GUIDE TO GRADUATE STUDIES

DEPARTMENT OF SOCIOLOGY

Terminal (one-year) MA Program

UNIVERSITY OF CINCINNATI

2013-2014

Effective August 1, 2013
GRADUATE STUDY
IN THE DEPARTMENT OF SOCIOLOGY

In addition to the PhD program, the department also offers a one-year terminal MA program. This program is designed to make it possible for applicants to earn a Master’s degree in one year.

Students enrolled in the one-year MA programs are not eligible for departmental funding.

While all sociology departments agree on many features of training that reflect the fundamentals of the discipline, each chooses certain specialties for emphasis, and each reflects the particular traditions of its university. The department issues this guide to help prospective students understand our structure and procedures.

This Guide provides detailed information about the following:
1) application and admission;
2) requirements for completion of the MA;
3) procedures for probation and dismissal;
4) department graduate faculty and their interests.

Graduate degrees are conferred by the Graduate Division of the University of Cincinnati on the recommendation of our department. Therefore, in addition to the departmental requirements below, the student should be familiar with Graduate Division Requirements, as set forth in the latest Graduate Handbook, (which can be accessed through the Graduate website www.grad.uc.edu) published by the Graduate Division.

Master of Arts in Sociology

1: Application to the MA Program in Sociology

Although many of our graduate students come to us with a background in sociology, the department encourages students with academic backgrounds other than sociology to apply to the program as well. The Graduate Program Committee (GPC) reserves the right to require, upon admission, additional coursework that it deems necessary to make up any deficiencies in sociology.

Completed applications for admission should be received by April 1st for admission to graduate study for the following fall semester. The application fee for graduate study at the University of Cincinnati is currently $65.00. Complete an on-line application at www.grad.uc.edu. Just click on the graduate application link, fill in your information and submit.
1.1 Application materials
To be considered for admission, all students must submit the first four items; international students must submit all five items.

1.1.1 Transcripts. Students must submit transcripts from all undergraduate work and, if applicable, transcripts from M.A. or M.S. degree program(s).

1.1.2 Letters of Recommendation. Students should submit three (3) letters from individuals familiar with their ability to carry out graduate level academic work.

1.1.3 Statement of Purpose. In this document students should explain why they have decided to pursue graduate education in sociology and also address how their interests fit with those of department faculty.

1.1.4 GRE Scores. Students must submit the Graduate Record Examination scores for the verbal, quantitative, and analytical aptitude tests. GRE scores cannot be older than five years.

1.1.5 Evidence of English Competence. The University of Cincinnati requires evidence of competence in the English language for students applying from countries where English is not a national language. The University requires scores made on the Test of English as a Foreign Language (TOEFL) or similar test. The minimum TOEFL scores required on the paper test is 600, on the computerized test 250, and on the internet based test 100.

1.2 Filing Application Materials
All application materials should be submitted on line as part of the online application (www.grad.uc.edu). However, official transcripts should be sent directly to Annulla Linders, Director of Graduate Studies, Department of Sociology, P.O. Box 210378, University of Cincinnati, Cincinnati, OH 45221-0378.

1.3 For Further Information
Contact the Director of Graduate Studies (Annulla Linders, 513-556-4710, annulla.linders@uc.edu), Department of Sociology, University of Cincinnati, Box 210378, Cincinnati, OH 45221-0378 regarding entrance into the Doctoral program in Sociology.

2. Requirements for the MA Degree in Sociology
The degree requires a minimum of 30 graduate credits. For most students this involves 8 classes (24 credits), exam preparation (6 credits), and a successfully completed exam. It is also possible for students to complete the 30-credit requirement with only course work, but this option cannot be completed in one year.
2.1 Required Courses
All MA students must take the following courses:

- SOC7005 Intermediate Graduate Statistics [3]
- SOC7010 Introduction to Social Inequality [3]
- SOC7011 Logic of Inquiry [3]
- SOC8040 Qualitative Methods [3]
- SOC8075 Classical Sociological Theory [3]

2.2 Elective Courses
Students must take at least 3 elective 3-credit sociology courses at the 7000 level or above.

2.2.1 Limitations on Individual Work Courses. Graduate students are not permitted to enroll in Individual Work courses to meet the program’s required courses (except for Exam Prep described below).

2.2.2 Auditing. Graduate students may audit courses with the permission of the instructor. Audited courses do not count toward the course distribution requirement.

2.3 The Exam
To satisfy the Exam requirement, students must pass an exam to be held during exam week of the spring semester.

The exam is based on materials from the courses the student has taken during the year.

The format is an oral exam distributed by a two-person faculty MA Exam Committee.

2.3.1 Exam Preparation. Students are required to take one Exam Prep Course each per semester (SOC7004). These 3-credit courses are based on an Individual Work model, and are designed to facilitate the successful completion of the exam at the end of the year.

2.4 Additional Requirements
Students are required to maintain at least an overall B average (3.0 GPA) for all graduate work.

2.5 Time Limits
Students have five (5) years from the date of entry into the MA program to complete all of the requirements for the MA degree. Students who need more time may ask the Director of Graduate Studies to petition the Graduate School for an extension of the time limit. These petitions are considered individually and are not universally approved.
2.6 Advising
When a student first enters the program, s/he will be assigned a faculty advisor. Students are expected to meet with their faculty advisor at least once a semester. The purpose of these meetings is to draft a course plan for that year, and to discuss the completion of the degree.

2.7 Petitions to the Graduate Program Committee
If special circumstances warrant consideration of waiver of any requirements, the student should petition the Graduate Program Committee. The petitions should include supporting materials and letter of support from the student’s advisor.

3. Dismissal and Reinstatement

The process described below pertains to actions that may be taken by the department against students who fail to perform as expected academically.

3.1 Criteria for Dismissal

3.1.1. Student can face immediate dismissal if they receive a GPA below 2.0 (excluding incompletes) for any specific grading period, or if they receive an "F" in any two courses, either concurrently or in different semesters.

3.1.2. In addition, the Sociology Department retains the right to seek dismissal of students whose actions are in violation of the student code of conduct, which includes academic (e.g., cheating, plagiarism, fabrication) as well as non-academic (e.g., sexual harassment, destruction of property) misconduct. For details, see www.uc.edu/conduct/Code_of_Conduct.html.

3.1.3. Faculty must report all forms of misconduct by students to the Graduate Program Committee. The Graduate Program Committee will investigate the incidents and place its findings and recommendations in the students’ files. The Graduate Program Committee may also notify the full Sociology faculty and/or the Graduate School about any misconduct.

3.2 Readmission

3.2.1 Petition for Immediate Readmission after Dismissal. A student dismissed from the graduate program may file a written petition with the DGS for readmission. In making a decision regarding readmission, the Graduate Program Committee may consider extenuating circumstances surrounding the unsatisfactory grades, and the probability the student can successfully complete the program with at least the 3.0 GPA required to graduate. If the petition is denied, the student has a right to petition the department so that the full faculty can consider his/her readmission.
3.2.2 Maintenance of Previous Grades if Dismissed. If a dismissed student is readmitted, all previously earned grades will remain on the permanent records and will be computed in the overall grade point average.

3.2.3 Petition for Readmission after an Absence. Graduate students who have exceeded the amount of time allowed by the Graduate School to complete their degree or who have not been registered for 3 consecutive years may, consistent with Graduate School policy, be readmitted to the program based on an evaluation by the department’s graduate Program Committee (GPC).

3.3 Notification and Right to Appeals
Students will be kept fully informed of all decisions affecting their status in the program and have the right of appeal under grievance procedures drawn up the Graduate Division of the University (available in the Office the University Dean).