Guidebook for the Thesis and Non-Thesis Options of the Masters Programs in Sociology

All students beginning graduate course work in Sociology at SDSU after July 1, 2013 will be required to fulfill the requirements of this guide. Students enrolled prior to this date may select from either this or any prior Guide in affect during their enrollment, but must fulfill the requirements of one or the other in its entirety.

Sociology Department Faculty

Mary Emery, PhD (Department Head & Graduate Program Coordinator) - Community/Rural Development; Wellness; Applied Sociology; Evaluation; Leadership; Conservation; Youth development.
Donald Arwood, PhD - Social Psychology; Social Fields; Sociology of Higher Education; Demography
Peter Froelich, PhD – Social Organization; Medical Sociology; Network Analysis
Jeffrey Jacquet, PhD - Environmental and Natural Resource Sociology; Energy Development, Policy & Planning
Jacob Jantzer, PhD – Partner Selection and Homogamy; Sexual Assault Prevention, Rural Community Development; Interpersonal Violence/Bullying; Instructor Credibility
Diane Kayongo-Male, PhD - Women’s Health in Africa; Families and the Division of Labor
Meredith Redlin, PhD - Community Development; Race, Class, & Gender Studies
Ronald Stover, PhD – Industrial Sociology
Julie Yingling, PhD - Criminological Theory; Qualitative Methods and Analysis; Methamphetamine Use; Drug Markets; Domestic Violence; Feminist Criminology

Reasons for this Guidebook

This pamphlet is designed to serve as a guide for graduate students in the Department of Sociology & Rural Studies. As a guide, it does not replace the Graduate School Bulletin requirements. It spells out in detail the responsibilities of a graduate student in the Department of Rural Sociology.

1. Admission to the Graduate School

Application to the Master’s degree program begins by submitting an application file to the Graduate School. This application file should include an application form, application fee, transcripts, degree certificates, letters of recommendation, and other materials as required by Graduate School. Application materials are due to the Graduate School by April 15 to be considered for fall enrollment and by August 15 (for international applicants) or October 15 (for domestic applicants) to be considered for spring enrollment. Applicants for the Master’s degrees must have an approved Bachelor’s degree from an accredited institution (except in approved/accelerated programs). Application may be made on-line at https://app.applyyourself.com/?id=sdstate-g.

Admission to all degree programs in the department is competitive and limited by the availability of personnel, facilities, and funding necessary to provide quality graduate education within the program.

2. Active Status & Readmission to the Graduate School

To maintain active status, students must be registered for each semester of the academic year (excluding summer).

Students who are not registered will be moved to inactive status. Inactive students must apply and be accepted for readmission before continuing graduate study. Graduate School policies in effect for the term of readmission will apply. Official transcripts must be furnished for graduate work taken at other institutions since last enrolled at South Dakota State University. Programs may require the student to update supporting documents for the application. Readmitted students are encouraged to contact their graduate advisor prior to registration. Students who are readmitted may be required to change their Advisory Committee, file a new plan of study or resubmit other matriculation documents.
3. Admission Requirements for the Master’s Program in Sociology

Students seeking admission to the Master’s Program in Sociology and Rural Studies must:

- Submit a personal statement of purpose indicating how participation in the program will further their career
- GRE general scores
- An academic writing sample
- Three letters of recommendation
- Evidence of completed upper-level undergraduate course work in sociological theory, research methods, and statistics with a grade B or better.

4. Advisory Committee

After consultation with the student, the head of the major department will designate a major advisor. The major advisor will recommend to the Dean of the Graduate School members of an Advisory Committee by submission of the Committee Approval Request Form:

- Major Advisor – acts as the chairperson of the committee and must have Graduate Faculty status at SDSU.
- One (1) additional member from the major or related department.
- Graduate Faculty Representative - selected by the Graduate School, from a discipline not closely related to the major/minor/supporting areas. This member ensures that rules and regulations are followed and acts as the student’s advocate, if necessary. For committee decisions, the Graduate Faculty Representative must vote in the affirmative for the vote to carry.

A minimum of three (3) members shall constitute the committee and each must have Graduate Faculty status. The Advisory Committee is responsible for assisting the student in developing a suitable graduate program, providing continuing guidance and counsel, and certifying the completion of the degree requirements to the Dean of the Graduate School. The Major Advisor approves the plan of study and any revisions of it, approves the thesis proposal (if applicable), conducts the examinations appropriate to each option, supervises the validation of courses, and ensures that professional standards have been met in completing the degree requirements.

Note: Although the major advisor signs and submits the Committee Approval Request Form, the student is responsible for contacting and asking faculty to be part of his or her committee. Given the complexity of our program, we expect each student will construct a committee and get the plan of study approved by the end of his or her first year.

5. Plan of Study

During the first semester of graduate work and no later than the end of the first year or completion of fifty (50) percent of the credits needed for graduation, the plan of study must be prepared on the appropriate form and approved by the major advisor. The plan of study will then be submitted to the Dean of the Graduate School for approval. At least fifty (50) percent of the credits on a plan of study must be in courses open only to graduate students (600-series or above). Failure to submit a plan of study may result in disapproval of courses taken prior to approval and/or registration restrictions. After approval, changes in the plan of study must be requested on the appropriate form.

6. Transfer of Credits

Credits earned at other institutions may be applied toward the master’s degree, but only if they have a grade of an “A” or “B”, are not outdated (may not be more than 6 years old at completion of the Master’s degree), are not applied to another degree, and are approved by both the Advisory Committee and the Dean of the Graduate School. Requests for transfer credits must be supported by an official transcript filed with the Graduate School.
Undergraduate converted credits applied toward the degree must be earned at SDSU. (See Graduate School Bulletin for more details on limitations for transfer credits).

7. Course Requirements for the Thesis and Non-Thesis Options

Unless approved by the advisory committee, the 30-hour minimum requirement for the Master's Thesis Option must be earned in the major. Five (5) of these hours are thesis credits. All students working toward the Masters-Thesis Option will be required to complete the following coursework:

- SOC 790 - Seminar Credits: 1
- SOC 701 - The Research Process Credits: 3
- SOC 702 - Sociological Inquiry Credits: 3
- SOC Research and Theory Elective Credits: 6
- SOC Elective Credits: 12
- SOC 798 - Thesis Credits: 5

Unless approved by the advisory committee, the 35-hour minimum requirement for the Masters Non-Thesis (Coursework/Applied) Option must be earned in the major. All students working toward the Masters Non-Thesis Option will be required to complete the following coursework:

Coursework/Applied Option (35 credit hours)
- SOC 790 - Seminar Credits: 1
- SOC 701 - The Research Process Credits: 3
- SOC 702 - Sociological Inquiry Credits: 3
- SOC 709 - Evaluation Research Credits: 3
- SOC Research and Theory Elective Credits: 12
- SOC Elective Credits: 13

8. Comprehensive Examinations

Students in the Thesis Option are required to pass a final oral examination covering coursework, general knowledge of the field, and the thesis. Due to Department staffing, thesis proposals, and written and final oral exams are not administered during summer sessions.

Students in the Non-Thesis Option are required to pass written and oral examinations covering coursework and general knowledge of the field. The written portion of the exam will include 4 hours on methods and 2 hours on other coursework. A final oral examination follows the satisfactory completion of all course work and the successful completion of the 6-hour written exams. Students will be examined over their general knowledge of the field.

Addition information:

- No graduate student with any prerequisite pertaining to admission to the graduate program will be allowed to take written and oral examinations or to present a thesis proposal until they have completely and officially completed the requirements of those prerequisites. Prerequisites should be completed during the first year following admission.
- Due to department staffing, final oral examinations are conducted only during the Fall and Spring terms. Candidates for the Master's Thesis Option are required to pass an oral examination covering the thesis, the courses included in their graduate program and general knowledge of the field. This must be done not less than 10 days (excluding Saturdays, Sundays and holidays) prior to Commencement.
- In order to complete the graduate program, a graduate student in the Rural Sociology Department must attain a cumulative grade point average of 3.0 or better in Sociology as well as in the total program.
9. Thesis

Upon completion of the core coursework and all prerequisites, the student enrolled in the Thesis Option is assigned a thesis advisor who becomes chair of the Advisory Committee; he or she is also allowed to register for thesis credits. In consultation with the student's thesis advisor, the student will prepare and present a thesis proposal at a meeting of the advisory committee. The deadlines for submission of proposals are November 1 (Fall) and March 1 (Spring) of each year. Proposals are not considered during Summer Sessions. The proposal is delivered to the committee two weeks (10 working days) in advance of the meeting, and shall contain a brief (20 page double-spaced maximum) statement of the problem, research objectives, theoretical framework, proposed methodology and expected contributions to the field. Once approved by the thesis advisor, the thesis becomes a public document and may be shared with interested parties. The meeting scheduled for approval of the proposal is open to interested parties as observers. Observers should inform the advisor and student of their intent to attend the thesis proposal meeting.

The thesis requirements of the Graduate School are outlined in a pamphlet titled “Instructions for Theses and Dissertations;” students can download it from the Graduate School website. Students should use the ASA Style Guide for citing sources and completing the bibliography.

The thesis should represent a scholarly contribution to knowledge related to the major field. Although the thesis accounts for 5 credits in the major, the number of credits is not necessarily related to the amount of research work required. These credits are given for both the research and writing required for the thesis. Grades for thesis credits are submitted as "In Progress" (IP) until after the oral examination. When accepted by the examination committee and the Dean of the Graduate School, a grade of "Satisfactory" (S) is given.

Submitting Theses or Dissertations to the Graduate School

1. Repair, edit, and revise thesis or dissertation until committee approval.
2. Obtain a hard copy of Acceptance Page signed by the advisor and department include a space for Graduate Dean signature. The Acceptance Page may be printed on office-grade white paper.
3. Submit or mail the hardcopy of the Acceptance Page, containing ink-signatures, to the Graduate School.
4. Pay the $45.00 printing and binding fee at Briggs Library.
5. Submit the thesis or dissertation to the Graduate School via D2L for a format check. Any communication and submission of corrected theses or dissertations is through D2L. Note: the student may find it convenient to leave a blank (unsigned) Acceptance Page in the thesis or dissertation.
6. When the document is accepted, the Graduate School will inform the student and send a final electronic copy of the document (pdf format) to the 1) student (via d2L), 2) department and 3) and the library.
7. The final, electronic copy will have the Acceptance Page inserted (scanned) into the document and will contain the signature of the Dean of Graduate School.
8. The student may claim, if desired, the original Acceptance Page at SAD 130.
9. Often the student wants multiple original Acceptances Pages to include in multiple personal copies of the thesis or dissertation, if so, the student must obtain multiple copies of the Acceptance Page signed in ink by the advisor and department head and submit them to the Graduate School. After the Dean of the Graduate School has signed all of them, the student may claim them in SAD 130.

10. Time Limit and Outdated Course work

If the requirements for the Master’s degree are not completed within six years from the time of admission to work toward the degree, reconsideration of the students program will be required and the rules of the Graduate School in effect at the beginning of the seventh year will apply.

Courses completed more than six years prior to completion of the requirements of the Masters Degree, and not part of a previous degree, are regarded as outdated course work. Outdated courses and thesis credits may be used in the Masters Degree program only if validated by the Advisor, Advisory Committee and the Department Head. Validation of course relevance and the student’s knowledge and skill in the subject area may be accomplished by a variety of means to be determined by the Advisor and the Advisory Committee. The department will allow up to a
maximum of 15 hours to be updated. Validation must be certified by the Advisory Committee on a form prescribed by the Graduate School.

11. Graduate Assistantships and Financial Aid

Financial Aid

The graduate student may obtain financial assistance from various sources. Students are strongly encouraged to apply for outside funding sources, such as grants, awards and fellowships. Some hourly work is available for qualified students not on assistantships. In general, hourly work will be connected with existing research projects, thereby providing a student an opportunity to participate in and learn about research activities in the department or elsewhere on campus.

Graduate students may also apply for financial assistance through the SDSU Financial Aid Office. For the students who have a determined financial need, opportunities for College Work Study employment or a National Direct Student Loan are available (limited to availability of federal funding). Graduate students in need of financial assistance can also apply for a Guaranteed Student Loan through their local lending institution and SDSU Financial Aids.

In addition to the financial aids identified above, graduate students who are married may apply for an apartment in graduate student housing. This housing is located on campus and, in general, is designed for those with a limited income. Information on married student housing may be obtained from the Housing Office on campus.

If financial aid is desired, it should be requested at the time of application for admission by the Graduate School.

Graduate Assistantships

Department assistantships are available generally for a maximum of two (2) years on the Master's program and three (3) years on the Doctoral program for those students meeting departmental and Graduate School requirements. Assistantships are generally awarded on a quarter-time, third-time, and half-time basis and require 11-22 hours of work for the department per week. A student receiving an assistantship may expect to function in both research and teaching capacities during the time that an assistantship is held.

Selection of Graduate Assistants

The number of graduate assistantships available in the department is limited. Graduate assistants are recommended for appointment by the Department Head in consultation with the departmental staff. Since graduate assistants play an important role in the department's teaching and research activities, care is exercised in their selection. In addition to a sound background in Sociology, graduate assistants are selected on the basis of their demonstrated maturity of judgment, commitment to sociological research and teaching, and interest in the on-going activities and programs of the department. The prospective applicant is further referred to the discussion of "Appointment of Graduate Assistants" found in the Graduate School Bulletin. The student should also make note of the fact that while on a half-time assistantship, a maximum of twenty-two credit hours may be taken per year; and as a quarter-time assistantship, a maximum of 30 hours. All graduate assistants must be enrolled in at least six (6) hours of department course work each semester on an assistantship. At least three of these must be in formal courses. The remaining three hours may be taken in "Special Problems" or thesis/dissertation credits. Exceptions to this may be granted if student has already had all available courses. Graduate assistantships are rendered on an annual basis and are generally limited to a maximum of two years for M.S. and three years for Ph.D. student. The application deadline for the upcoming academic year is March 1st.
12. Professional Conduct

As stated in the Graduate School Bulletin, South Dakota State University has taken a strong and clear stand regarding academic dishonesty. The department has done likewise (see departmental policy in Appendix A of this document). The consequence of academic dishonesty ranges from disciplinary probation to expulsion.

13. Summary Table – MS Thesis and Non-Thesis Options in Sociology

<table>
<thead>
<tr>
<th>Requirements:</th>
<th>Under the direction of:</th>
<th>When due:</th>
<th>Completed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Application for Admission to Graduate School</td>
<td>Dean Of Graduate School</td>
<td>At Least 1 Month Before First Registration</td>
<td>yes</td>
</tr>
<tr>
<td>2 Development of Plan Of Study</td>
<td>Graduate Program Coordinator</td>
<td>Within First 12 credits Of Graduate Work</td>
<td>no</td>
</tr>
<tr>
<td>3 Completion of Prerequisites</td>
<td>Graduate Program Coordinator</td>
<td>Within 1st year following Admission.</td>
<td>yes</td>
</tr>
<tr>
<td>4 Preparation of Thesis Proposal (Thesis Option only)</td>
<td>Thesis Advisor</td>
<td>Upon Completion of Core Courses and Prerequisites</td>
<td>no</td>
</tr>
<tr>
<td>5 Review of Thesis Proposal (Thesis Option only)</td>
<td>Thesis Advisor and Advisory Committee</td>
<td>Submission by November 1 (Fall) or March 1 (Spring)</td>
<td>yes</td>
</tr>
<tr>
<td>6 Filing of Graduation Card</td>
<td>Office of Admissions &amp; Records – Submitted to the Dean of the Graduate School</td>
<td>Within first 4 weeks of the final semester</td>
<td>yes</td>
</tr>
<tr>
<td>7 Scheduling of Written Exam (Non-Thesis Option only)</td>
<td>Graduate Program Coordinator</td>
<td>Semester prior to graduation</td>
<td>no</td>
</tr>
<tr>
<td>8 Scheduling of Oral Exam</td>
<td>Thesis Advisor (Thesis Option) Graduate Program Coordinator (Non-Thesis Option)</td>
<td>One month prior to oral exam (Fall &amp; Spring semester only)</td>
<td>no</td>
</tr>
<tr>
<td>9 Thesis due to Advisory Committee (Thesis Option only)</td>
<td>Thesis Advisor</td>
<td>Ten work days prior to oral exam</td>
<td>yes</td>
</tr>
<tr>
<td>10 Comprehensive Written Exam (Non-Thesis only)</td>
<td>Graduate Program Advisor</td>
<td>Upon substantial completion of coursework</td>
<td>yes</td>
</tr>
<tr>
<td>11 Final Oral Exam</td>
<td>Advisory Committee – See Graduate Program Coordinator for Scheduling of Exam</td>
<td>Not less than 10 days before commencement</td>
<td>yes</td>
</tr>
<tr>
<td>12 Corrected Copies of Thesis Due (Thesis Option only)</td>
<td>Dean of the Graduate School</td>
<td>Not less than 5 days before commencement</td>
<td>no</td>
</tr>
<tr>
<td>13 Change of Grade</td>
<td>Thesis Advisor</td>
<td>Within two weeks of commencement</td>
<td>yes</td>
</tr>
</tbody>
</table>
Appendix A: Departmental Policy on Fraud, Cheating, and Plagiarism within the Department of Sociology, South Dakota State University

I. Introduction.

Cheating, plagiarism, fabricating data and information, and facilitating academic dishonesty by others are serious offenses in academia. Accordingly all members of the university community, faculty and student alike, are held to strict rules and guidelines concerning such offenses. The Department of Rural Sociology will not accept or tolerate instances of academic fraud, dishonesty or plagiarism of any kind by graduate students. Falsifying data, sources or experimental results, submitting others' work as if it was yours, presenting the words or ideas of others without full and appropriate citation, and cheating on exams each represent instances of academic dishonesty. For the Department of Rural Sociology, the following policy specifies the nature and extent of the possible offenses, the subsequent penalties, and the processes of appeal where appropriate.

II. Definition.

Chapter 01:10:25 (pages 10-11 of chapter 10) of the SDSU Student code identifies cheating. Please review this policy. It can be found at:


Its relevant parts have been reproduced below. The recommended penalties for engaging in academic dishonesty are found in the parentheses at the end of each section.

01:10:25 Dishonesty.

01:10:25:01 Cheating, which is defined as, but not limited to, the following: use or giving of any unauthorized assistance in taking quizzes, tests, or examinations; use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or acquisition, without permission, of tests or other academic material belonging to a member of the institutional faculty or staff (Disciplinary Probation--Expulsion).

01:10:25:02 Plagiarism, which is defined as, but is not limited to, the following: The use, by paraphrase or direct quotation, of the published or unpublished work of another person (words, ideas or arguments) without full and clear acknowledgment consistent with accepted practices of the discipline; the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials (Disciplinary Probation--Expulsion)

01:10:25:03 Fabrication is intentional and unauthorized falsification or invention of any information or citation in an academic exercise. (Disciplinary Probation--Expulsion)

01:10:25:04 Facilitating academic dishonesty is intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty. (Disciplinary Probation--Expulsion)

III. Academic dishonesty in the context of class assignments, papers, examinations, and other graded activities.

Although all violations are serious, some may be due to ignorance of those actions that entail academic dishonesty, poor documentation of research materials, incorrect formatting. These “minor” violations are
treated differently than intentional attempts to act fraudulently. The solution for avoiding this problem is for
student to consistently provide source citations for the ideas and information they are using.

A. Minor Violations.

Minor violations will be defined as indirect usage of another author or public source material which contains ideas,
facts, figures, or explanations not known by the student prior to the completion of her/his research for the paper.
Essentially, a minor violation involves excessive paraphrasing without citations crediting the original sources as
opposed to directly copying materials. Minor violations exist where the bulk of the submitted material remains the
student's original work; however, substantial amounts would be better credited to others (Quantifications of the
term, substantial, will be made by each instructor in her/his course).

B. Sanctions for Minor Violations.

Various sanctions are available to instructors, including but not limited to asking for the work to be redone, assigning
a zero (0) for assignment, and failing the student in the course. For multiple violations, the instructor may also
report the incidents to the department head as a major violation.

C. Major Violations Relative to Course Work

Major violations include acts of cheating, plagiarism, fabrication, and facilitating academic dishonesty of others.
For instance, it exists when: (a) a student has presented direct material without quotations and/or credits, basically
passing off others' exact information, phrases, or statements as her/his own work; (b) the clear majority of the
material in the submitted work is not the student's; (c) using electronic media, such as a jump drive, internet, e-mail,
and other media, to access disallowed reference materials when taking computer-assisted exams.

1. Sanctions for Major Violations – All Incidents

Major violations will result in the assignment of a zero (0) for assignment or course. In addition, all major incidents
will be reported to the department head and recorded in the student’s academic file. In consultation with the
instructor, the department head will determine whether the incident will be referred to the graduate school for
additional disciplinary action. The department head can recommend stronger sanctions, including academic
suspension and expulsion from the program.

2. Sanctions for Major Violations for Those Who Are Not Presently Graduate Assistants

As this represents a monumental form of academic dishonesty and violation of trust, students who commit a major
violation will not be able to apply for future assistantships in the department.

3. Sanction for Major Violations for Those Who Are Presently Graduate Assistants

As this represents a monumental form of academic dishonesty and violation of trust, students holding
assistantships, who commit a major violation will be immediately relieved of their assistantship. These students
will not be able to reapply for future assistants in the department.

D. Documentation of Violations

Instructors will document all incidents of academic dishonesty. Instructors will not return a student’s work if
academic dishonesty is suspected as that work will become part of the incident’s documentation. The instructor will
also keep written evidence to support the charge of academic dishonesty that may include their own notes
describing what they have observed and/or copies of the published works from which the material in question has
been taken. It is recommended that instructors clearly identify relevant passages. Instructors will provide copies of
this documentation to the department head in the case of major violations.
E. Communication with Students.

When the instructor has decided an incident of academic dishonesty has occurred, he or she will communicate this to the offending student, convey the nature of the incident, and indicate the sanctions imposed for the violation. Students will be told that they can appeal the decision to the department head.

IV. Minor and Major Violations Relative to Thesis and Dissertation Work

A thesis or a dissertation represents a published work containing not only the author's name, but also references to the academic advisor, the department committee members, the department head, the graduate college representative, and South Dakota State University. Accordingly, the Department of Rural Sociology and its students are required to be especially vigilant regarding any possibility of plagiarism which would taint these works.

A. Minor Violations.

Minor violations will be defined as indirect usage of another author or public source material which contains ideas, facts, figures, or explanations not known by the student prior to the completion of her/his research for the paper. Essentially, a minor violation involves excessive paraphrasing without citation credit to the original sources rather than directly copied materials.

Minor violations exist where the bulk of the submitted materials remain the student's original work; however, substantial amounts would be better credited to others. (Qualifications of the term, substantial, will be made by each thesis or dissertation advisor and/or committee member). The solution for this problem is for students to consistently provide citations for the ideas and information they are using.

B. Sanctions for Minor Violations.

Students will be required to make any changes, based upon committee member comments, prior to the defense of the dissertation or thesis. In instances where the errors are discovered during a dissertation/thesis defense, changes will be made prior to the final signatures of the major advisor and department chair. The student bears total responsibility for work presented in her/his thesis or dissertation.

C. Major Violations

Major violations exist when: (a) a student presents material without quotation marks and/or proper crediting to the original author(s). Essentially, this is not the student's work and should be considered plagiarism. This also may happen when (b) the clear majority of the material in a submitted work is not the student's, or, (c) the data included in the thesis or dissertation has been falsified or altered.

D. Sanctions for Major Violations

The committee will not approve the thesis or dissertation as meeting the requirements of the degree.

V. The Process of Appeal

A. The Informal Appeals Process

As indicated in Chapter 2 of the Student Policy Manual, the appeals process usually begins in what is called an “informal phase.” Students should refer to this chapter for complete details of the informal process.

http://studentaffairs.sdstate.edu/student_policy_manual/chapter2.htm
B. Formal Appeals Process

When either the student or faculty is dissatisfied with the results of the informal process, he or she can initiate a formal appeal. Sections 02:04 and 02:05 in Chapter 2 of the *Student Policy Manual* include the relevant policy statements and procedures.

http://studentaffairs.sdstate.edu/student_policy_manual/ chapter2.htm

C. Records

Formal recordings of each stage of events involving allegations of academic dishonesty will be kept by the head of the department of Rural Sociology. Total confidentiality will be maintained.

VII. Notification and Implementation

A. Notification.

This policy document will be distributed during the initial formal meeting of graduate students and the Department Head. It will be published in the graduate student guide and referenced in all graduate course syllabi.

B. Implementation.

These policies are in effect as of the Fall 2009 semester.