least a 3.0 grade point average overall and in sociology courses taken at William Paterson prior to initiation;
- * Complete at least four courses in sociology prior to initiation.

Each year, in January, the Department identifies eligible students and sends them an invitation to join. The induction ceremony takes place at an annual installation dinner late in the spring semester attended by the students, their family and/or friends, department faculty, and college administrators. Inductees receive an AKD Handbook and a one-year subscription to *Sociological Inquiry*, the society's scholarly journal. With the international name recognition of AKD as an honorary society honoring academic achievement, we encourage students to include their membership on their resumes.

Department Policy on Cheating and Plagiarism

1. With documented evidence, a student who cheats on an exam or plagiarizes a paper for the first time will fail the course, and the record of the student's cheating or plagiarism will be sent to the Department Chair of the student's major and the relevant Dean.
2. For a second offense in another course, the student will fail the course and be expelled from the sociology major. For those non-sociology major students who are guilty of a second offense, they will be banned from future consideration as a sociology major and their cheating/plagiarism will be reported to the relevant Dean for other disciplinary action.

Plagiarism is trying to pass off someone else's work as your own without proper citation. In short, *it is theft of intellectual property*. **This includes not only paraphrasing material from outside sources without citation but also includes using programs and work from your sources without citations.** It includes taking ideas from sources without attribution (including a classmate's work). It also includes copying from your source by changing a few items here and there. In all respects, your work should be your own voice except where you have indicated that you have incorporated ideas from others. Remember, it is not improper to

use outside sources—in fact, it is frequently a good idea to do so—as long as you clearly indicate what are your ideas and what are the ideas of others.

If you are unsure about what constitutes plagiarism or what you need to do to avoid it, make sure you ask or put a note on your work.

Why is plagiarism frowned upon? The reason is that you are submitting work that was done by others and handing it in to be graded as your own work. In addition, it is not fair to the people who do their own work.

Honors and Recognition

The **Paul P. Vouras Sociology Award** is given each year at the AKD Installation Dinner to an attendee whose scholastic achievement surpasses all others. Named after a former William Paterson professor emeritus of geography who was always a good friend of the Department and remains so in our memories, this award is in the form of a practical, long-lasting gift.

The **Paul P. Vouras Social Science Award** is given each year to one outstanding graduating senior from among the Departments of Political Science, Psychology, and Sociology. Faculty members in all three departments nominate candidates and the three Department Chairpersons meet to determine the recipient. The award is a special plaque given at the Awards Assembly.

The **Outstanding Senior in Sociology Award** is given each year to a graduating sociology major whose academic achievement and contributions to the college community are outstanding. The recipient, selected by the sociology faculty, receives this award at the Awards Assembly.

The **Sociology Leadership Award** may be given each year to one or more students whose demonstrated leadership is exemplary.

Sociogram is a journal published by the William Paterson University Sociology Department that contains outstanding papers written by our students. A faculty editorial board selects the papers from those nominated by department faculty. *Sociogram* is published annually.

**COLLEGE OF HUMANITIES AND SOCIAL SCIENCE: SUGGESTED CURRICULUM CHART
 BACHELOR OF ARTS: SOCIOLOGY
 ALL CONCENTRATIONS: GENERAL, CRIMINAL JUSTICE, SOCIAL SERVICES, AND
 SOCIOLOGICAL PRACTICE**

[COURSES ARE THREE CREDIT HOURS UNLESS NOTED OTHERWISE]

SEMESTER 1	SEMESTER 2
ART, MUSIC, OR COMMUNICATION 1 ENG 110 WRITING EFFECTIVE PROSE HIST 101 FOUNDATIONS OF WESTERN CIVILIZATION MATH 130 ELEMENTARY STATISTICS SCIENCE 1 (4 CREDITS) WPU 101 FRESHMAN SEMINAR (1.5 CREDITS)	ART, MUSIC, OR COMMUNICATION 2 ENG 150 INTRODUCTION TO LITERATURE HIST 102 THE WEST AND THE MODERN WORLD GE SOCIAL SCIENCE 1 SCIENCE 2 (4 CREDITS)
SEMESTER 3	SEMESTER 4
FOREIGN LANGUAGE 1 HEALTH/MOVEMENT SCIENCE PHIL 110 INTRODUCTION TO PHILOSOPHY SOC 101 PRINCIPLES OF SOCIOLOGY GE SOCIAL SCIENCE 2	FOREIGN LANGUAGE 2 RACISM AND SEXISM GE SOCIAL SCIENCE 3 GE ELECTIVE 1 INTRO CONCENTRATION COURSE <i>[Soc 354, 261, 223, 220]</i>
SEMESTER 5	SEMESTER 6
SOC 213 [218 OR 219] THEORY CONCENTRATION REQUIREMENT 1 CONCENTRATION REQUIREMENT 2 GE ELECTIVE 2 UPPER LEVEL ELECTIVE 1 FREE ELECTIVE 1	SOC 214 QUANTITATIVE METHODS CONCENTRATION REQUIREMENT 3 CONCENTRATION REQUIREMENT 4 UPPER LEVEL ELECTIVE 2 FREE ELECTIVE 2 FREE ELECTIVE 3
SEMESTER 7	SEMESTER 8
SOC 215 QUALITATIVE METHODS CONCENTRATION REQUIREMENT 5 UPPER ELECTIVE 3 FREE ELECTIVE 4 FREE ELECTIVE 5	SOC 482 OR 485 SENIOR SEMINAR SOCIOLOGY ELECTIVE FREE ELECTIVE 6 FREE ELECTIVE 7 FREE ELECTIVE 8

GENERAL EDUCATION (68 credits)

Non-Western Requirement
SOCIOLOGY CORE COURSES (12 credits + Senior Seminar)
SOCIOLOGY CONTENT COURSES (21 credits)
FREE ELECTIVES (24 credits)

SOCIOLOGY MAJORS WHO ARE P-3/K-5 ELEMENTARY EDUCATION STUDENTS MUST TAKE THE FOLLOWING REQUIRED COURSES:

<i>Students are required to complete the courses highlighted in BOLD before enrolling in CIED 203 Teaching as a Profession.</i>		
Psy 110	3 credits _____	GE Social Science
Psy 210	3 credits _____	Upper Level Elective
Math 110	3 credits _____	GE Elective
Math 111	3 credits _____	GE Elective
CS 215 (or Challenge Exam)	3 credits _____	Upper Level Elective (to schedule a Challenge Exam Call X-2649 or email ParkenC@wpunj.edu .)
Eng 337 (Recommended)	3 credits _____	Upper Level Elective
Soc 337 (instead of Anth 202)	3 credits _____	Soc Elective <i>It is while enrolled in SOC 337 that students are to complete application and steps for admission to the K-5 certification program.</i>
Soc 233, 241, 376, or 391	3 credits _____	Soc Elective & Non Western <i>Since required courses in the K-5 certification program now consume all GE and 2 or 3 upper level electives, by including one of these courses among their Soc Gen Track satisfiers, students avoid the risk of having to add another 3 credit hours to the 132 minimum.</i>
CIED 203 Teaching as Prof	3 credits _____	30 Credit Hours for K-5 Certification
CIEE 213 Teach in Global...	2 credits _____	
CIEE 229 Lit and Learn	3 credits _____	
CIEE 311 2 nd Lang Learners	2 credits _____	
Practicum Pkg	10 credits _____	
<i>The PRAXIS exam should be successfully passed before entering EDUC 414</i>		
EDUC 414 Student Teaching	10 credits _____	

After earning K5 elementary edu certification, students with a total of 15 credit hours in History, can apply directly to the State of New Jersey for a grades 5-8 (middle-school) social studies endorsement.

ACADEMIC INTEGRITY POLICY¹

Academic Integrity Policy

I. Standards of Academic Conduct

As an academic institution committed to the discovery and dissemination of truth, William Paterson University expects that all members of the University community shall conduct themselves honestly and with professional demeanor in all academic activities.

William Paterson University has established standards of academic conduct because of its belief that academic honesty is a matter of individual and University responsibility and that, when standards of honesty are violated, each member of the community is harmed. Members of the University community are expected to acknowledge their individual responsibility to be familiar with, and adhere to, the Academic Integrity Policy.

II. Violations of Academic Integrity

Violations of the Academic Integrity Policy include, but are not limited to, the following examples:

A. Cheating during examinations includes any attempt to (1) look at another student's examination with the intention of using another's answers for attempted personal benefit; (2) communicate, in any manner, information concerning the content of the examination during the testing period or after the examination to someone who has not yet taken the examination; (3) use any materials, such as notebooks, notes, textbooks, or other sources not specifically designated by the professor of the course for student use during the examination period; or (4) engage in any other activity for the purpose of seeking aid not authorized by the professor.

B. Plagiarism is the copying from a book, article, notebook, video, or other source material, whether published or unpublished, without proper credit through the use of quotation marks, footnotes and other customary means of identifying sources, or passing off as one's own the ideas, words, writings, programs, and experiments of another, whether or not such actions are intentional or unintentional. Plagiarism also includes submitting, without the consent of the professor, an assignment already tendered for academic credit in another course.

C. Collusion is working together in preparing separate course assignments in ways not authorized by the instructor. Academic work produced through a cooperative (collaborative) effort of two or more students is permissible only upon the explicit consent of the professor. The collaboration must also be acknowledged in stating the authorship of the report.

D. Lying is knowingly furnishing false information, distorting data, or omitting to provide all necessary, required information to the University's advisor, registrar, admissions counselor, professor, etc., for any academically related purpose.

E. Other concerns that relate to the Academic Integrity Policy include such issues as computer security, stolen tests, falsified records, as well as vandalism of library materials. No list could include all the possible violations of academic integrity. These examples should, however, give a clearer idea of the intent and extent of application of this policy.

III. Faculty Responsibilities for Upholding the

Academic Integrity Policy

A. Faculty are expected to be familiar with the Academic Integrity Policy. Each faculty member will inform students of the applicable procedures and conditions early in each semester before the first examination or assignment is due.

¹ Information between Page 17 and Page 28 are from the WPU student catalog.

B. Ordinarily, class tests and final exams should be proctored. Proctoring is defined as having a faculty member present in the room. Proctoring is the responsibility of the faculty member teaching the course although, where necessary, that responsibility may be shared with, or delegated to, faculty colleagues or graduate assistants.

IV. Resolution of Academic Integrity Policy Violations

A. If a faculty member has sufficient reason to believe that a violation may have occurred on any work submitted for a grade, he/she must attempt to discuss this matter with the student within ten (10) working days of the incident.

B. After discussing this matter with the student, and if the student accepts the proposed penalty, the student waives his/her right to a hearing. Depending on circumstances as assessed by the faculty member who has discussed the matter with the student, the penalty imposed could be:

1. Resubmission of the assignment
2. Failure of the assignment
3. Failure of the course
4. Forced withdrawal from the course with no credit received
5. Imposition of other appropriate penalties with the consent of the student
6. Recommendation to the President of suspension or expulsion from the University
7. With any of the above, the faculty member can have a written record of the sequence of events placed in the student's permanent record with a copy to the student.

C. If the student does not admit to a violation or disagrees with the proposed penalty, he/she must:

1. Speak directly to the faculty member within ten (10) working days of being informed of a violation or of the proposed penalty. If, after repeated attempts, the student is unable to reach the faculty member within ten (10) working days, the student must notify the department chairperson in writing within that ten (10) day period.

2. If, after discussion with the faculty member, the student is dissatisfied with the outcome, the student must contact the department chairperson, presenting a dated, written, and signed statement describing the specific basis for the complaint. At this time, the student will also provide the faculty member with a copy of these written materials.

3. The department chairperson will try to resolve the issue by reaching a settlement that is agreed upon by both the student and the faculty member. If the issue is not resolved at the chairperson's level, the student will request that the chairperson convene the Department Executive Council (or other appropriate department committee)—excluding the faculty member involved—to hear the appeal. The faculty member will submit a written, dated, and signed statement of the alleged violation to the council/committee. The student will submit a written, dated, and signed statement describing the basis of the complaint. The accuser will assume the burden of proof. When the faculty member involved is the chairperson, then the student will request that the Dean of the College convene the Department Executive Council (or other appropriate department committee). The Department Executive Council/Committee will submit its decision to the chairperson (or College Dean, if the faculty member involved is the chairperson).

4. If not satisfied with the Department Executive Council's (or other appropriate department committee's) decision, the student may ask the Dean of that College to bring the matter to the College Council. The faculty member will submit a written, dated, and signed statement of the alleged violation. The student will submit a written, dated and signed statement describing the basis for the complaint. The accuser will assume the burden of proof. The chairperson of the department concerned will not take part in the final vote (though the written decision from the department chairperson will be part of the record). The College Council's decision will constitute the University's final decision regarding the substantive nature of the case.

5. Each step in the procedure must be initiated within ten (10) working days of the faculty, chairperson, department, or College response. Dated, written, and signed statements are required at each step. Likewise, at each level, the faculty member(s), chairperson, Department Executive Council (or other appropriate department committee), or College Council must complete a review of all pertinent written materials prior to rendering a decision, in writing, within ten (10) working days of receipt of complaint materials. In case the faculty member has verifiably been unable to be contacted, or in other instances of extenuating circumstances affecting students or faculty, it is understood that the student's right to appeal will not be jeopardized and the time constraints will be extended. Due process must be

followed at every step of this procedure. No penalty will be changed by anyone other than the faculty member who assigned it unless there is convincing evidence that the penalty was inconsistent with professional standards of the discipline.

6. Each student who registers a complaint with a department chairperson must be given a copy of this policy. A copy must be attached to the appeal and signed by the student to indicate that he/she has been given a copy of the procedure, read it, and understands it before the appeal can proceed.

V. The Academic Integrity Policy is published in

The *Student Handbook*, *Undergraduate Catalog*, *Faculty Handbook*.

UNIVERSITY POLICIES

Students should also consult other regular University publications regarding University policies. These publications include, but are not limited to, the *Undergraduate Catalog*, *Student Handbook* and *Master Schedule of Courses* and available online through the University homepage (www.wpunj.edu). The complete Student Disciplinary Code is published in the *Student Handbook*.

NOTE: Every student is expected to know and comply with all University policies and regulations as published in the *Undergraduate Catalog* and in the *Student Handbook*. Students are also expected to be aware of and responsible for their scholastic standing at all times. This includes their cumulative and major grade point average, number of credits completed and progress toward meeting requirements.

Academic Honors

Dean's List Students carrying a minimum of 12 credits who earn a grade point average of 3.45 or better are named to the Dean's List. Courses taken under the pass/fail option are not counted toward the 12- credit requirement.

Graduation Latin Honors Students who have completed at least 64 credits not including credits earned with pass/fail grades at William Paterson

University and who graduate with a final grade point average of 3.45 or better for all undergraduate courses are recognized as honor students with the following designations:

Average of 3.45-3.64 = *cum laude*

Average of 3.65-3.84 = *magna cum laude*

Average of 3.85-4.00 = *summa cum laude*

Undergraduate second-degree students are not eligible for graduation honors.

Academic Progress Policy

Students must maintain satisfactory academic progress for the purpose of financial aid by successful completion of ten (10) credit hours per semester during the first year of enrollment. During the second and third years students must successfully complete twelve (12) credit hours per semester. Thereafter, the successful completion of fifteen (15) credit hours per semester will constitute satisfactory progress. In addition to meeting the minimum number of credit hours required, each student must maintain the minimum grade point average to be considered for financial aid: 0 – 20 credits, 1.50 GPA; 21 – 32 credits, 1.75 GPA; 33 – 44 credits, 1.90 GPA; 45 credits and above, 2.00 GPA.

Academic Standing

William Paterson University expects **all matriculated undergraduate students to maintain a cumulative grade-point average (hereafter referred to in this policy as "GPA")** of at least 2.0. The basic principle of this policy, therefore, is that any student whose

GPA falls below 2.0 is no longer in good standing.

Academic standing will be computed at the end of the first semester by which the student has accumulated a total of twelve (12) attempted credits and every semester thereafter. As academic standing is a serious matter, it is important that all students set as a priority and succeed in the achievement of the 2.0

GPA or better at the conclusion of each semester. Please consult the *Undergraduate Catalog* for Academic Standing Guidelines.

Advanced Placement Credit

An entering student with high scores on an appropriate College Board Achievement Test, College Level Examination Program (CLEP), or who demonstrates advance standing qualifications by other acceptable evidence may, with proper approval, enroll in an advanced course. William Paterson University participates in the Advanced Placement Program of the College Entrance Examination Board (CEEB), which offers accelerated or honors courses on a college level in several fields. The University accepts scores of 3, 4 or 5 on the CEEB exams toward credit and, if desired, placement in intermediate courses.

Attendance

Students are expected to attend regularly and punctually all classes, laboratory periods, and other academic exercises. Students are responsible for all work required in courses. Individual instructors determine the effect of absences upon grades and may permit or deny the privilege of making up work, including examinations, within the time limits of the semester. Students are encouraged to ask instructors about their class attendance policy if it is not explicitly stated on the course syllabus. In the event of a prolonged absence due to illness or personal emergency, a student is advised to consult with the Registrar (973-720-2391) regarding withdrawal from courses.

Audit

Students may register for a course with the audit option without receiving any credit or a grade. Students do not participate in class assignments and requirements. Students must pay regular university fees and tuition. Transcripts will reflect AU for audit. Students wishing to take a course on an audit basis must complete the necessary form at the Office of the Registrar during the first ten (10) days of the fall or spring semesters or during the first three (3) days of summer sessions. Once the form is submitted the decision is irreversible.

Class Standing

Determined by student's credit hours earned:

Freshman: 00-23 earned hours

Sophomore: 24-57 earned hours

Junior: 58-89 earned hours

Senior: 90 or more earned hours

Course Credit Load

Full-Time Students To complete 128 credits in eight (8) semesters requires an average load of 16 credits per semester, although up to 19 credits may be carried without special approval. Registration for more than this number of credits per semester is permitted only under unusual circumstances and requires high academic standing and written approval of the student's advisor, department chairperson, and the appropriate dean. A student must be registered throughout the semester for a minimum of 12 credits to be considered full time.

Part-Time Students Students carrying fewer than 12 credits are part-time students.

Nondegree Students The nondegree student is limited to part-time enrollment each semester and may take a maximum of 24 credits as a nondegree student. To proceed beyond this maximum, the nondegree student must apply for formal acceptance to a program through the Admissions Office.

Summer Sessions Students may not carry more than two courses (usually 6-7 credits) during each term. This policy of maximum load applies equally to all students.

Winter Session Students may not carry more than one course (3-4 credits) in the 3-week winter term.

Course Repeat Policy

A first-degree undergraduate student may repeat once any course taken for credit in which he or she received a grade of D+ or lower. A course in which a failing (F) grade is received may only be repeated twice. Once course is repeated the first grade does not count toward the cumulative GPA.

Course Withdrawal

A student withdrawing from a course may do so within the timeframe specified in the Academic Calendar (usually around half way through the term). Failure to follow this procedure will result in the recording of a grade of F. For withdrawal/refund dates, please refer to the website. Failure to attend classes does not constitute a withdrawal from a course. Students seeking to withdraw from all courses must follow the procedures described under the Leave of Absence/ Withdrawal section.

Credit by Examination

Currently registered undergraduate students in good standing may receive credit for certain courses by successful performance in examinations offered by academic departments, in examinations of the College Level Examination Program (CLEP), the Thomas Edison College Examination Program (TECEP), or the College Proficiency Examination Program (CPEP). In some instances, a supplementary laboratory, practicum, or performance examination may be required to satisfy major program requirements. When credit by examination is awarded by the University, it is so entered on the student's transcript. Failure in such examinations carries no penalty. Limitations for this policy are the following:

1. No duplication of credit is permitted.
2. No examination is permitted for subject in which students have earned credit for more advanced work.
3. No examination is permitted in courses in which failing grades have been previously assigned.
4. The level of achievement required for award of credit is at least that which is normally specified and recommended by the American Council on Education and generally accepted practice.
5. Transfer students are entitled to advanced standing, subject to the above general limitations.

Full-time students who attempt these testing options are still expected to maintain a minimum 12-credit load during any semester of residence. Challenge and/or standardized exams may not be used as part of full-time status in determining financial aid eligibility. Additionally, fees for credit by exam options will not be covered by financial aid. University policy limits the number of credits a student may be awarded toward the baccalaureate degree through CLEP, TECEP, CPEP, challenge examinations, and other credits awarded for advanced standing to a maximum of 98.

College Level Examination Program (CLEP)

The College Level Examination Program is a nationally recognized series of examinations prepared and processed by the Educational Testing Service. There are 35 computer-based examinations from which to choose. The University recognizes and grants credit for a satisfactory performance above the 25th percentile. Subject examinations are available and are generally equivalent to freshman-sophomore electives or introductory courses in major program sequences. Subject examinations are equivalent to single-semester (3 credit course) or two-semester (6 credit sequence). The University recognizes and grants credit for a satisfactory performance in these examinations for a minimum standard score of 50.

Credit for the required freshman English course,

Writing Effective Prose, ENG 110, is granted only upon successful completion of the subject examination, Freshman College Composition (with essay). Since CLEP examinations are primarily geared to freshman-sophomore levels, a student may be granted a maximum of 60 credits through these examinations whenever earned. Credit is awarded to students after the initial test or the first retest only.

Examinations may be repeated after a six-month waiting period. **Any currently enrolled student who has completed 60 or more credits is ineligible to take General Examinations. Any currently enrolled student who has completed 90 credits is ineligible to take Subject Examinations.**

The Office of Testing maintains the CLEP Examination Program and their course equivalencies at William Paterson University. Additional information that governs these policies may be obtained at the Office of Testing at 973-720-2570 or www.wpunj.edu/officeoftesting.

TECEP and CPEP

The University recognizes credit earned in TECEP exams, sponsored by Thomas Edison College of New Jersey, and CPEP exams, sponsored by the New York State Regents External Degree Program, with a grade of C or better, subject to the following restrictions:

1. No duplication of credit for CLEP, TECEP, or CPEP tests is permitted.
2. Students who have completed content and theory examinations may be required also to take local laboratory or performance examinations under special arrangements and with an additional fee.
3. Certain examinations may not be accepted in fulfillment of baccalaureate major programs and/or certification requirements. Students should consult major advisors about the acceptability and transferability of credit in their major sequence.
4. Unlike CLEP tests, only results of the initial testing are recognized by William Paterson University. Students are cautioned that passing grades earned in these examinations are added to their permanent record.

Declaration/Change of Major

Students in good academic standing may declare or change one or more majors or add/change minors after completing at least one semester at William Paterson University. Declaration/change of major applications are completed at the Advisement Center and then forwarded to the appropriate department chairperson. Students are notified, in writing, of the chairperson's decision and are assigned an advisor in the new major upon acceptance.

Degree Requirements

To qualify for an undergraduate degree at William Paterson University, a student must earn a minimum of 128 *of the correct credits in an authorized program of study to which one has been duly admitted*, achieve a minimum 2.0 (C) cumulative grade-point average and a 2.0 average in the major.

Academic Residency Requirement

All students must complete the last thirty (30) credits in residence at this institution.

General Education Requirements

Approximately 60 credits of General Education coursework must be completed for the BA degree (see departmental curriculum control sheet).

Major

Courses applied to a major may not be used to fulfill general education requirements.

Multiple Major Courses of Study

A student may select a second major. Upon successfully completing an additional major, the student is awarded a single degree with both majors noted on the official transcript.

Non-Western Culture

Student take at least one approved course in non-Western cultures; non-Western courses may count as part of general education, the major, upper level electives or free electives.

Teacher Certification Programs

Students seeking teacher certification should refer to the homepages of the **College of Education** for further details on teacher certification requirements.

Time Limit for Degree

BA degree must be completed within a period of ten years from the time the student first matriculated. Extensions of time must be approved by the dean.

Upper-Level Electives

Nine (9) credits of upper-level electives (200 or above) outside the major and collateral areas.

Waivers

Waivers from university curriculum requirements may be provided when deemed educationally advantageous for an individual student. A student who requests a waiver should apply to the major department chairperson, who will forward to dean.

Expungement

William Paterson students who left the University for academic reasons and subsequently successfully completed 24 credits at an accredited institution of higher learning with a GPA of 2.0 or higher, or who have graduated from a two-year institution, will be considered as new applicants and their prior William Paterson University grade point average will be excluded from cumulative GPA calculation if they are readmitted. Prior successfully completed credits will apply toward degree.

Grade Complaints

Students who are dissatisfied with treatment by a faculty member in reference to grades or academic performance should pursue the following procedure. Due process must be followed at each step of this procedure. No grade will be changed by anyone other than the faculty member who assigned it unless there is convincing evidence that the assignment of the original grade was inconsistent with professional standards in the discipline. Each step in the procedure must be initiated within ten working days of the faculty, chairperson, or departmental response. Dated, written statements are required at each step. Likewise, at each level, the faculty member, chairperson, or Department Executive Council (or other appropriate departmental committee) must complete a review of all pertinent written materials prior to rendering a decision and inform the student in writing of the decision within ten (10) working days of receipt of the complaint materials. If the student can verify that she or he has not been able to contact the faculty member, the student's right to appeal will not be jeopardized, and the deadline will be extended. A copy of all materials submitted at each level of the appeal process should be retained by the student. If the student so chooses, he/she will be allowed to appear before the appropriate committee or council at each level of the appeal process.

1. The student must write to the faculty member within ten (10) working days of the receipt of the grade or of the incident related to the student's academic performance to request an appointment. The letter must also include any pertinent documentation to substantiate the student's complaint.
2. At the meeting with the faculty member, the student must present any additional pertinent documents to substantiate the complaint. The faculty member must make available for review at this meeting materials submitted by the student for evaluation and not yet seen by the student.
3. If the student is unsuccessful in making contact with the faculty member or upon meeting with the faculty member is dissatisfied with the outcome and wishes to further pursue the complaint, the student must write to the department chairperson and request an appointment to discuss the complaint. A copy of all materials originally presented to the faculty member must be included. The department chairperson will try to resolve the issue by reaching a settlement that is agreed upon by both the student and the faculty member. Each student who registers a complaint with a department chairperson must be given a copy of this policy. A copy must be attached to the appeal and signed by the student to indicate that he/she has been given a copy of this procedure, has read it, and understands it before the appeal can proceed.
4. If the complaint is not resolved at the chairperson's level, and if the student wishes to pursue the complaint, the student must request, in writing, that the department chairperson convene the Department Executive Council (or other appropriate department committee) to hear the appeal. The committee must consult with the faculty member involved in the complaint and review the documents provided by the student. The committee will then submit a recommendation to the department chairperson.
When the faculty member involved is the chairperson, the student may request that the dean of the College convene the Department Executive Council (or other appropriate department committee).
5. If not satisfied with the Department Executive Council's recommendation, and if the student wishes to further pursue the complaint, the student must write to the dean of that College requesting that the complaint be brought to the College Council for a recommendation by the department chairpersons of the College concerned. The chairperson of the department concerned will not take part in the final vote. The Council's recommendation will be given to the dean of that College. This recommendation will constitute the University's final decision.
6. The faculty unequivocally have the final responsibility with regard to grade changes.

Grade Point Values

To calculate Quality points and Quality hours as they appear on the grade report and/or transcripts use formula $Qpts/Qhrs = GPA$. Example: $46/16 = 2.87$.

A 4.0
A- 3.7
B+ 3.3
B 3.0
B- 2.7
C+ 2.3
C 2.0
C- 1.7
D+ 1.3
D 1.0
F 0

Incomplete Grade Policy

Work relating to grades of Incomplete (IN) must be completed and grades submitted by the end of the fourth week of classes in the semester subsequent to the semester in which the grade was issued.

An Incomplete may be assigned only when the student has successfully completed most of the work required for a course but due to extraordinary circumstances is unable to submit a portion of course work or completed final project (paper, exam, or other work) by the end of the semester. Under no circumstances should an Incomplete be assigned when, through negligence or with no acceptable excuse, a student fails to take an examination or to submit required work on time. An Incomplete may be assigned only with an agreement of mutual understanding between the faculty member and the student on an Incomplete Grade Form indicating the reason for the Incomplete, the work to be completed, the work that had been completed for a grade, and deadline for completion. A copy of this agreement must be signed by the faculty member and student and approved by the Department Chair, with copies to the Dean of the College and Registrar, when the grade of Incomplete (IN) is submitted.

Independent Study

Undergraduate independent study is available to junior and senior students who have shown themselves responsible and capable of self-direction and who possess a grade point average of at least 3.0, both overall and in the major, or in the field of the independent study. Independent study cannot substitute for an existing course, but may be utilized in lieu of a degree requirement. A student cannot undertake an independent study for which the student has had no background. The choice of an independent study should be initiated by the student.

An application form, with a one-page prospectus, should be submitted to the sponsoring faculty member. The application form requires the approval of the faculty member, the department chairperson and the dean. The completed application must be submitted by the student to the Office of the Registrar no later than the late registration period for the semester in which the independent study is to be undertaken. This deadline may be moved to an earlier time at the discretion of a department. The prospectus should include the following:

1. Statement of the purpose of the project
2. Description of the proposed methodology to be used in carrying out the independent study
3. Brief preliminary bibliography
4. A proposed time schedule
5. Description of the final product that will be evaluated for independent study credit.

Three credits of independent study may be undertaken in a given semester; no more than 9 credits of independent study may be credited toward degree requirements. Credit and grade are awarded by the faculty sponsor.

International Students

Those individuals who wish to attend the University on a non-immigrant visa must have completed course work equivalent to a high school diploma in the United States and must meet any additional admissions criteria established for each academic program. All non-native English speakers must score a minimum of 213 on the computer based test of English as a Foreign Language (TOEFL), 550 on the paper and pencil version. The TOEFL requirement will be waived for those individuals who completed studies in a country where the official language of instruction is English. Transfer students will be exempt from TOEFL if they have the following: 1. More than 24 credits completed at a U.S. university or college; 2. English Composition I and Composition II or Literature (not ESL) at a U.S. college or University with a C or better. An evaluation of all foreign educational credentials must be forwarded from a professional evaluation service agencies (see list and further requirements in Undergraduate Catalog).

Language Requirement

All students must complete up to 6 credits (2 courses in one language) of foreign language as part of General Education within the Basic I to Intermediate II sequence (classes numbered 110, 111, 210, 211). Students should take a language placement exam when they take the Math, Reading, and Writing placement tests. Students with no prior experience in a chosen language begin with 110 (Basic I) and fulfill their language requirement with the second semester 111 (Basic II) of that language (option of continued study of the language at the intermediate level will serve as elective credit). Students with prior experience in a chosen language will be placed through consideration of their test scores and high school transcript into a given level of the 110, 111, 210, 211 sequence. Students fulfill foreign language requirement upon completion of two semesters in one language from placement level or upon completion of or placement out of an Intermediate II (211) course. Note: Students waived from languages courses by placement do not receive credit for those courses. Challenge credit for the *intermediate level only* can be earned for 210 or 211 through examination and fee prior to 60 credits (90 credits for transfer students).

Leave of Absence

A leave of absence can be granted for one academic year (two semesters). A student must be in good standing in order to be eligible to take a leave.

If a student is not in good standing, a leave of absence cannot be granted, and the student electing to leave school must withdraw from the University (see below). A leave of absence must be applied for at least 30 days prior to the last day of classes of the semester for which it is applicable. Refunds after the deadline will not be considered. Students can obtain the forms for a leave of absence from the Registrar.

Nondegree Students

Adults may attend William Paterson University on a nondegree basis for a maximum of 6 credits per semester and 24 credits total.

Pass/Fail Courses

General Education and major courses cannot be taken on a pass/ fail basis. With the exception of courses that are designated as "pass/fail only," students may exercise a pass/fail option for a maximum of one course per semester and a career maximum of 12 credits or four courses, whichever is greater. Students must be in good academic standing (minimum cumulative GPA of 2.0) to opt for pass/fail.

Payment

Once students have completed a registration transaction, students have entered into an agreement with the University and are liable for payment of all tuition and fees whether or not they elect to attend classes. **This policy will apply regardless of a student's claim of "no bill was received" or "never having attended classes" or that "no tuition payment had been made."** Any student who registers and later decides not to attend the University must follow the Leave of Absence/Withdrawal procedures.

Second BA Degree

Students who already hold a baccalaureate degree and a minimum 2.0 grade point average may apply for admission to obtain a second baccalaureate degree. Such students pay undergraduate fees, all credits earned through this program appear as undergraduate credits on the student's transcript and students are subject to all requirements for

the major, including collateral courses if applicable. Students who hold bachelor's degrees and who wish to apply to the Teacher Certification Programs must have completed their degree with a 2.75 GPA and apply to the Graduate Certification Program.

Sexual Harassment Policy

Copies of the Sexual Harassment Policies and Complaint Procedure can be obtained from these offices:

- Associate Vice President and Dean of Student Development, 973-720-2179
- Women's Center, 973-720-2946
- Associate Vice President and Dean of Graduate Studies and Research, 973-720-2121
- Director of Employment Equity and Diversity, 973-720-2389

Visiting Students

Students from other colleges or universities who wish to attend William Paterson as visiting students must provide a letter of permission from the appropriate official (registrar, dean, etc.) at their "home" institution. William Paterson University students who wish to attend another college or university as visiting students must be in good academic standing and must secure an approved visiting student application form from the dean of the college of their major. The application must be approved by the offering department of the equivalent WPU course, by the chairperson of the major, and by the dean.

Transfer Credit

There are some limitations on the number of credits

Accepted: a maximum of 70 credits from a two-year college, 90 credits from a four-year college; the last 30 credits required for graduation must be earned at William Paterson University; no more than 15 transfer credits required for a major will be accepted; credits earned 10 years prior to the date of admissions are accepted only at the discretion of the University. More details on transferring credits may be obtained from our admissions staff.

Withdrawal from the University

A withdrawal from the University will not be refused to any matriculated student. A withdrawal is for an indefinite length of time and is in force until the student chooses to apply for readmission. Withdrawal should not be confused with dropping a course nor should a withdrawal be confused with a leave of absence. Nonattendance in classes does not constitute a withdrawal from the University. Official withdrawal from the University must be processed through the Registrar's office. Students who withdraw from the University must apply for readmission through the Admissions Office. Readmission is not automatic. Students who are not in good standing upon withdrawal and subsequently seek readmission must also appeal to Dean of their College. Refunds after the deadline will not be considered.

Undeclared Students

Students must apply for admission to a major program before completion of 60 credits. Applications for admission to a major program are available from the Advisement Center in Wayne Hall. Students who have not declared a major by the time they have completed 60 credits may be denied permission to register.

STUDENT RESOURCES

Academic Support Center (973-720-3324) Hunziker Wing 219

Free tutoring in most general education subjects, individually or in small groups. The Center also conducts study skills workshops and test review sessions.

Career Development and Advisement

Center (973-720-2727) Student Center 301

The Center provides an information and referral service for students with academic questions and problems and offers more personalized advisement services for undeclared students or those exploring alternative majors. Students may also speak with trained Peer Advisors on a drop-in basis.

Services also include career guidance and workshops in planning for graduate school, writing resumes, preparing for interviews, and searching for employment. An Internship Coordinator assists students in identifying credit-bearing placements.

Campus Police (973-720-2300)

Child Care Center (973-720-2529) Hunziker Wing 35

An affordable preschool program for children and grandchildren of William Paterson students, staff, faculty, and alumni. The state-licensed center is open to toilet-trained children between the ages of two-and-a-half and six.

Counseling & Health and Wellness

Centers

The **Counseling Center** – (973) 720-2257 (Morrison Hall 115) – offers emergency/crisis intervention as well as a wide range of free, confidential counseling services for all students to help deal with academic stress, time management issues, self-esteem, relationship or family difficulties, unhappiness and depression, anxiety, harmful habits, eating-related problems, assertiveness, and conflict resolution, anger management, and communication.

The **Health and Wellness Center** – 973-720-2360 (Science Building 104) – provides services to students that emphasize wellness and promotion of self-care. The services include care for illness and injury, physical exams, health related counseling, nutritional counseling, immunizations, skin testing for tuberculosis, an on-site, low cost pharmacy, clinical clearances, athletic clearances, referrals for specialty care, emergency care, lab tests, or HIV testing. The Center also provides women’s and men’s health services, which include gender specific cancer screening, contraceptive methods and emergency contraception, testing for infections, risk assessment, and pregnancy testing and counseling. **For emergency medical assistance, call University Public Safety at 973-956-3300.**

Disabled Student Services (973-720-2853) Student Center 301

The Office of Disability Services coordinates services for students with permanent disabilities, including assistance in registration, advisement, parking, referrals, adapted classroom activities, and other special needs. Information regarding accommodations, services and adaptive technology is available. It is the responsibility of the student to identify him/herself and request assistance from the Office of Disability Services.

Education Enrichment Center(973-720-2608) Morris Hall 102

Education Enrichment Center offers numerous services in support of recruiting and retaining students of color, including Mentorships, Student Leadership Development, and Tutorial Assistance Program.

Financial Aid (973-720-2202) Raubinger Lower Level

The University administers a number of need-based financial aid and scholarship programs designed to assist eligible* students. Challenge and/or standardized exams may not be used as part of full-time status in determining financial aid eligibility. Additionally, fees for credit by exam options will not be covered by financial aid. Please see staff in Financial Aid office for information on Federal and New Jersey State financial aid programs and Work Study opportunities. **Nondegree students are not eligible for state or federal financial assistance.*

HSS Honor Societies (see departments for information)

Pi Delta Phi - Nu Theta Chapter: **French**

Phi Alpha Theta - Rho Alpha Chapter: **History**

Pi Sigma Alpha Iota Kappa Chapter: **Political Science**

Psi Chi: **Psychology**

Alpha Kappa Delta - Gamma Chapter: **Sociology**

Instruction and Research Technology(973-720-2959)

Support for technology in education and learning is provided by Instruction and Research Technology (IRT) in public access laboratories throughout the campus and through its four departments: Media Services (Library), Instructional Technology (Atrium), Distance Learning (Hobart Hall), and Technical Support Services (Hobart Hall). IRT also administers the Student Technology Consulting Program, which hires and trains selected students to support computer use in the laboratories, to provide training in computer applications and the Internet, and to assist in digital media production.

International Students and Scholars (973-720-2976)

The Office of International Students and Scholars offers services for individuals studying or teaching at William Paterson with nonimmigrant visas, including assistance with visa matters such as certificates of eligibility (e.g. I-20, IAP-66), on and off campus employment procedures, transfer clearance process, or change of status applications. OISS serves as an information and support center for international students and faculty.

International Student Exchange(973-720-3044)

A Study Abroad program through the New Jersey State College Council for International Education. Programs exist in Europe, Latin America, Australia, Asia and Africa. In most cases the language of instruction is English, except where the main purpose is to learn a foreign language. Up to 30 credits may be earned toward graduation from WPU. Students must have completed at least one year of university study, have a minimum GPA of 2.5 and be approved by a university committee. Students who wish to apply this work to their major programs must also receive authorization from their department.

Library (973-720-3172)

The David and Lorraine Cheng Library staff assists students in developing essential information literacy skills. The library provides extensive periodical subscriptions, several online databases including the full-text of periodicals, and multiple general and subject databases in each field of study available through its web site (www.wpunj.edu/library) or by contacting the Reference Desk (973-720-2116).

National Student Exchange (973-720-2256)

William Paterson students with a 2.5 or better GPA may participate in the National Student Exchange Program. The program enables students to enroll for a semester or a year in one of 170 member colleges and universities in the United States and territories. Students pay either WPU tuition or the in-state tuition of the host school; financial aid applies.

Residential Facilities (973-720-2714)

Scholarships (973-720-2929)

William Paterson University offers numerous scholarship programs, granted on the basis of academic performance and related achievements. Please see Undergraduate Catalog for a full listing and contact the Scholarship Office for applications.

Science Enrichment Center (973-720-3340) Science Hall 421A

At the Center students work with tutors individually and in study groups in support of science classes. The Center also offers a test bank and other reference materials, computer programs, CD-ROMs, and video disks. Students may drop in for individualized assistance or join a pre-scheduled study group led by experienced tutors who work closely with faculty members.

Student Center (973-720-2292)

The Student Center/University Commons houses recreational areas, the ID Center, a coffee house and entertainment lounge, dining areas, and meeting spaces. It also houses student offices including the SGA, SAPB, and various social,

academic, and service clubs. The Student Information and Referral Center provides general information, answers questions, and provides referrals to campus offices.

Student Government Association

(973-720-2157) Student Center 319

All students are members of the Student Government Association (SGA), which is funded by the student activity fee. The SGA is responsible for chartering and funding over 50 clubs and organizations. The SGA also retains the services of an attorney, who offers free consultation to students. It also provides a discounted pharmacy plan and sexual health services for all students. It funds the Student Activities Programming Board (SAPB)'s social, cultural, educational, and recreational activities.

University Honors Program

(973-720-3657) Raubinger Ground Floor The University Honors Program offers enhanced educational opportunities for motivated and high-achieving students. Many classes in the General Education Curriculum offer special "honors" sections that permit students to deal with these subjects in a more comprehensive and challenging manner. Building upon this foundation, the Program also offers an upper-level experience consisting of eight "tracks." Each track provides a more intense experience in the interest area through small classes, close contact with nationally recognized faculty, and courses intended to provide our graduates with an advantage in their applications to graduate school or employment. The eight current honors tracks are **Biopsychology, Cognitive Science, Humanities, Life Science and Environmental Ethics, Music, Nursing, Performing and Literary Arts, and Social Sciences**. All of the tracks add an intense disciplinary or interdisciplinary perspective to a student's education and combine rigorous classroom training with a unique, out-of-the classroom experience.

Women's Center (973-720-2946) Student Center 217

A comfortable space for students to relax and exchange ideas and offers information regarding services on- and off-campus. The Center has a resource library and information on internship and volunteer opportunities, and sponsors cultural, activist, and informational programs.

Writing Center (973-720-2633) Atrium 128

Writing Center tutors are available on a drop-in basis to help can help improve writing skills, clarify interpretations, document research papers, and develop word processing skills.

The Master of Arts in Sociology Program At William Paterson University

Who should apply?

Anyone interested in attaining a practical Master's degree that will enhance their job credentials in a variety of fields, contributing to their professional success and/or preparing them for more advanced study in sociology or related fields.

Why should you apply to this program?

1. This **33 credit** program thoroughly prepares students seeking **employment** immediately upon graduation, or those wanting to **advance in their careers**, or those whose long-range goals include earning a Ph.D.
2. Students in this program learn **skills** such as research methods, data analysis, and theory application that equip them for the demands of most work environments.
3. Program graduates understand how to successfully guide their organizations to create a more inclusive environment to meet the needs of an increasingly **diverse population** and workforce.
4. **Small class size** provides direct contact and support from experts and widely published scholars in the field.

Program Overview

The M.A. in Sociology at WPUNJ meets the educational needs of two sets of students: those who intend to apply the M.A. degree in non-academic or community college settings and those who wish to progress to a Ph.D. or other advanced degree programs. By offering courses in sociological research methods and applications, data analysis, and sociological theory, along with content courses centered on diversity, the WPUNJ Master's in Sociology Program prepares students to work in such areas as human resources, business, social service agencies, and non-profit management, and to carry out survey research, needs analyses, and program evaluations. Graduates of this program are also prepared for further advanced study in sociology and other related fields.

For further information: Contact the Graduate Director, Dr. Kathleen Korgen at GRADSOC@WPUNJ.EDU or 973-720-3881

Online application forms can be found at <http://ww2.wpunj.edu/admissn/gradf/graduate/>

Frequently Asked [Questions](#) and Answers

[1. Do I have to take Math 130? Do I still need to take Math 130 after I have already taken Soc 211?](#)

[All sociology students are required to take either Math 130 or Soc 211 before they take Soc 214. Those students who have already taken Soc 211 do not need to take Math 130 for the Sociology major. However, Soc 211 only meets the requirement of the Department of Sociology and students who take Soc. 211 still need to take a Math course \(any Math class beyond the Basic Skills Math class\) to meet their GE requirement. Students can either earn GE credit with Math 130 or credit towards the Sociology major with Soc 211. SOC 211 does not meet the GE math requirement.](#)

2. Do all students have to take Soc 354?

No. Only the Regular B.A. Sociology (General Sociology) students who entered the major during or after fall 2005, including transferred students who entered during or after fall 2005, are required to take Soc 354, Social Stratification. Other concentration students (including Crime and Criminal Justice, Social Services, and Sociological Practice) do not have to take Soc 354.

3. Can I count Soc 102 towards my GE classes?

Yes. All sociology students can count Soc 102 as one of their GE social science classes. However, Soc 102 cannot count as a sociology major course.

4. What is an upper level elective class?

An upper level GE elective class is a 200+ level course outside the major. If a 100 level course is showing up under the Upper Level GE requirements in your degree audit, it is an error.

5. Do all students need to get permit for senior seminars?

Yes. All students need to get permit from the department chair, assistant chair or criminal justice coordinator to register for senior seminars.

6. How many credits can I transfer to my major?

Students can only transfer 18 credits in their major to WPUNJ.

7. How many credits can I transfer to my sociology minor?

Students can only transfer 9 credits in their minor at WPUNJ.

8. Can I always take a class from other colleges or community colleges?

No. Students can take courses from other two year colleges when they have fewer than 70 credits. Students can take courses from other four year colleges or universities when they have fewer than 90 credits. Any students who take classes from other colleges or universities must have at least a 2.0 GPA and they must get approval from the department chair and the college dean before they take classes in other colleges or universities.

9. Can I take more than two classes in a summer session or more than 18/19 credits in the fall or spring semester?

Not everyone can. Only exceptional students with a GPA of 3.00 or higher may be allowed to take more than 6/7 credits during the summer sessions or more than 18/19 credits in the spring and fall Semesters. If a student wants to take over 6/7 credits during the summer sessions or over 18 or 19 credits in the spring or fall Semesters, they need to get permission from the department chair and then from the associate dean.

10. Can I take more than one class in the winter session?

No.

11. Can I repeat a class to improve my GPA?

Currently enrolled undergraduate first degree students may repeat once any course taken toward degree completion in which a grade of D+ or D has been received. A grade of F may be repeated only twice. Students cannot repeat a class if they received a grade higher than D+.

12. Can an undergraduate student take graduate classes?

Yes, if an undergraduate student has 1) above 3.0 GPA; 2) advanced standing (2nd semester senior or almost); and 3) permission of Chairperson and Associate Dean, he/she can take graduate classes but will receive undergraduate credits. Graduate course used for Under Graduate degree can *never* apply to MA.