2017-2018 GUIDE TO GRADUATE STUDIES

MA (One-year) Program
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Introduction

The Sociology Department offers a one-year terminal MA program. This program is designed to make it possible for applicants to earn a Master’s degree in two semesters. There is no departmental funding available for this program.

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

1. Application to the MA program;
2. Requirements for Attaining the MA Degree;
3. Procedures for Probation, Dismissal, and Reinstatement; and
4. Information on Department graduate faculty.

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 (available at http://grad.uc.edu/student-life/graduate_studenthandbook.html).

1. Application to the MA Program

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 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, with a $5.00 surcharge for international applications. 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 the first five of the following items; international students must submit all six.

1.1.1 Transcripts. Students must submit transcripts from all undergraduate work and, if applicable, from graduate programs. 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 a master’s or undergraduate thesis or a 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.

1.1.6 **Evidence of English competence.** English proficiency is required of all applicants whose native language is not English. Students can demonstrate proficiency in a number of ways at the graduate level. Most students fulfill the English requirement by taking the Test of English as a Foreign Language (TOEFL), the International English Testing System (IELTS), or the PEARSON Test of English (PTE).

For IELTS an overall band score of 7.0 is sufficient for graduate admission. For PEARSON a score of 65 is sufficient. TOEFL requirements vary based on the type of TOEFL test taken and scores are valid for up to two years. The minimum TOEFL scores required on the paper test is 600, on the computerized test 250, and on the internet based test 100.

Finally, The English proficiency requirement is also met for students who have completed level 112 of Intensive English instruction at ELS Language Centers. More information can be found at https://www.els.edu/en.

Students who have received a baccalaureate or higher degree with English as the medium of instruction from certain countries are exempt from the English proficiency requirement. See https://grad.uc.edu/fac-staff/handbook/graduate-admission/international-admission/english.html for a list of these countries.

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, PO Box 210378, Cincinnati, OH 45221-0378.

2. **Requirements for Attaining the MA Degree**

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 two semesters.
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 three 3-credit elective 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; 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 MA 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.

2.3.2 Exam Evaluation. Students who pass the exam will be awarded a grade of either pass or high pass.

2.3.3 Exam Failure. Students who fail the exam can retake it once. The retake exam is to be scheduled at a time that is convenient for both the student and faculty committee, preferably during the summer term.
NOTE: students who fail the exam need to re-file for graduation. If they retake the exam in time to graduate in the summer, they do not need to register for any additional credits. Student who file for graduation in the fall term of next academic year need to register for one more credit.

2.4 Additional Requirements

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

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 (DGS) 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 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.

2.7 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.

2.8 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.

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