2016-2017 GUIDE TO GRADUATE STUDIES

BA/MA (4+1) Program
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Introduction

In addition to the PhD program, the department also offers a one-year terminal MA program. This program is an expedited BA/MA program (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.

Students enrolled in the 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 is divided into four sections:

1. Application and Admission;
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 BA/MA (4+1) Program

This program is specifically designed for students who are pursuing a BA in Sociology at the University of Cincinnati, and requires students to begin their graduate studies while undergraduates. Therefore, prospective students must contact the Director of Graduate Studies (DGS), Jeffrey M. Timberlake (556-4704, jeffrey.timberlake@uc.edu) before applying to this program.

Completed applications for admission should be received by April 1st for admission to graduate study for the following Autumn 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 Eligibility

Students who meet the following criteria are eligible to complete the BA/MA in Sociology:
• Junior standing
• Completion of at least 2 sociology electives at the 3000 or above level
• GPA of 3.0 or above in their sociology classes
• Completion of 2 of the following 4 foundational courses (methods, statistics, theory, inequality)

Students begin graduate coursework during their senior year and must maintain a course load of 4 classes per quarter in the graduate program. Students can take no more than 3 graduate classes (7000 or above) as undergraduates.

1.2 Application process

To be considered for admission, students must follow the steps described below. Please note that students applying to the BA/MA (4+1) program do not need to take the Graduate Examination test (GRE).

1.2.1 Meeting with Director of Graduate Studies. Students must first meet with the DGS to determine eligibility and to develop a course plan.

1.2.2 Letters of Recommendation. Students must submit two letters of recommendation from sociology instructors, at least one of which must be written by a regular faculty member. These letters must be submitted before the student can get permission to pursue the BA/MA program.

1.2.3 Permission. Students receive permission to start taking graduate classes from the Graduate Program Director and by signing the BA/MA eligibility form.

1.2.4 Formal Application to the Graduate School. The Graduate School requires a formal application before students can start graduate school. Complete an on-line application at www.grad.uc.edu.

1.3 For 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 MA program in Sociology.

2. Requirements for Attaining the BA/MA Degree

The degree requires a minimum of 30 graduate credits. Six of those credits (2 classes) can be completed while students are still undergraduates. If students are unable to take graduate classes during their undergraduate years, they can still earn an MA degree by taking an exam at the end of their graduate year (see below, under section 2.3, MA Exam)
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 3 elective 3-credit 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 as undergraduates, 3 during the graduate year).

2.3 MA Exam

Students who do not take graduate classes as undergraduates must take an exam at the end of their graduate year. To satisfy the exam requirement, students need to take two 3-credit MA Exam Prep classes, one each semester, and then pass an oral exam to be distributed during exam week at the end of their second semester.

2.4 Additional Requirements

Students must 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. The student will also meet with the Director of Graduate Studies at the end of the first semester; during that meeting the student will receive feedback on her/his performance during the first semester.
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

Littisha A. Bates, Associate Professor

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

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