



2024-2025 GUIDE TO GRADUATE STUDIES

Terminal MA 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, although at this time students cannot finish the program in two full-time semesters, but would instead complete it part-time over four 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 College 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 College Requirements, as set forth in the latest [Graduate Student Handbook](#).

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, 2025** for admission to graduate study for fall semester 2025. 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 <https://grad.uc.edu/admissions.html>. Just click on the “Apply to UC” link, create an account, 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 College agree.

1.1.2 Standardized test scores. Standardized test scores are not 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 or who have not received a baccalaureate or higher degree from a college or university with English as the primary language of instruction. See <https://grad.uc.edu/admissions/criteria/english.html> for details and for a list of countries where English is the official language and from which students receive an automatic waiver of the English language testing requirement.

Students who must demonstrate proficiency can do so 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), the PEARSON Test of English (PTE), or Duolingo.

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. For IELTS an overall band score of 6.5 is sufficient for graduate admission. For PEARSON a score of 54 is sufficient, and for Duolingo, a score of 110 is sufficient.

Finally, the English proficiency requirement is also met for students who have completed level 112 of Intensive English instruction at ELS Language Centers.

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, regarding entrance into the MA program in Sociology.

2. Requirements for the MA Degree

The degree requires a minimum of 30 graduate credits. This means that students must take 10 3-credit classes.

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 five 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.

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 no more than two 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 College 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. The Graduate Program Committee may dismiss a student for several infractions, including but not limited to:

3.1.2.1 Low GPA. 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 Academic or non-Academic Misconduct. 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 <https://www.uc.edu/campus-life/conduct/student-code-of-conduct.html>. 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 College about any misconduct.

3.2 Reinstatement

3.2.1 Petition for immediate reinstatement after dismissal. A student dismissed from the graduate program may file a written petition with the DGS for reinstatement. In making a decision regarding reinstatement, 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 reinstatement.

3.2.1.2 Petition for subsequent reinstatement after dismissal. If a dismissed student wishes to be considered for reinstatement 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 reinstatement after an absence. Students who have either exceeded the amount of time allowed by the Graduate College to complete their degree, or have not been registered for three consecutive years may, consistent with Graduate College policy, be readmitted to the program. To be considered for reinstatement, 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 would have to be retaken and, if relevant, whether the proposed MA thesis 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 College (see <http://grad.uc.edu/student-life/policies/grievances.html>).

4. 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 <https://www.artsci.uc.edu/departments/sociology/fac-staff.html>.

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