2018-2019 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, 2019 for admission to graduate study for fall semester 2019. The application fee for graduate study at the University of Cincinnati is currently $65.00. Complete an on-line application at https://grad.uc.edu/admissions.html. 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 Standardized test scores. Students must submit official scores from one of the following tests: the Graduate Record Examination (GRE), or the Law School Admission Test (LSAT), the Graduate Management Admission Test (GMAT), or the Medical College Admission Test (MCAT). Scores must be within five years prior to the date of application. There are no minimum scores required, and we use these scores in conjunction with the total application.

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. **Probation, 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 Probation and Dismissal

#### 3.1.1 Criteria for probation

Faculty who assign a grade of “C” or lower to a student will notify the Director of Graduate Studies (DGS) of this action. The DGS will examine the student’s transcript to determine the GPA for that semester. If the student’s GPA is below 3.0, the DGS will notify the student in writing that of placement on probation and suggest needed improvements in the student’s performance.

**3.1.1.1 Probationary periods.** The probationary period will last for one subsequent semester in which the student is enrolled full-time.

**3.1.1.2 Continuation while on probation.** While on probation the student may continue in the program. Students will be dismissed from the program if they receive an average GPA below 3.0 while on probation.

**3.1.1.3 Evaluation at end of probation.** At the end of the probationary period, the student’s overall GPA will be recalculated by the DGS. Students will face dismissal from the program if their overall GPA is below 3.0.

#### 3.1.2 Criteria for dismissal

**3.1.2.1** A student can face immediate dismissal with no probationary period for receiving (1) a GPA below 2.0 (excluding incompletes) for any specific grading period; or (2) an “F” in any two courses, either concurrently or in different semesters.

**3.1.2.2** In addition, the Sociology Department reserves 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](http://www.uc.edu/conduct/Code_of_Conduct.html).

**3.1.2.3** Faculty must report all forms of misconduct by students to the GPC. The GPC will investigate the incidents and place its findings and recommendations in the students’ files. The GPC 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 GPC 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 readmission.

3.2.1.2 Petition for subsequent readmission after dismissal. If a dismissed student wishes to be considered for readmission in the subsequent semester, a petition must be filed within three working days of receipt of the written dismissal notice.

3.2.1.3 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.

3.2.2 Petition for readmission after an absence. Students who have either exceeded the amount of time allowed by the Graduate School to complete their degree, or have not been registered for three consecutive years may, consistent with Graduate School policy, be readmitted to the program. To be considered for re-admittance, students should file a written petition with the GPC. The GPC, in determining whether the individual should be readmitted, shall also determine whether course work and/or preliminary examinations would have to be retaken and, if relevant, whether the proposed dissertation project is still viable given the current make-up of the faculty.

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 by the Graduate Division of the University (see http://grad.uc.edu/student-life/policies/grievances.html).
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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