2017-2018 GUIDE TO GRADUATE STUDIES

BA/MA (4+1) Program
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Introduction

The Sociology Department offers a one-year expedited MA program (BA/MA 4+1) designed to make it possible for those who pursue a BA in Sociology at the University of Cincinnati to earn an MA with one additional year of study. Although there is no departmental funding available for this program, eligible and admitted students receive a 25% reduction in tuition for their year of graduate study.

The information in this guide appears in the following four sections:

1. Application to the BA/MA program;
2. Requirements for attaining the BA/MA Degree;
3. Procedures for dismissal and reinstatement; and
4. Graduate faculty information.

Graduate degrees are conferred by the Graduate Division of the University of Cincinnati on the recommendation of the Sociology 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 (available at http://grad.uc.edu/student-life/graduate_studenthandbook.html).

1. Application to the BA/MA Program

This program is restricted to students who are pursuing a BA in Sociology at the University of Cincinnati, and requires students to begin their graduate studies while undergraduates by taking at least two to four graduate courses (7000 level or above) at the University of Cincinnati.

Completed applications for admission should be received by April 1, 2018 for admission to graduate study for fall semester 2018. 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 “Apply to UC” link, upload your information and submit.

1.1 Application Materials

To be considered for admission, applicants must submit an application with the following items:

1.1.1 Transcripts. Students must submit transcripts from all undergraduate work. The university requires a minimum GPA of 3.0, but this can be waived if the Department and Graduate School agree.

1.1.2 GRE scores. Students must submit the Graduate Record Examination scores for the verbal, quantitative, and analytical aptitude tests. GRE scores must be within five years prior to the date of application. There is no minimum GRE score required.
1.1.3 Resume or Curriculum Vitae. Students must submit a current resume or CV.

1.1.4 Writing sample. Applicants should provide a sample of their best academic writing, such as an undergraduate thesis or course paper.

1.1.5 Letters of recommendation. Applicants should submit three letters from individuals familiar with their ability to carry out graduate-level academic work. It is strongly recommended that at least one of these be from a current or past UC Sociology faculty member.

1.2 Further Information

Contact the Director of Graduate Studies (Jeffrey M. Timberlake, 513-556-4704; jeffrey.timberlake@uc.edu), Department of Sociology, University of Cincinnati, Box 210378, Cincinnati, OH 45221-0378 regarding entrance into the BA/MA program in Sociology.

2. Requirements for Attaining the BA/MA Degree

The degree requires a minimum of 30 graduate credits. Six to twelve of those credits (2 to 4 classes) can be completed while students are still undergraduates.

The specific course requirements for BA/MA students are:

2.1 Required Courses

All BA/MA students must take the following 5 courses (15 credits):

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

All BA/MA students must take at least three 3-credit elective courses at the 7000 level or above. Students who begin taking graduate classes in their junior or senior year will complete the degree requirements by taking a total of 5 elective courses (2 to 4 as undergraduates, plus 1 to 3 during the graduate year).

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; however, audited courses do not count toward the course distribution requirement.

2.2.3 **Courses Outside of the Sociology Department.** Students may petition the Graduate Program Committee to have one or more graduate-level courses (7000 level or above) count as Sociology electives.

2.3 **Additional Requirements**

Students are required to maintain at least an overall B average (3.0 GPA) to be eligible for graduation.

2.4 **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 (DGS) to petition the Graduate School for an extension of the time limit. These petitions are considered individually and are not universally approved.

2.5 **Advising**

When students first enter the program, they are 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.

2.6 **Assessment of Performance**

The Graduate Program Committee will, during the end of the fall semester of each academic year, interview all faculty members for an assessment of all enrolled MA students. The Graduate Program Committee will prepare a summary of the assessment of each student and the DGS will meet individually with the MA students during the first two weeks of the spring semester and discuss the student’s progress in the program.

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. **Procedures for 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 Students 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).
4. Graduate Faculty Information

Our faculty have national reputations and records of award-winning publications, research grants, and leadership of national and regional sociological associations. For information on individual faculty members, visit http://www.artsci.uc.edu/departments/sociology/fac_staff.html.

Littisha A. Bates, Associate Professor

PhD, Arizona State University

1014 Crosley Tower
513-556-4714
littisha.bates@uc.edu

Sociology of Education; Early Childhood Education; Racial and Ethnic Stratification; Demography; Quantitative Research Methods; Immigration

Danielle Bessett, Associate Professor

PhD, New York University

1022 Crosley Tower
513-556-4717
danielle.bessett@uc.edu

Pregnancy; Abortion; Sociology of Reproduction; Medical Sociology; Sociology of Families; Gender; Qualitative Methods

Derrick Brooms, Associate Professor

PhD, Loyola University-Chicago

1008 Crosley Tower
513-556-4708
derrick.brooms@uc.edu

Race relations; Community and Urban Sociology; Identity; Representation; Education; Culture; Social Theory; Qualitative Methods

Steve Carlton-Ford, Professor and Department Head

PhD, University of Minnesota

1017 Crosley Tower
513-556-4716
steven.carlton-ford@uc.edu
Peace, War, and Social Conflict; Sociology of Development; Militarization, Armed Conflict, Social Development; Life Changes; Quantitative Analysis; Research Methodology

**Erynn Masi de Casanova**, Associate Professor

PhD, City University of New York

1015 Crosley Tower  
513-556-4707  
erynn.casanova@uc.edu

Gender; Race/Ethnicity; Work; Family; the Body; Popular Culture; Globalization/Development; Latin American societies; U.S. Latinos/as; Ethnography and qualitative research methods.

**Annulla Linders**, Associate Professor

PhD, SUNY-Stony Brook

1001 Crosley Tower  
513-556-4710  
annulla.linders@uc.edu

Qualitative Methods; Historical and Comparative; Social Movements; Culture; Capital Punishment; Abortion

**Jennifer Malat**, Professor and Associate Dean, McMicken College of Arts & Sciences

PhD, University of Michigan

150 McMicken Hall  
513-556-5895  
jennifer.malat@uc.edu

Medical Sociology; Sociology of Racial and Ethnicity; Racial Inequality in Health and Healthcare; Quantitative Analysis

**Matthew, Ervin (Maliq)**, Assistant Professor

PhD, The Ohio State University

1021 Crosley Tower  
513-556-4715  
ervin.matthew@uc.edu
Social Stratification; Education; Urban Sociology; Race, Class and Gender; Social Mobility; Social Psychology

David J. Maume, Jr., Professor

PhD, University of North Carolina-Chapel Hill

1007 Crosley Tower
513-556-4713
david.maume@uc.edu

Work-Family; Gender; Stratification; Labor Markets; Quantitative; Inequality

Jeffrey M. Timberlake, Associate Professor and Director of Graduate Studies

PhD, University of Chicago

1004 Crosley Tower
513-556-4704
jeffrey.timberlake@uc.edu

Community and Urban Sociology; Sociology of Population; Demography; Quantitative Research Methods; Racial and Ethnic Relations; Immigration

Earl Wright II, Professor

PhD, University of Nebraska

1004 Crosley Tower
513-556-3933
earl.wright@uc.edu

Race, Social Theory, Community and Urban Sociology; Atlanta Sociological Laboratory; W.E.B. DuBois