

GRADUATE HANDBOOK

MA in Sociology · MA in Criminology
2026–2027

Department of Sociology & Criminology
Faculty of Arts, Humanities and Social Sciences
University of Windsor

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Questions	Graduate Secretary — Christine Jolicoeur, ext. 2191 Email: gradsoc@uwindsor.ca

Please note the version of this handbook that is in effect currently as it may be revised from time to time.

How to use this handbook

This handbook has two parts. Part One takes you through the programme in roughly the order you will meet it, from your first week to graduation. Part Two holds reference material such as admissions, course descriptions, faculty research areas, contacts, and a glossary, for when you need the detail.

Where this handbook conflicts with the Graduate Calendar or a Senate bylaw, the Calendar and the bylaws govern. The [Graduate Calendar](#) is the University's official statement of academic regulations, program requirements and policies, and all graduate students are expected to be familiar with it. This handbook explains how the Department applies those regulations and does not replace them.

Three bases of policy and regulation

Statements in this handbook carry different weight, and it matters which is which, especially if you ever need to contest a decision. Each is marked:

Marked	Means	If you need it changed
Department rule	A rules and requirements set by the Department of Sociology & Criminology	Ask the Graduate Coordinator. The Graduate Committee can consider a variance (see §8)
University rule	A requirement set by the Faculty of Graduate Studies, the Graduate Calendar, or a Senate bylaw	The Department cannot waive it. The relevant appeal or exception route is given with each
Guidance	Advice, drawn from experience. Not a requirement	It is considered advice provided by the Department — use your judgement

A note on links and dates

Every link in this handbook was checked in August 2026. University web pages are reorganized frequently. If a link fails, start from the Faculty of Graduate Studies site or ask the Graduate Secretary rather than assuming the requirement has changed. Deadlines that change annually are not printed in the body of this handbook; they are on the Registrar's Important Academic Dates page and the Faculty of Graduate Studies Important Dates page, both linked in §6.

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PART ONE — YOUR PROGRAM

1. About the MA programs

The Department of Sociology & Criminology offers two master's degrees — the MA in Sociology and the MA in Criminology — each available in a Course stream and a Thesis stream. All four pathways are taught by the same graduate faculty and draw on the same course list.

The programs are built around critical, contemporary and historical scholarship. They reflect the particular departmental strengths in migration and borders; criminology, governance and justice; political sociology; sexuality and social justice; race, ethnicity and inequality; social theory and the philosophy of social science; and critical research methodology. Graduates go on to doctoral study, management, business administration, public administration (e.g., justice; borders) and to research, policy, community, advocacy and public-sector work in Canada and internationally.

Which stream is right for you. The Thesis stream is a research degree. It has fewer courses, a major independent research project. It is the standard preparation if you intend to apply to a PhD or if you wish to develop current expertise in an area or topic (e.g., social policy or a current social problem). The Course stream is a coursework degree completed more quickly, suited to students whose goals are to deepen their knowledge of contemporary sociology and criminology. It too paves the way for professional careers and enhances research, analytical and communications skills. The two are not ranked, but they are different, and they carry different funding (§7) and different completion times (§3).

2. Your degree requirements at a glance

Department rule. Find your column — everything you must complete is in it.

	MA Sociology Course Stream	MA Sociology Thesis Stream	MA Criminology Course Stream	MA Criminology Thesis Stream
Total graduate courses	Seven	Four, plus SACR-8900 and SACR-8970	Seven	Four, plus SACR-8900 and SACR-8970
Required theory course	SACR-8000 or SACR-8010	SACR-8000 or SACR-8010	SACR-8640	SACR-8640
Required methods course	SACR-8050, SACR-8060 or SACR-8160 or SACR 8870 section 2 or SACR 8090	SACR-8050 or SACR-8160 or SACR=8870-02 or SACR 8090	SACR-8050, SACR-8060 or SACR-8160 or SACR 8870 section 2 or SACR 8870-02 or SACR 8090	SACR-8050 or SACR-8160 or SACR-8870-02 or SACR 8090
Courses from a specified list	Two, from the Sociology list below: SACR-8210. Social Inequality and the State SACR-8300. Work and Social Change SACR-8400. Race and Ethnic Relations SACR-8500. Family Relations and Gender Politics SACR-8550. Sexualities and Social Justice SACR-8690. Culture and Globalization SACR-8710. Critical Cultural Studies SACR-8800. Subordination, Identity and Empowerment	—	Two, from the Criminology list below: SACR-8610. Crime and Exclusion SACR-8620. Security and Regulation SACR-8650. Law and Governance SACR-8670. Current Issues in Criminology SACR-8680. Critical Perspectives on Policy Development SACR-8710. Critical Cultural Studies	One, from the Criminology list below: SACR-8610. Crime and Exclusion SACR-8620. Security and Regulation SACR-8650. Law and Governance SACR-8670. Current Issues in Criminology SACR-8680. Critical Perspectives on Policy Development SACR-8710. Critical Cultural Studies
Free electives (any SACR-8xxx)	Three	Two	Three	One
Thesis proposal and thesis	—	Yes (cf. §§12–14)	—	Yes (cf. §§12–14)

	MA Sociology Course Stream	MA Sociology Thesis Stream	MA Criminology Course Stream	MA Criminology Thesis Stream
Expected completion	3–4 semesters	6 semesters	3–4 semesters	6 semesters
Maximum time to completion	3 years	3 years	3 years	3 years

Sociology specified list: SACR-8020 (Social Theory and Social Justice), SACR-8200 (Social Movements and Popular Mobilization), SACR-8210 (Social Inequality and the State), SACR-8250 (International Development and its Discontents), SACR-8300 (Work and Social Change), SACR-8400 (Race and Ethnic Relations), SACR-8500 (Family Relations and Gender Politics), SACR-8550 (Sexualities and Social Justice), SACR-8690 (Culture and Globalization), SACR-8800 (Subordination, Identity and Empowerment).

Criminology specified list: SACR-8610 (Crime and Exclusion), SACR-8620 (Security and Regulation), SACR-8650 (Law and Governance), SACR-8670 (Current Issues in Criminology), SACR-8680 (Critical Perspectives on Policy Development), SACR-8710 (Critical Cultural Studies).

Rules that apply to all four pathways

- **Course load.** You may take no more than three courses in a term.
- **Choosing your methods course.** Thesis students should take the methods course that matches the thesis: SACR-8050 for quantitative work, SACR-8160 for qualitative. Discuss this with your supervisor before you register.
- **Plan around the summer.** Inter/Summer course offerings are substantially reduced. Take three courses in Fall and three in Winter wherever possible; students who defer courses to the summer frequently cannot complete on time.
- **Courses outside the Department.** One of your courses may be taken outside the Department, with advance approval from the Graduate Committee and final approval from the Faculty of Graduate Studies. See §9.
- **Grades.** The minimum passing grade in a graduate course is 70%, and you must maintain a cumulative average of 77%. See §9.
- **Language.** Written work must be submitted in Canadian English. Work demonstrably deficient in the mechanics of English composition will not be assessed.

3. Timelines at a glance

Department rule, except where marked. Semesters are counted from your first registration.

Course stream

When	What you complete	What you submit
Semester 1 (Fall)	Three courses	—
Semester 2 (Winter)	Three courses	—
By 1 May each year	Annual progress review with your faculty advisor	Annual Report Form
Semester 3 (and 4 if needed)	Remaining course(s); program complete	Application to Graduate
Maximum	Three consecutive calendar years from first registration (University rule)	Time Limit Extension Form, if needed

Thesis stream

When	What you complete	What you submit	To whom
Semester 1 (Fall)	Two or three courses. Begin meeting faculty; identify a prospective supervisor	—	Get advice from Graduate Coordinator if you don't have an advisor
End of semester 1	Supervisor confirmed, and at least one "Reader" (usually a professor in the Department) identified	—	Confirm with the Graduate Coordinator
Semester 2 (Winter)	Remaining coursework and SACR-8900; declare thesis title and abstract; full committee formed	Master's Thesis Committee Form, via UWinsite Student; validate the Non-Exclusive Licence	Graduate Studies, for FGS approval
By 1 May each year	Annual progress review with your supervisor	Annual Report Form	Graduate Secretary
By the end of July	Full draft of the thesis proposal	Draft	Your supervisor
Beginning of Fall, Year 2	Proposal defence date set	—	Your supervisor notifies the Graduate Secretary
10 business days before	—	Electronic copy of the proposal (approx. 20 pages)	Graduate Secretary, and all committee members simultaneously
By 30 September, Year 2	Proposal defended and approved	—	—
Immediately after approval	Research ethics clearance, if your research involves human participants	REB application	Research Ethics Board
Semesters 4–5	Thesis research and writing	Work in progress, on a schedule agreed with your supervisor	—
Before the defence	Pre-defence format checking	Thesis, for format approval	Faculty of Graduate Studies
10 business days before	—	Electronic copy of the thesis	Graduate Secretary, and all committee members simultaneously

When	What you complete	What you submit	To whom
Semester 6	Thesis defence; revisions; deposit; graduation	Post-Defence Committee Approval form; PDF of thesis to the repository; Non-Exclusive Licence	Graduate Secretary; thesis@uwindsor.ca; Registrar
Maximum	Three consecutive calendar years from first registration (University rule)	Time Limit Extension Form , if needed	FGS, via UWinsite Student

A word about the last row. The six-semester expectation and the three-year limit are different things. Six semesters is what the program is designed for and students are expected to meet the residency requirement of at least one year. Three years is the maximum length of time you can be registered in the program. This is the point at which you need a formal extension to continue at all. Students who lose a semester due to a slow ethics review, a difficult field season, or an illness usually still finish inside the limit, but the margin is thinner than it looks. Tell your supervisor early when something slips.

4. Your first month

Guidance. None of this is graded, and all of it will save you trouble later.

	Register in UWinsite Student after talking to your faculty advisor or the Graduate Coordinator about course selection. Remember the three-course-per-term cap
	Log in to the Sociology & Criminology Graduate Student site on Brightspace and confirm announcement emails are reaching you. Events, GA postings, defence notices, funding deadlines and program reminders all go through it
	Attend the Department's Graduate Orientation Session
	Complete the required training for all new University employees if you hold a GA position: Accessible Customer Service, AODA and Ontario Human Rights Code (2 hours), and Health and Safety (1.5 hours)
	Attend the Faculty of Graduate Studies GA/TA orientation workshop in September if you hold an assistantship, and consider the Centre for Teaching and Learning's GATA Academy
	Ask the Graduate Secretary about access to the well-equipped Grad and GA Study Room (Chrysler Hall South/CHS 154) and lockers available in the GA-TA Mailroom in CHS 153
	If you may need academic accommodation, register with Student Accessibility Services now. Retrofitting an accommodation onto a defence date or a submission deadline is much harder than arranging it in advance
	Read the sections of the Graduate Calendar that apply to your program
	Thesis stream: start meeting faculty, including those whose courses you are not taking. You need a supervisor confirmed by the end of this term and a full committee by the end of the next
	Course stream: if you are thinking about switching to the Thesis stream, raise it now rather than in the Winter — see §10

5. Who's who

Role	What they do	Go to them when
Faculty Advisor (assigned on admission)	Helps with course selection and with settling into the program. For Thesis stream students this is often, but not always, the person who becomes your supervisor	You are choosing courses, especially in your first term, and before a supervisor is confirmed
Supervisor (Thesis stream)	Directs your thesis research, convenes your Thesis Committee, signs your Annual Report, and approves your use of generative AI in your research (§16)	Anything to do with your research, your committee, or your timeline
Thesis Committee (supervisor + two readers: Departmental and External))	Approves your proposal, reads your thesis, and examines you at both defences. The internal “Departmental Reader” is a professor in the Department; the “External Reader” is from another.	You need collective sign-off on a stage of the program
Graduate Coordinator Dr. Jane Ku Ext. 2228 janeku@uwindsor.ca	Oversees the graduate programs; brings requests to the Graduate Committee; handles leaves, variances, stream changes and committee approvals	You need an exception, a leave, a stream change, or a problem addressed above the level of your supervisor
Graduate Secretary Christine Jolicoeur Ext. 2191 gradsoc@uwindsor.ca	Receives forms and submissions, keeps the record, circulates defence notices, arranges lab access	You are submitting anything, or you do not know where something goes. When in doubt, start here
Graduate Committee	The Department’s decision-making body for graduate matters: admissions, variances, stream changes, course substitutions	— (reached through the Graduate Coordinator, not directly)
Department Head Dr. John Deukmedjian Ext. 2190 johndeuk@uwindsor.ca	Heads the Department (i.e., the “AAU”: Academic Administrative Unit)	A problem cannot be resolved with the Graduate Coordinator
Faculty of Graduate Studies (FGS)	The University’s governing body for all graduate programs. Final approval for committees, leaves, time limit extensions, format checking, deposit and the degree itself	— (usually reached through the Graduate Secretary rather than directly)

6. Registration, time limits and leaves

Registration

University rule. You must maintain continuous full-time registration in every term of your program, including summer, or hold an approved leave of absence. A graduate student registered full-time in any term is expected to pursue their studies as a full-time occupation.

Register each term in

1. Talk to your faculty advisor or supervisor, about what to register in. If you do not have an advisor or supervisor, speak to the Graduate Coordinator.
2. Log in to [UWinsite Student](#) and register before the posted deadline for the term.
3. To add a course after the late registration deadline — or to add an undergraduate course or a course outside your program, which you cannot do online — complete a Course Add Form: Special Circumstances Request, obtain the Graduate Coordinator's authorization, and submit it to Graduate Studies.

What thesis students register in after coursework. Once you have finished your courses, you remain registered by enrolling in SACR-8900 and then SACR-8970 as applicable. Please contact the Graduate Coordinator to ensure timely registration in these courses. This satisfies the continuous full-time registration requirement. If you are ever unsure what you should be registered in for a given term, ask the Graduate Secretary before the deadline rather than after. Note: a lapsed registration requires an application for readmission and may attract an application fee.

The three terms are Fall (September to December), Winter (January to April) and Inter/Summer (May to August). Registration deadlines, add/drop dates and fee deadlines are on the Registrar's

- [Important Academic Dates](#) — all students, by semester
- [Important Dates for Graduate Students](#) — Faculty of Graduate Studies

Time limit

University rule. Work on a master's degree must be completed within three consecutive calendar years of your first registration at the II Master's (Candidate) level. This applies to both streams.

If the limit is approaching and you will not finish in time, apply for an extension before it expires, using the Time Limit Extension Form from the [Student Forms page](#), submitted as a service request in UWinsite Student. Talk to your supervisor and the Graduate Coordinator first — an extension request is stronger when it comes with a realistic completion plan.

Leaves of absence

University rule. Only the Dean of Graduate Studies can authorize a leave of absence. The Department's Graduate Committee advises; it does not decide.

How to apply:

1. Write to the Graduate Coordinator explaining the reasons for the request and your projected date of return, with written support from your supervisor (or faculty advisor, if you do not yet have a supervisor)
2. Submit the Leave of Absence application as a service request in UWinsite Student. The form must be completed by the student and submitted by the end of the second week of the semester for which the leave of absence request is being made
3. The Graduate Coordinator forwards the request and the Graduate Committee's view to the Faculty of Graduate Studies. FGS communicates the outcome to you.

Things worth knowing before you apply.

- **Categories and durations.** Leaves are available on maternity, parental, medical, personal, financial and other grounds, and are normally approved for one to three terms depending on the type. The current categories, durations and documentation requirements are set by the Faculty of Graduate Studies and are explained on the Leave of Absence application form itself and the [Registration, Policies and Regulations page](#). This handbook does not reproduce them, because they change. Currently, all Faculty of Graduate Studies form may be accessed on the [Student Forms](#) page on their website.
- **There is a fee.** A \$50 leave of absence fee is added to your account by the Cashier's Office when the leave is approved.
- **Access to University resources is suspended.** While on leave you do not have access to University resources, including office space, computing, library facilities and supervision. This is a consequence of not being registered rather than a penalty, but it is real, and it means

a leave is not a way to keep working with less pressure. Plan the resumption with your supervisor before the leave starts.

- **Employment.** Graduate students can be paid RA-Scholarship, RA-Employment Income or casual wages only while registered and paying fees. A leave therefore ends that income. During your leave, it is possible to obtain work with a professor as a non-student RA. Some types of leave of absence will stop your program clock and resume when you are re-registered. Your graduate student assistantship can likewise resume. Check with Faculty of Graduate Studies and International Student Centre for clarification on work permit issues.
- **Scholarships.** The length of an award is not extended to accommodate a financial leave or certain kinds of personal leave. Check with Student Awards before applying.

7. Funding, employment and fees

What the funding package includes

Students admitted to the MA programs may be offered funding made up of some combination of graduate assistantships, research assistantships, entrance and internal scholarships, and external awards. The composition varies by stream and by year.

	Thesis stream	Course stream
Graduate Assistantship semesters you may be eligible for	Three	One (as a limited term funding agreement), with further positions possible if resources allow
Entrance scholarship consideration	Yes — research-based programs with an average at or above the equivalent of a Canadian 80% CGPA are considered; international students may be offered if funding is available	Currently, course stream students are not eligible for entrance scholarship; only students in research-based MA programs are eligible
Research assistantships	Where a faculty member's grant supports one	Where a faculty member's grant supports one

Being straightforward about the difference. Both Course Stream and Thesis Stream students are eligible for 3 assistantships. Thesis stream students are in the program for six terms and are normally eligible for three. All GAs must apply for a GA position at every term that you are eligible for, in order to maintain the university's three-term commitment. Although thesis stream students normally require 6 terms to complete their degree, they are only offered 3 assistantships like the course-stream students. It is possible to get additional GA position when funding and need warrant it. Ask faculty directly about research assistantships, and speak with Student Awards and Financial Aid about need-based support and OSAP.

Graduate Assistantships

GAs are employment, paid as salary, and governed by the [CUPE 4580 Collective Agreement](#). Duties are assigned by the course instructor and can include tutorials, labs, proctoring and other course-related work. A full-time GA works an average of ten hours per week, up to 140 hours per term.

- Positions are advertised each term on the Departmental website, the SAC Graduate Student Brightspace site, and by email.
- You must apply by the date in the Notice of GA Positions, with all required documents. Late or incomplete applications are not considered.
- The Department tries to match instructor needs with student qualifications.
- Positions in Inter/Summer are limited and are never guaranteed.

Training required of all new University employees

If you hold a GA position you must complete Accessible Customer Service, Accessibility for Ontarians with Disabilities Act and Ontario Human Rights Code training (2 hours) and the Health and Safety modules (1.5 hours), available at uwindsor.ca/requiredtraining. New GAs are also required to attend the Faculty of Graduate Studies orientation workshop in September, and are encouraged to attend the Centre for Teaching and Learning's GATA Academy.

Scholarships and awards

A full list of internal and external opportunities, including the Conference Travel Support Fund, is on the [Graduate Studies funding page](#) and in UWinsite Student. Deadlines change annually and are circulated through Brightspace. Thesis stream students should discuss OGS and SSHRC applications with their supervisor in their first term — these close early in the fall and reward advance preparation.

Tuition, fees and work limits

- Fees and the [fee estimator](#) are on the [Student Accounts](#) site. View your balance in UWinsite Student under the Financial Account tile.
- GA/TA/RA contract holders may have tuition, residence and food plan expenses deducted from pay by completing a Payroll Deferment form at the beginning of each semester.
- **On-campus work limit.** You may not work more than 240 hours per term on campus while in full-time attendance. This means that you may only work an additional 100 hours on campus above the 140 GA hours.
- **International students.** Study permit conditions place their own limits on work, which operate independently of the University's 240-hour rule. Confirm your situation with the International Student Centre before accepting any position — including off-campus work.

8. Forms, deadlines and requests for exceptions

All forms are on the [Faculty of Graduate Studies Student Forms](#) page. Several are now submitted as service requests through UWinsite Student rather than on paper.

Form	When	Signatures before submission	Final approval
Annual Report	Complete with your supervisor or advisor by 1 May; submit by May 15.	You and your supervisor/advisor	Graduate Coordinator
Master's Thesis Committee Form	By the end of your first term of registration in the thesis (in practice, end of semester 2)	Supervisor	Graduate Coordinator, then FGS
Non-Exclusive Licence validation	At the same time as the committee form	You	FGS
Course Add Form — Special Circumstances Request	After the posted late registration deadline; also required for undergraduate or out-of-program courses	Graduate Coordinator authorizes	Graduate Studies
Course Substitution Request	Before registering in a course outside the Department	Supervisor/advisor	Graduate Committee, then FGS
Letter of Permission	Before taking a graduate course at a non-Ontario or private institution	Graduate Coordinator	FGS
Leave of Absence	Up to the registration add/drop deadline for the term	Supervisor/advisor; letter to the Graduate Coordinator	Dean of Graduate Studies only
Request for Consideration for Health, Bereavement or Extenuating Circumstances	As circumstances arise (graduate courses only)	—	Per Bylaw 55 §1.11
Time Limit Extension	Before your three-year limit expires	Supervisor	FGS, via UWinsite Student
Post-Defence Committee Approval	After the thesis defence (sole supervisor and co-supervisor versions)	All committee members	FGS
Application to Graduate	See Convocation & Graduation deadlines — they fall months before convocation	—	Registrar

Requesting a variance or an exception

Department rule. From time to time students need a variance to a Calendar requirement, an exception to policy, or a departure from normal administrative practice. The procedure is:

1. Submit your request in writing to the Graduate Committee, through the Graduate Coordinator or the Graduate Secretary.
2. Set out what you are asking for, why, and how it serves your academic goals or your path to completion.
3. Include a written statement of opinion from your supervisor. If you do not have a supervisor — as most Course stream students will not — provide a statement from your Faculty Advisor instead.
4. The Graduate Committee reviews the request, normally at its next scheduled meeting.
5. If the Committee supports it, the Graduate Coordinator forwards the documentation and the Committee's reasons to the Dean of Graduate Studies.

The Graduate Committee advises the Dean on leaves, variances and exceptions. Final responsibility rests with the Dean of Graduate Studies.

9. Coursework, grades and annual review

Grades

University and Department rules. The minimum passing grade in a graduate course is 70%. Graduate students in this Department must maintain a cumulative graduate average of 77%.

If you do not achieve 70% in a course you may repeat it once. Scheduling may require the Graduate Committee to substitute an alternative course. If you do not achieve 70% on the second attempt, or fail to achieve 70% in two courses, a recommendation will normally be made to the Dean of Graduate Studies that you be required to withdraw from the program.

If this is where you find yourself, act early. Talk to the Graduate Coordinator before the next term begins. Where health, bereavement or extenuating circumstances are involved there are formal routes for consideration (§8 and §18), and they work far better applied at the time than reconstructed afterwards.

Courses outside the Department

One of your graduate courses may be taken outside the Department. Get advance permission from the Graduate Committee; final approval comes from the Faculty of Graduate Studies, and the department offering the course may also need to approve. Use the Course Substitution Request Form. For graduate courses at non-Ontario or private institutions, use the Letter of Permission application instead.

Seminar participation

All SACR graduate courses except statistics are taught as seminars, and active participation is part of the work. Instructors may take participation into account in grading, in accordance with Senate regulations. Course syllabi are required to state how participation is assessed, along with the instructor's expectations for the use of generative AI (§16).

The Annual Report

Department rule. By 1 May each year you and your supervisor (Thesis stream) or faculty advisor (Course stream) complete and sign the Annual Report Form, setting out your academic progress over the past year. Submit it to the Graduate Secretary by May 15; it goes to the Graduate Coordinator for review. Permission to continue registering in the program depends on a satisfactory report. An unsatisfactory report may require the Graduate Coordinator to consult with the Graduate Committee to recommend the next course of action for the student. The

student may be asked to withdraw from the program if improvement is unlikely, or take a leave of absence if circumstances do not permit the students to meet the program requirements.

This is worth taking seriously rather than treating as paperwork. It is the one point in the year when progress is assessed formally and in writing, which makes it the natural place to raise a problem before it becomes a crisis — a stalled chapter, a supervision difficulty, an ethics delay. It is also the document that will be consulted if a question about your progress arises later.

10. Changing streams

Department and University rule. Moving from the Thesis stream to the Course stream, or the reverse, requires the approval of both the Graduate Committee and the Faculty of Graduate Studies. Raise it with the Graduate Coordinator as early as you can.

A stream change is not just an administrative adjustment. It changes your course requirements (§2), your expected completion time (§3), and your funding eligibility (§7). If you have already registered in SACR-8900, it also affects what that registration counts toward.

A stream change request must be made to the Graduate Coordinator by *the end of the second semester of their program* in order to ensure that the student can still meet the program requirements in a timely manner. A change request from course stream to thesis stream must be supported by a faculty member who is willing to supervise the student. Moreover, the student must have a minimum GPA of 80% to transfer to thesis stream. The Graduate Coordinator will seek approval from the Graduate Committee before forwarding the request to Graduate Studies.

A thesis stream student may also transfer to the course stream with approval from the Graduate Committee. Please note that the student may forfeit their entrance scholarship by changing to course stream. There is no impact on the graduate assistantship. Instead of taking 8900 and 8970, the student will take two courses in addition to the 5 courses that they are required to complete the first two semesters.

11. The Thesis stream: your committee

Sections 11 to 14 apply to Thesis stream students only.

Composition

University rule. A Master's Thesis Committee has three members:

- **A supervisor** from your program, holding *full* graduate faculty status
- **Two readers** from the University of Windsor

Your two readers may both be from the program, both from outside it, or one of each. The majority of committee members must hold graduate faculty status; a member of an academic unit who does not hold graduate faculty status may still serve as a reader provided that condition and the supervisor requirement are met. Where there are co-supervisors, one must be from the program with full graduate faculty status and the other must hold affiliate or full-time status. Additional members may be added with the approval of the program and the Faculty of Graduate Studies. Sessional instructors, emeriti and adjunct faculty who are Affiliate Graduate Faculty status may serve as co-supervisors and readers.

Current graduate faculty designations are listed on the [Graduate Faculty page](#). Full committee formation rules are on the [Master's/Doctoral Committee Formation page](#).

Timing

Department rule. By the end of your first term you should have a supervisor confirmed and at least one reader identified. By the end of the Winter term you should have declared a thesis title, provided an abstract, and have your full committee in place. The Master's Thesis Committee Form is submitted through UWinsite Student for approval by the Graduate Coordinator and the Faculty of Graduate Studies, and you validate the Non-Exclusive Licence at the same time.

Choosing a committee

Guidance.

- Meet a range of faculty, not only those whose courses you have taken. Reading someone's work is not the same as knowing how they supervise.
- Prepare before you meet: a rough topic, a theoretical orientation, a methodological leaning. You do not need a finished proposal, but you do need enough for a real conversation.
- Ask directly about working style — how often they meet students, how quickly they return drafts, how many students they currently supervise, whether they will be on leave, and what they expect from a student. Compare the answers to what you know about how you work.

- Discuss possible Readers with your supervisor before approaching anyone, and agree on one or two names.
- When you approach a potential Reader, tell them who else is on the committee and what your project is about. If someone is hesitant or short of time, thank them and move on — a reluctant committee member helps nobody.
- Do not assume that a professor whose course you enjoyed, or in whose course you did well, is therefore the right supervisor for your project.

Conflict of interest

University rule. A conflict of interest exists where a supervisor, co-supervisor or committee member has a financial or close personal relationship — romantic, sexual, marital or familial — with a student over whom they hold a supervisory or evaluative role. Where such a relationship develops, the supervisory relationship is terminated, and the Graduate Coordinator or Head of Department may act as Supervisor until a new one is found. Responsibility for existing or promised financial support continues while appropriate supervision is arranged. A conflict also exists where committee members have such a relationship with one another; the program will resolve it either by a resignation from the committee or by adding a member. Where the Graduate Coordinator is also a student's supervisor, another person (for example the Department Head) is named for that student.

Changing your committee

If you want to change your supervisor or a reader, discuss it with your supervisor and the Graduate Coordinator. You will need faculty signatures on a revised committee form, submitted through UWinsite Student. All parties must be informed in writing and the Graduate Coordinator must approve the change.

Changing supervisors is not unusual and is not a failure. Projects change direction, faculty go on leave, and working relationships sometimes do not fit. It is much easier to manage early than late.

12. The Thesis stream: the proposal

Department rule. Register in SACR-8900 (Directed Readings: Development of the Thesis Proposal) in the semester you are working on or defending the proposal. Credit is granted on successful completion of the proposal defence.

What the proposal contains

The thesis proposal makes a case for pursuing disciplinarily grounded research on topic. (Think of it as a sales pitch for a research project). It is to be a concise document of about 20 double-spaced pages covering:

- The central research topic
- Reflecting knowledge of disciplinary literature the significance of the research and what it contributes
- The theoretical framework guiding the work
- The proposed research methods
- A plan and schedule for completing the thesis
- The feasibility of the project and any ethical issues it raises

Ask your supervisor for an outline and for examples of successful proposals. Successful proposals may also be obtained from the Graduate Secretary in the Department. Reading two or three is the fastest way to understand what is expected.

The proposal defence

Department rule. The proposal must be approved at a meeting of the Thesis Committee before research begins. The purpose is to agree that the research is well designed, feasible, and properly grounded in the literature and make critical and constructive comments to guide the student. Students make a short presentation of 10-15 minutes. This is then followed by questions from faculty members and collegial discussion about the project. Upon successful completion the student is then an MA Thesis Candidate.

When	What happens
A date is agreed	Your supervisor notifies the Graduate Secretary
At least 10 business days before	You submit one electronic copy to the Graduate Secretary, and copies to all committee members at the same time
Before the defence	The Graduate Secretary circulates a notice of the date, time, place and title to the Department and to graduate students

When	What happens
At the defence	The proposal may be deemed by the committee as successful and the student is ready to begin their project. A grade is provided and submitted to the Graduate Secretary. The committee may also recommend further changes to be made and for a new defense, or provide a passing grade as is while allowing the student to go ahead with the project. If there are disagreements among the committee members, a vote can be cast to determine the outcome.

Research ethics

University rule. Research involving human participants must be cleared by the [Research Ethics Board](#) before any data collection begins. Apply after your proposal has been approved by your committee. The REB administers the Tri-Council Policy Statement, and all students are also required to comply with the Canadian Sociological Association's code of ethics.

Do not underestimate this step. Ethics review takes time, and a revision request can add weeks. Build it into your schedule as a real phase of the project, not a formality between the proposal and the fieldwork. Data collected before clearance cannot be used.

13. The Thesis stream: the thesis

Two formats

You may choose either format, in consultation with your committee.

	Traditional format	Journal article format
Shape	A single document with literature review, theoretical framework, methods, analysis and conclusion	Built on the structure of an article in a scholarly journal such as the Canadian Review of Sociology
Length	70–100 double-spaced pages	One journal article
Suits you if	Your project needs sustained development across chapters, or you are heading toward a PhD	You intend to publish from the thesis and want the work in submittable shape

Working on it

Research may begin only after your proposal has been successfully defended and, where applicable, ethics clearance is in hand.

Research and writing processes vary enormously with method and working style. What consistently helps:

- Agree a schedule with your supervisor at the outset that sets specific dates for submitting work, rather than working to “when it’s ready.”
- Submit work as it is completed and get feedback before building on it. Many students find weekly or biweekly meetings valuable for exactly this reason.
- Stay in contact with both readers, not only your supervisor. They are on the committee for their expertise and they will be examining you.
- Read previous theses. Windsor theses are available through Leddy Library’s [Theses and Dissertations](#) collection.
- Attend other MA defences before your own. It is the single cheapest way to know what you are walking into.

Full-time status and outside work

You are a full-time student throughout the thesis phase, including while writing. Full-time registration carries the expectation that your studies are your full-time occupation, and you

should not be holding full-time employment outside the University. Under the CUPE 4580 agreement a full-time GA works an average of ten hours per week; you may hold an RA scholarship alongside a GA position.

Format and style

- Follow the style of the Canadian Review of Sociology or another standard format (Canadian Journal of Sociology, APA, MLA, Chicago). Agree the choice with your supervisor and apply it consistently.
- The thesis must meet the Faculty of Graduate Studies [format requirements](#).
- Before the defence you must submit the document for [pre-defence format checking](#). Do not leave this to the last week — a format problem found late can move your defence date.

14. The Thesis stream: defence, deposit and graduation

Arranging the defence

When	What happens
The committee agrees you are ready	Your supervisor notifies the Graduate Coordinator and the Graduate Secretary of the date and time, at least 10 business days in advance
At least 10 business days before	You submit one electronic copy of the thesis to the Graduate Secretary, and copies to all committee members at the same time
Before the defence	Pre-defence format checking must be complete. The Graduate Coordinator selects a Chair for the defence, who is not a member of your committee and does not vote
Before the defence	The Graduate Secretary circulates the notice of date, time, place and title to the Department and graduate students

What happens on the day

University rule. The Faculty of Graduate Studies sets the protocol; the summary below follows it.

1. The Chair introduces the committee and you.
2. You present a summary of the thesis, 15 to 25 minutes.
3. Questioning follows in order: general audience, outside-department reader, internal reader(s), then your supervisor. The Chair does not ask evaluative questions. The defence is scheduled for about two hours.
4. You and any guests withdraw while the committee deliberates and votes.
5. You are called back and the Chair tells you the outcome.

Defences are open. Guests may attend, and should leave only during the intermission between the public and committee question periods, or when asked to withdraw for deliberation.

Guidelines on attendance are published by FGS.

The four possible outcomes

University rule.

Outcome	What it means
Pass with no changes	The thesis is accepted as submitted
Pass with minor changes	Typographical errors, clarification of text, qualification of conclusions. Your supervisor determines when the changes are complete

Outcome	What it means
Pass with major changes	New analyses or substantive textual changes. The committee decides how satisfactory completion will be determined — full committee approval, a second defence, or supervisor approval — and the Chair forwards that recommendation to the Dean of Graduate Studies. The Report Form is held by your supervisor until the changes are done
Fail	More than one negative vote. The Report Form goes to the Dean of Graduate Studies with the voting pattern, and a meeting is convened with your supervisor, the Graduate Coordinator, the program chair and the Dean. Your options are determined at that meeting and given to you in writing by the program chair. Those options are final, subject only to appeal

Acceptance and resubmission. The minimum basis for acceptance of a master's thesis is positive unanimity less one vote. Unless the committee is unanimously negative, you may resubmit the thesis once — after a minimum of three months and within a maximum of twelve months. The second decision is final.

If any of this happens to you, you are entitled to a clear written account of what is required and by when. Ask for it, and see §18 on review and appeal.

After the defence: deposit

1. Complete any required changes and obtain committee signatures on the Post-Defence Committee Approval form (there are separate versions for sole supervisor and co-supervised committees). Submit the fully signed form to the Graduate Secretary.
2. Upload the final committee-approved, format-approved PDF to the online repository.
3. Email the required forms to thesis@uwindsor.ca as PDF attachments: the signed Post-Defence Committee Approval form; the Thesis/Dissertation Non-Exclusive Licence; and, if you are requesting an embargo, the Request for Withholding form.
4. Graduate Studies reviews the deposit and confirms by email, copied to the Graduate Secretary, when it is complete. All deposit correspondence goes to your UWindsor email address.

Full instructions are on the [deposit page](#).

Applying to graduate

Apply to graduate through UWinsite Student. The deadlines are on the [Convocation & Graduation](#) site and fall well before convocation itself — there is a no-fee deadline and a later deadline that attracts a late fee. Check them at the start of the term in which you expect to finish, not at the end.

15. Working with your supervisor

Guidance, except where noted. This section applies mainly to Thesis stream students, but the principles hold for any sustained academic relationship.

The supervisory relationship is the single largest determinant of how a thesis goes, and most difficulties in it come from unstated and mismatched expectations rather than from bad faith on either side. The remedy is to make expectations explicit early, and to revisit them when circumstances change.

What to agree at the outset

Question	Worth settling in your first few meetings
How often will we meet?	Weekly, biweekly, monthly? During writing as well as during fieldwork? Who schedules?
How quickly will drafts come back?	Two weeks is a common norm. Agree something, so that silence is legible
What kind of feedback?	Line edits, structural comments, or both? At what stage of a draft?
What counts as a draft?	Rough thinking, or polished prose? Sending the wrong kind wastes everyone's time
How do we communicate?	Email, meetings, shared documents. What response time is reasonable?
What happens during leaves and absences?	Conference travel, sabbatical, holidays — and who covers if your supervisor is away for a term
Authorship	If work from the thesis is published, who are the authors and in what order? Agree this before writing, not after (§16)
Generative AI	What uses are acceptable in this project? This must be agreed in writing (§16)

What you can reasonably expect from a supervisor: regular meetings, feedback within a reasonable and agreed period, honest assessment of your progress, guidance on scope and feasibility, help navigating ethics and departmental processes, and advance notice of absences.

What your supervisor can reasonably expect from you: work submitted when you said it would be, engagement with feedback, early notice when something is going wrong, attention to deadlines, and honesty about difficulties.

The Faculty of Graduate Studies publishes a [Student/Supervisor Guidance Manual](#) and a set of [graduate supervision resources](#) that go into more detail. They are worth reading together at the start.

If the relationship is not working. Raise it directly first if you can. If that is not possible or does not help, the Graduate Coordinator is the next step, and you can consult confidentially before deciding anything. Changing supervisors is a normal option (§11), not an admission of failure. See §19 for the full routing.

16. Academic integrity, generative AI, ethics and authorship

Academic integrity

University rule. Graduate students are governed by Senate Bylaw 31 (Academic Integrity), the Graduate Studies Policy on Plagiarism, the Senate Policy on Authorship, and the Policy on Grading and Calculation of Averages. All are available at uwindsor.ca/policies. You are expected to be familiar with them.

Plagiarism at the graduate level is treated seriously and the consequences are correspondingly serious. If you are uncertain whether a practice is acceptable, e.g., reusing your own earlier work, the boundary between paraphrase and reproduction, how to attribute an idea from a conversation, ask before you submit, not after.

Generative AI

University rule. The University has adopted guidance specific to graduate studies, and it carries a hard requirement that students frequently miss:

You must obtain unambiguous written approval from your supervisor and committee before using generative AI tools in any way that may affect your research or its outputs. Failure to seek or obtain that approval may be treated as academic misconduct.

Beyond that requirement:

- **In coursework**, your instructor's syllabus governs. Senate Bylaw 55 requires every graduate syllabus to include a statement on generative AI use. If the syllabus is unclear, ask.
- **Approval for research use does not extend to writing.** Approval to use AI in your methods is not approval to use it in drafting or editing your thesis. Those require separate agreement.
- **Disclose and describe.** Where AI use is approved, describe it accurately — as part of your methodology where it is methodological, and as an acknowledgement where it is editorial. Any AI-assisted editing should be declared in the thesis.
- **You are responsible for the output.** Everything you submit is yours, whether or not a tool helped produce it, including its errors, its fabricated citations and its biases.
- **Never put confidential, private or sensitive data into an AI tool** that has not been through a University privacy and security review — this includes participant data, and it is a research ethics matter as much as a policy one.

- **Accommodation.** AI tools can serve as assistive technology. Students with disabilities should work with Student Accessibility Services and their supervisor to confirm that a planned use is appropriate.

The full guidance, a quick guide and a decision tree are on the [Generative AI for graduate students](#) page, with further resources collected by [Graduate Studies](#) and Leddy Library. Note that the University does not consider AI use to be plagiarism as such, since plagiarism involves representing the work of another *person* as your own — but presenting AI-generated content as your own intellectual work may be academic or research misconduct.

Research ethics

All students are required to comply with the Canadian Sociological Association’s code of ethics. Research with human participants requires Research Ethics Board clearance before data collection begins (§12). Ethics is not only a clearance step: questions of consent, confidentiality, data security, and the treatment of vulnerable participants run through the whole project and belong in your regular conversations with your supervisor.

Authorship and intellectual property

The Senate Policy on Authorship applies to work arising from your thesis. The Faculty of Graduate Studies also publishes guidance on [copyright and authorship](#) for graduate students.

Agree authorship before you write, not after. If material from your thesis is likely to be published — with your supervisor, with a committee member, or from a project you joined as an RA — settle who the authors are and in what order at the point the work begins. Disputes here are common, avoidable, and unpleasant. The same applies to ownership of and access to data you generate, particularly data collected under a supervisor’s grant.

17. Accommodations

University rule. The University is committed to an accessible learning environment. Academic accommodations are arranged through [Student Accessibility Services](#) (117 Dillon Hall, lower level; ext. 6172; sas@uwindsor.ca).

Register early. Accommodation works best when it is in place before it is needed. This matters particularly at three points in the MA: coursework deadlines, the proposal defence, and the thesis defence and its associated submission deadlines. Arranging an accommodation retroactively — after a missed deadline or a difficult defence — is far harder, and sometimes not possible.

Once you are registered with SAS, work with your supervisor and the Graduate Coordinator on how accommodations apply to thesis-stage milestones, which are less standardized than course assessments and may need specific arrangements.

If you encounter a barrier to accessibility that is not addressed by an individual accommodation, the Office of Human Rights, Conflict Resolution and Mediation can advise (§19).

18. Appeals and reviews

University rule. Graduate academic evaluation and appeals are governed by [Senate Bylaw 55](#). Allegations of procedural irregularity or discrimination in academic instruction, evaluation or appeals are governed by Senate Bylaw 32.

The previous edition of this handbook contained no appeals provisions at all. The routes below are the University's; the Department cannot alter them, but you are entitled to know they exist.

What you are contesting	Route
A grade	Start informally with the instructor. Formal grade appeals follow Bylaw 55 §1.12: a letter addressed to the Dean of Graduate Studies, emailed to gradst@uwindsor.ca with supporting documentation. The deadline is on the Registrar's Important Dates page — normally three weeks after grades become official
An academic decision that is not a grade — for example a decision of a supervisor, an instructor, or a committee	Bylaw 55 §1.12.3: the appeal must be filed with the Office of Graduate Studies no later than two weeks after the decision is officially communicated to you. This is a short window; if you think you may appeal, note the date you were told
A thesis defence outcome	The options determined at the meeting convened after a fail are final, subject to appeal under Bylaw 55 (§14)
Health, bereavement or extenuating circumstances affecting your performance	Request for Consideration form (graduate courses), under Bylaw 55 §1.11. Submit at the time, with documentation
Procedural irregularity or discrimination	A petition under Senate Bylaw 32, to the Committee on Procedures and Discrimination. Where such a petition is filed, a stay applies to lower decisions affecting your standing until a final decision is reached

Two practical points. First, the deadlines are short — two weeks for a non-grade academic decision — and they run from the date of official communication, so keep the correspondence. Second, dissatisfaction with an outcome is not by itself a ground of appeal; the grounds concern incorrect evaluation and procedural irregularity. Getting advice early, from the Graduate Coordinator, the Graduate Student Society, or the Office of Human Rights, Conflict Resolution and Mediation, is usually more productive than filing quickly.

19. When something goes wrong

Most difficulties are resolved informally and early. This table is for when they are not, or when you would rather not start with the person involved.

If	First step	If that does not resolve it
You have a problem with a committee member	Speak with your supervisor	Graduate Coordinator
You have a problem with your supervisor	Try to resolve it directly if you can	Graduate Coordinator, then the Department Head. You may consult the Office of Human Rights, Conflict Resolution and Mediation confidentially at any point
You want to change supervisor or a reader	Discuss with your supervisor and the Graduate Coordinator	Revised committee form with signatures, through UWinsite Student; all parties informed in writing; Graduate Coordinator approves (§11)
You disagree with a grade or an academic decision	Informal discussion with the instructor or decision-maker	Bylaw 55 appeal routes — see §18. Note the two-week window for non-grade decisions
Your Annual Report is assessed as unsatisfactory	Meet with your supervisor and the Graduate Coordinator	[to be completed — see the GC to do at §9]
You believe there has been a procedural irregularity or discrimination	Office of Human Rights, Conflict Resolution and Mediation (OHRCRM), Chrysler Hall Tower 325, ext. 3400, hrcrm@uwindsor.ca	A petition under Senate Bylaw 32
You are experiencing harassment or discrimination	OHRCRM, as above. They advise on the applicable policy and the available pathways, including informal resolution	—
You are experiencing sexual harassment or sexual violence	Office of Sexual Violence Prevention, Resistance and Support: ext. 4550, svsupport@uwindsor.ca	Support is available whether or not you make a formal report
You need academic accommodation	Student Accessibility Services, ext. 6172, sas@uwindsor.ca	Your supervisor and the Graduate Coordinator, to arrange implementation — before a deadline or defence, not during (§17)
You have an employment problem in a GA position	Your course instructor	CUPE 4580, which holds the collective agreement governing the position

If	First step	If that does not resolve it
You are struggling with your mental health, or with personal circumstances	Student Counselling Centre. A Leave of Absence may also be appropriate — the Graduate Coordinator can explain it (§6)	—
You are in financial difficulty	Student Awards and Financial Aid, ext. 3300, award1@uwindsor.ca	The Graduate Coordinator can explain what departmental and emergency support exists
You are an international student with a permit, status or insurance question	International Student Centre	—
You need an exception to a rule	Written request to the Graduate Committee through the Graduate Coordinator, with your supervisor's or advisor's written opinion (§8)	The Graduate Committee advises; the Dean of Graduate Studies decides

20. Space, services and student life

Study and research space

- **SAC Learning Centre Lab, Chrysler Hall South 154.** A computer lab with office space, usable for individual or group interviews, statistical work, quiet study, and GA office hours. There is a lockbox on the door for the key for students to access the room at any time. Please check with soccrim@uwindsor.ca.
- **Leddy Library study carrels.** Free to graduate students on a one-year rental. Contact the Access Services Coordinator at the Circulation Desk to join the waiting list.
- **Graduate Student Study Commons at the Leddy Library.** This is on the first floor of Leddy Library in the West Building. Check with Leddy Library Circulation Desk to join the waiting list.
- **Graduate Defence Room (Room 303W) at the Leddy Library:** Located on the third floor of the West Building, accommodating up to 15 guests with presentation screens, a private office, and a washroom for master's and PhD defenses.

Health, wellbeing and support

- [Student Counselling Centre](#) — individual counselling and mental health support
- Student Health Services — medical care on campus
- [Student Accessibility Services](#) — academic accommodation (§17)
- [Office of Human Rights, Conflict Resolution and Mediation](#) — human rights inquiries, discrimination and harassment, conflict resolution, accessibility barriers
- [Office of Sexual Violence Prevention, Resistance and Support](#) — support and response, ext. 4550
- Child Care Services, the Campus Pride Centre, Campus Ministry, the Womxn's Centre, the Aboriginal Education Centre and Community Legal Aid are all available to graduate students

Professional development

- [Propel](#) — the Faculty of Graduate Studies professional development program
- Three Minute Thesis (3MT) — an annual University competition
- The Conference Travel Support Fund, for presenting your work
- The Centre for Teaching and Learning's GATA Academy, for teaching development

Student organizations

- [Graduate Student Society \(GSS\)](#) — the official representative body for all graduate students at the University, which advocates for graduate student interests and publishes its own handbook
- **Sociology & Criminology Student Society (SCSS)** — educational networking and mentoring across undergraduate and graduate levels
- **Feminist Research Group (FRG)** — a multidisciplinary graduate student group that organizes an annual conference on feminist research across disciplines
- **International Student Society (ISS)** — representation and assistance for international students on academic and other matters
- **CUPE 4580** — the union representing graduate assistants; your employer relationship in a GA position is governed by its collective agreement

Housing and living in Windsor

Residence Services offers on-campus living for graduate students (resservices@uwindsor.ca, ext. 3279). Off-campus housing information is available through the UWSA Housing and Dining pages and the Off-Campus Housing service. The [International Student Centre](#) supports international students with health coverage, immigration matters, settling in Windsor, and social and career events.

PART TWO — REFERENCE

Appendix A. Admissions and application procedures

Retained for reference. Current applicants should work from the Faculty of Graduate Studies and Registrar websites, which are updated more frequently than this handbook.

Admission requirements

Graduates of recognized universities may be admitted to programs leading to the master's degree. Applicants normally hold a four-year Honours degree or equivalent in Sociology, Criminology or a related discipline, with an academic standing equivalent to 77% or better in the final two years of study (full-time equivalent).

Applicants without an Honours degree in Sociology or Criminology or a related discipline, and those with insufficient preparatory background, may be required to take additional courses before proceeding to the candidate year. See the Graduate Calendar on admission levels.

Applications are considered on the basis of:

- A 77% minimum cumulative average in the final two years of study (full-time equivalent)
- Strong recommendations based on faculty observation of performance, work experience, or community involvement demonstrating a clear commitment to and understanding of sociological or criminological concerns
- Background preparation, and — for Thesis stream applicants — the availability of graduate faculty to advise, supervise and provide funding and research training in the area of specialization indicated

Applying

Completed applications must reach the Office of the Registrar, Graduate Studies Division by 1 February for admission the following September. Applications and supporting documents are submitted through the UWinsite Graduate Application portal, reached from the [Registrar's Office](#) site. New applicants — including current and former UWindsor students — must create a graduate application portal account; a UWin ID will not work.

An application must include:

- Transcripts from all post-secondary institutions attended, including each institution's grading scale. Unofficial transcripts in PDF may be uploaded; official transcripts are required only on acceptance

- A statement of interest or plan of study, approximately one to two pages. Thesis stream applicants are encouraged to identify one or more graduate faculty members they would like to work with; all applicants are encouraged to describe their area of interest
- Two academic letters of reference (referees are emailed automatically once you submit)
- A resume or CV
- The Program Stream Option Form
- English Language Proficiency score, if applicable

The Graduate Committee reviews all applications, ranking them on the quality of the application including the statement and references, and — for Thesis applicants — the availability of graduate faculty. Successful applicants receive an official letter of admission from the Faculty of Graduate Studies.

Official transcripts on acceptance

Students accepted into the program must arrange for official transcripts to be sent to the Office of the Registrar before they can register. Institutions may email official transcripts directly to TRANSCRIPTS@uwindsor.ca from a verifiable institutional address; transcripts sent by the applicant or from a non-verifiable address are not accepted. Mailed transcripts should be addressed to the Office of the Registrar, University of Windsor, 401 Sunset Avenue, Windsor ON N9B 3P4, Canada.

Appendix B. SACR graduate course descriptions

Not all courses are offered every year. All courses except statistics are taught as seminars.

SACR-8000. Sociological Theory

A seminar on current and emerging trends in social theory from social constructionism to world systems theory, including contemporary debates on the impacts of globalization, modernity and postmodernity, and the recovery of neglected voices in sociological theory.

SACR-8050. Quantitative Statistics and Analysis

Construction and testing of regression and logit models, sampling, and questionnaire construction. Additional topics may be selected in view of the needs and interests of students.

SACR-8060. Qualitative Methodology

Examination and practice of qualitative methods used in social research. An examination of Students will critically examine the ethics and politics of research. The course is primarily designed to provide MA course-stream students with an opportunity to engage in various research methods and debates in the field.

SACR-8070. Survey Data

Student will work in teams to develop questionnaires, gather data, and prepare them for analysis. Extensive reading will be required on sample design, questionnaire design, and survey administration. (2 lecture, 1 laboratory hour each week.) (Cross-listed with PSYC-8070)

SACR-8080. Data Analysis

Students will explore their data and test hypotheses, drawing on methods from other graduate data analytic courses. Students will be required to write a final report which emphasizes communicating findings to non-specialists. (2 lecture, 1 laboratory hour each week.) (Cross-listed with PSYC-8080)

SACR-8150. Statistics and Quantitative Methods

Sociological applications of structural equation modeling, hierarchical modeling, log-linear models, multinomial and ordinal logits, consideration of the strengths and limitations of quantitative sociology and political issues in its exercise. (Prerequisite: SACR-8050 or permission of instructor.)

SACR-8160. Qualitative Research Design

An exploration of the epistemological assumptions and analytical tools that underpin the design of students' qualitative research projects. Students will be exposed to a variety of research issues in areas such as of sociological field work, select ethnographic techniques, the analysis of documents, and participatory action research. The course is designed to assist students in examining and employing specific qualitative methods to assist in the development of developing the methodological component of their thesis or PhD proposal.

SACR-8200. Social Movements and Popular Mobilization

Seminar on the theory and research of large-scale transformations through historical and cross-cultural examinations of such topics as the development and impact of social movements, states and social revolutions, and the mobilization of people around issues concerning human rights, working conditions, racism, gender, sexuality, environment, peace, poverty, and globalization.

SACR-8210. Social Inequality and the State

Seminar on the theory and research of structured inequality in the national and international context. The focus will be on the role of the state in creating, sustaining, and altering different aspects of inequality in terms of resource attainment, political ideology and behaviour. Policy related issues may include globalization, family, sexuality, multiculturalism, immigration, employment, crime, education, health and welfare.

SACR-8300. Work and Social Change

This course examines current research and theoretical approaches in the sociology of work with an emphasis on understanding the relationship between the transformation of work and broader social change in class, gender and ethnic relations. Areas of concentration may include the organization of production, worker control and resistance, state labour policies and legislation, unemployment, labour market segregation, and globalization

SACR-8400. Race and Ethnic Relations

A comparative analysis of race and ethnic relations focusing on such issues as ethnic stratification and mobility patterns, assimilation and cultural pluralism, and policies and legislation governing multiculturalism, employment equity and collective rights.

SACR-8500. Family Relations and Gender Politics

An examination of historical and contemporary debates on gender politics within the context of family formation and social change in Canada. Special attention will be given to the gender division of labour, sexuality, economy and class, and to related social justice issues such as state regulation of marriage, divorce, childcare and procreation, reproductive engineering and rights, and ideological power structures and practices that construct family members in particular social and cultural contexts.

SACR-8550. Sexualities and Social Justice

This course will investigate the relationship between sexuality, power inequalities and social change. This may include an examination of the impact of globalization processes on sexualities, the development of lesbian, gay, bisexual, transgender and queer identities and movements, the racialization and gendering of sexual identity (and the sexualization of racial, ethnic and gender relations), the criminalization of sexualities, and the construction of sexual 'health'.

SACR-8610. Crime and Exclusion

An exploration of research and theory on the conception, construction, and production of crime and other exclusionary processes. Substantive topics may include violence, victimization and the impact of culture, borders, inequalities, and regulatory agencies on crime and deviance.

SACR-8620. Security and Regulation

An examination of research and theory on the regulatory agencies of criminal law and social policy (courts, police, corrections, social service agencies), modes of regulation (discipline, surveillance, detention) and their application to bodies, spaces, borders and subjectivities.

SACR-8640. Contemporary Criminological Theory

An advanced analysis of social theories in criminology, covering feminist, Marxist, cultural, postmodern and constructionist perspectives.

SACR-8650. Law and Governance

Perspectives on moral regulation, the social construction of law, and law as governance. Substantive issues may include sexuality, immigration and exclusion, labour and economic policy, drug policy, communication and cultural policy.

SACR-8670. Current Issues in Criminology

An examination of contemporary research in criminology, deviance and social justice, engaging critically with recent work central to these areas.

SACR-8680. Critical Perspectives on Policy Development

An in-depth study of policy formation, development and implementation in the area of crime and criminal justice broadly defined.

SACR-8690. Culture and Globalization

A seminar using cultural perspectives to explore processes of globalization. Topics may include migration, mass mediated practices, transnational organizations, work and employment, and human rights.

SACR-8710. Critical Cultural Studies

A critical examination of popular culture in contemporary social and cultural contexts. Topics may include media representations of crime, criminality and criminal justice, gender, sexuality and race/ethnicity; power and inequality in cultural production; myth; ideology; and how media and popular culture inform social policy.

SACR-8740. Health and Social Justice

The social construction, production and subjectivities of health and illness, with reference to social justice developments and policy issues.

SACR-8794. Directed Study Major Project I

Under the guidance of the instructor, the candidate will engage in research on a discipline relevant issue, using existing data set(s), leading to the production of a final project which entails empirically grounded policy suggestions. Students will select a Project Committee, review literature, and develop research question and identify data set(s). (Cross listed with PSYC-8794)

SACR-8795. Directed Study Major Project II

In the Summer Semester, operationalize concepts, recode variables, analyze data, write report and suggest policies. The final project will show evidence of methodological skills, knowledge of the relevant substantive area, and ability to define policy implications based on analyzed data. (Cross-listed with PSYC-8795)

SACR-8800. Subordination, Identity and Empowerment

A micro-level examination of the effects of subordination on everyday life in the generation of acquiescence and resistance, including the use of discourse in identity formation and popular ideologies.

SACR-8870. Selected Topics in Sociology

An examination of a selected topic within sociology based on new developments, special faculty interests, and opportunities afforded by visiting professors. Topics vary from semester to semester.

SACR-8900. Directed Readings: Development of the Thesis Proposal

Taken with a faculty advisor in the student's declared area of specialization for the purpose of developing a thesis proposal. Available for credit in the MA Thesis stream only.

SACR-8970. MA Thesis

The master's thesis and its oral defence.

SACR 9980 Doctoral Dissertation

Appendix C. Faculty research areas

For current publications, see the Departmental faculty pages.

Name	Degree and rank	Research areas
Basok, Tanya	PhD, York 1988; Emeritus	Development, race/ethnic/minority relations, migration and immigration
Charles, Carlo	PhD Sociology and PhD Geography, McMaster University & Université des Antilles 2023; Assistant Professor	International migration, sexualities, diaspora and transnationalism studies, refugee studies
Cheran, Rudhramoorthy	PhD, York 2001; Professor	Ethnicity, migration, racialization, identity, international development
Datta, Ronjon Paul	PhD, Carleton 2008; Associate Professor	Social theory, power, philosophy of social science, the sacred
Delia, Natalie	PhD, Emory 2016; Associate Professor	Critical criminology, immigration, quantitative and mixed methods
Deukmedjian, John	PhD, Toronto 2002; Associate Professor	Policing, security, intelligence, political economy, criminology and delinquency
Fitzgerald, Amy	PhD, Michigan State 2006; Professor	Green criminology, environmental sociology, gender studies, animal studies
Ku, Jane	PhD, Toronto 2003; Associate Professor	Newcomer settlement, immigrant women, feminist activism, race and gender
Lippert, Randy	PhD, University of British Columbia 1998; University Professor	Law and security, criminology, policing and security
McMurphy, Suzanne	PhD, Bryn Mawr 1993; Associate Professor	Social and institutional trust and trustworthiness, social capital, public sociology, research ethics and integrity, qualitative and mixed methods
Omorodion, Francisca	PhD, Benin 1995; Professor	Sexuality and health development, African immigrant families, trafficking, sex and gender
Sibblis, Camisha	PhD, York 2023; Assistant Professor	Critical race theory, social justice, critical criminology, education, youth and development, mental health, social identity, race, gender, sexuality, social exclusion, systemic racism

Name	Degree and rank	Research areas
Soulliere, Danielle	PhD, Wayne State 2001; Associate Professor	Cultural criminology, gender studies, media
Tourangeau, Wesley	PhD, Waterloo 2017; Assistant Professor	Green criminology, critical criminology, socio-ecological sustainability, animal and environmental harms

GC to do: Every rank and degree in this table must be verified before release, and the list reconciled with the PhD handbook, which lists different people and gives different research areas for several of the same people. Specific items to check: whether Arnold and Nakhaie should appear; the correct rank for each person (several ranks differ between the two handbooks and some are likely out of date); the spelling of Carlo/Carlos Charles, which differs between documents; and whether any new colleagues are missing.

Appendix D. Contacts

Program roles

Role	Name	Extension	Email
Graduate Coordinator	Dr. Jane Ku	2226	janeku@uwindsor.ca
Graduate Secretary	Christine Jolicoeur	2191	Gradsoc@uwindsor.ca
Department Head	Dr. John Deukmedjian	5014	johndeuk@uwindsor.ca
Undergraduate Coordinator	Dr. Suzanne McMurphy	3071	mcmurphy@uwindsor.ca

Faculty

Name	Extension	Email
Basok, Tanya	3498	basok@uwindsor.ca
Charles, Carlo	2192	carlo.charles@uwindsor.ca
Cheran, Rudhramoorthy	2194	cheran@uwindsor.ca
Datta, Ronjon Paul	3975	rpdatta@uwindsor.ca
Delia, Natalie	2186	ndeliade@uwindsor.ca
Deukmedjian, John	3985	johndeuk@uwindsor.ca
Fitzgerald, Amy	2182	afitz@uwindsor.ca
Ku, Jane	2228	janeku@uwindsor.ca
Lippert, Randy	3495	lippert@uwindsor.ca
McMurphy, Suzanne	3071	mcmurphy@uwindsor.ca
Omorodion, Francisca	2203	omorodif@uwindsor.ca
Sibblis, Camisha	2135	camisha.sibblis@uwindsor.ca
Tourangeau, Wesley	3497	wesleyt@uwindsor.ca

University services referred to in this handbook

Service	Contact
Faculty of Graduate Studies	gradst@uwindsor.ca
Student Accessibility Services	117 Dillon Hall (lower level), ext. 6172, sas@uwindsor.ca
Office of Human Rights, Conflict Resolution and Mediation	Chrysler Hall Tower 325, ext. 3400, hrerm@uwindsor.ca
Office of Sexual Violence Prevention, Resistance and Support	ext. 4550, svsupport@uwindsor.ca
Student Counselling Centre	Ext. 4616 scc@uwindsor.ca
Student Awards and Financial Aid	ext. 3300, award1@uwindsor.ca
International Student Centre	ext. 3938, isc@uwindsor.ca
Residence Services	resservices@uwindsor.ca, ext. 3279
Thesis deposit	thesis@uwindsor.ca
CUPE 4580	cupe4580@uwindsor.ca

Department of Sociology & Criminology, Chrysler Hall South, Faculty of Arts, Humanities and Social Sciences, University of Windsor. Graduate program information:
uwindsor.ca/sociology/134/graduate-information.

Appendix E. Glossary

Term	Meaning
AAU	Academic Administrative Unit — in practice, the Department
Candidate (II Master's)	The registration level at which the three-year time limit begins
Course stream	The coursework MA: seven courses, no thesis
Deposit	The two-step post-defence submission of the final thesis to the online repository and of the required forms to Graduate Studies
FAHSS	Faculty of Arts, Humanities and Social Sciences
FGS	Faculty of Graduate Studies — the University body governing all graduate programmes
Graduate Faculty status	The designation a supervisor must hold. Distinct from affiliate status, which permits committee membership but not sole supervision
GA	Graduate Assistantship — paid employment governed by the CUPE 4580 collective agreement
Non-Exclusive Licence	The agreement authorizing the University to archive, reproduce and distribute your thesis, validated when your committee is approved
Pre-defence format checking	Graduate Studies' review of your thesis against format requirements, required before the defence
RA	Research Assistantship — normally funded from a faculty member's grant, paid as salary or as scholarship
Reader	A member of your Thesis Committee other than the supervisor
REB	Research Ethics Board — clearance is required before collecting data from human participants
SACR	The course prefix for Sociology and Criminology (Departmental) courses
Thesis stream	The research MA: four courses plus a thesis proposal and thesis
UWinsite Student	As at August 2026, the student information system used for registration, fees, and most service requests

Appendix F. Annual maintenance checklist

For the Graduate Committee, to be completed each spring before the handbook is circulated to incoming students. Items marked † are shared with the PhD handbook and should be updated once and applied to both.

Every year

	† Verify every name, extension and email in Appendix D and in the Who's who table at §5
	† Update the graduate faculty list in Appendix C, and confirm it matches the PhD handbook
	† Confirm funding figures: GA semesters by stream, hourly limits, entrance scholarship thresholds
	† Test every hyperlink. Confirm the CUPE 4580 agreement, the Graduate Calendar and the FGS forms links point to current documents
	† Confirm leave categories, fees and durations against current FGS policy, or verify that the summary-and-link approach still holds
	† Confirm the time limit, appeal routes, bylaw section numbers and any fees against the current text of Bylaws 31, 32 and 55
	† Confirm the generative AI guidance against the current University guidance, which is being revised more often than most policies
	Update course requirements and the Appendix B descriptions against the Graduate Calendar
	Confirm the four-pathway table at §2 still matches the requirements text and the Calendar
	Roll forward all term and year references, and remove or renew any addendum
	† Increment the version number and record the approval date on the cover

Every three years, or whenever a rule changes

	Review the basis on which Thesis stream continuation is determined, and how it has actually been applied
	Review actual times to completion for both streams against the stated timelines
	Review the funding asymmetry between the Course and Thesis streams
	† Review the supervisory expectations section at §15 against any difficulties that have arisen, and consider adopting a written supervisory agreement
	Review whether the Course stream should have a culminating component

	† Confirm that shared sections remain identical across the MA and PhD handbooks
	† Confirm the rule / University rule / guidance markings are still accurate throughout

End of handbook.