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## GRADUATE WORK IN COMMUNICATION AT THE UNIVERSITY OF KENTUCKY

This manual describes the requirements and procedures of the M.A. and Ph.D. programs in communication offered at the University of Kentucky. The official version of this manual appears on the Communication Graduate Program website at: [www.uky.edu/CommInfoStudies/GRAD/welcome.html](http://www.uky.edu/CommInfoStudies/GRAD/welcome.html). It supplements the rules of the Graduate School but is not intended as a substitute for those rules. Although this guide contains a fairly comprehensive description of requirements, graduate student will still need to refer to the current Graduate School rules as they appear in the latest Graduate School Bulletin on its website. For additional information, consult the Associate Dean for Graduate Studies and/or members of the Graduate Faculty.

### SECTION 1: GRADUATE WORK IN COMMUNICATION

- A. *Essence of the Program.* The College of Communications and Information Studies offers programs leading to the Master of Arts (either Plan A or Plan B) and Doctor of Philosophy degrees in Communication. Emphasis is on the study of communication behavior at various levels, including intrapersonal, interpersonal, organizational and mass. The program is designed to serve the needs of students whose goals may include teaching and academic research, professional research, or communication careers in the media or other organizations.
- B. *Academic and Professional Aspects.* In many academic fields, the line between academic and professional education is blurring, and this is true of communication. Professionals and academics alike must understand the literature of the field, must be familiar with methods of investigation, must be aware of the social and political consequences of varied communication systems and practices, and must be able to devise communication strategies to meet differing situations.

Thus, while persons interested in academia will be provided with experiences somewhat different from those intending to enter professional work, the basic program is the same. Individuals who earn advanced degrees often have the choice of entering either the scholarly or the professional world.

- C. *Opportunities for Graduates.* There is a need for graduates in departments of communications, journalism, and telecommunications throughout the country. In addition, government, business, and the media need persons with advanced training for research, management and policy positions.

## SECTION 2: GENERAL POLICIES

- A. *Admission.* Students with an undergraduate degree from a fully accredited institution of higher learning and a grade point average of 3.0 or above on a 4.0 scale are admissible to the graduate program. Students with degrees in areas not directly related to communications are encouraged to apply. They may be required to take course work without graduate credit. In some cases, successful professional experience in a communication field will be considered in admitting students to the program. Admission is highly competitive. Typically, only about 30-40% of those who apply are admitted.

The Admissions Committee will review only COMPLETED admissions files after the first week of January for the fall semester. We admit new students only for the fall semester, not the spring semester. Applicants must have their completed file on record with the Associate Dean prior to the date on which they wish to be reviewed. Results of the Committee's action will be available 30 days from the date of review.

New graduate students shall only enroll during the Fall semester or the Summer previous to the Fall semester.

*In addition, all students must submit official scores on the Graduate Record Examination. Students whose native language is not English must also submit their score on the Test of English as a Foreign Language (TOEFL).*

- B. *Course Load.* The normal semester load of a full-time graduate student is 12 credit hours or the equivalent. The maximum load for the eight-week summer term is nine credit hours; for the four-week summer intersession it is four credit hours. Holders of assistantships may take a maximum of three courses (nine or ten credit hours) each semester. Students carrying nine or more credit hours or the equivalent of graduate-level course work during a semester or six credit hours during the summer are classified as full-time students.
- C. *Incomplete Grades.* An incomplete grade may be assigned to a graduate student if a part of the work of a course remains undone and if there is a reasonable possibility that a passing grade will result from completion of the work. **All incomplete (I grades) must be replaced by a regular final letter grade within 12 months or the end of the academic term in whichever occurs first.** If an I grade has not been replaced within the allowable period, the University Registrar shall change the I grade to a grade of E on the student's permanent academic record and adjust the student's grade point average accordingly, unless otherwise approved because of exceptional circumstances by the Dean of the Graduate School upon recommendation of the Director of Graduate Studies in the student's program.

- D. *Time Limits for a Degree. M.A. Degree:* Activities used to satisfy degree requirements for the M.A. Degree must be completed within eight years preceding the proposed date of graduation. Extensions of time will be considered by the Graduate Council only upon written recommendation of the Associate Dean. No work completed more than 12 calendar years preceding the proposed graduation date will be considered for graduation.

*Doctoral Degree:* All degree requirements for the doctorate must be completed within five years following the semester or summer session in which the candidate successfully completes the qualifying examinations. In the event that all degree requirements are not met during the five-year period, degree candidates who provide evidence of the likelihood of completing the degree during an extension of the time may be granted such an extension by the Graduate Council. Requests will be considered only upon written recommendation of the Associate Dean after the candidate has again successfully completed the qualifying examination process as currently administered by the program. (Note: Failure to pass the re-examination indicates the termination of degree candidacy. A second re-examination is not permitted..) An extension for no more than five years may be granted. After a total of ten years from the first successful qualifying examination, students will no longer be considered degree candidates and no further extensions will be considered. All qualifying examinations must be scheduled through the Associate Dean and be approved two weeks in advance by the Graduate School.

**NOTE:** All students admitted for the first time in the 1992 4-WK Summer Session, and following semesters, are governed by this requirement. Students admitted and enrolled before the 1992 4-WK Summer Session may choose to operate under either the original 12-year Time Limit or under the new rule.

- E. *Termination Policy.* The Review Committee of the Graduate Faculty will review the progress of each student in the M.A. and Ph.D. programs on at least an annual basis; the committee may recommend to the Graduate Faculty the termination of any student's program. The Graduate Faculty may then recommend termination to the Graduate School. Such recommendation will be made only after consultation with the student's Advisory Committee or the advisor if no committee has been named and only after ratification by a two-thirds vote of the Graduate Faculty members present.
- F. *Time Limit for Duration of Graduate Support.* The granting of a teaching or research assistantship shall be limited to four semesters of Master's degree work and six semesters of Doctoral work. Theses semesters need not be uninterrupted. Exceptions to the above shall only be on the recommendation of the Graduate Admissions and Financial Aid Committee and with the approval of the Associate Dean.

### SECTION 3: THE MASTER OF ARTS DEGREE

- A. *General Description.* The M.A. Program requires that every student become familiar with the important theories and concepts and the principal investigative methods used to expand knowledge of the subject. Approximately one-third of the course work is taken up by this material. Beyond that each student can, with the help of an advisor, devise an individualized curriculum. M.A. work is a time for sharpening career plans and taking concrete action to realize goals. This process can be enhanced through consultation with faculty members, careful selection of courses, writing pertinent papers, and preparing a thesis.
- B. *Program Requirements.* All students are required to take 12 core credit hours consisting of Pro-seminar in Communication (CJT 601), Communication Theory (CJT 651), Communication Research Methods (CJT 665), plus STA 570, EDP 557 or an equivalent statistics course as determined by the Associate Dean.

Students may complete 30- credit hours of course work, including six credit hours of CJT 768 (Residence Credit for the Master's Degree), and a thesis (Plan A), or 30 hours of course work with no thesis (Plan B). Plan A students are required to complete an oral final examination, while Plan B students complete both a written and an oral exam during the semester in which the degree is to be awarded.

At least 21 credit hours of the minimum requirements for the Master's Degree must be from offerings within the Graduate Program in Communication (both Plan A and Plan B). Plan A students may include six hours of CJT 768 in the 21 hours since the thesis involves work in an area of communication. Also, at least 21 credit hours of the minimum requirements must be in courses at the 600 or 700 level (both Plan A and Plan B). Plan A students may include six hours of CJT 768 in the 21 hours. No more than 3 credit hours in Plan A and 6 hours in Plan B (of the minimum requirements) may be earned in directed study, directed reading, or internship courses (e.g., CJT 696, CJT 700, CJT 781, CJT 790).

- C. *Formation of the Advisory Committee.* The Associate Dean shall appoint temporary advisors from among the Graduate Faculty for each entering admitted graduate student. The temporary advisor will continue as advisor until the student finds a Graduate Faculty member to serve as Chairperson of his/her Advisory Committee. The Associate Dean will serve as advisor for all provisionally admitted students and those post-baccalaureate students who intend to request formal admission.

The Advisory Committee will consist of at least three members, two of whom must be Graduate Faculty members in Communication, at least one of which must be a full member of the graduate faculty in Communication. The chairperson of the Advisory Committee must be a member of the Communication Graduate Faculty. The student should consult with the advisor and the Associate Dean to select the other members of the

committee, who are officially appointed by the Associate Dean. The committee will evaluate course work and supervise the thesis (Plan A).

- D. *Admission to candidacy.* Even though a student has been admitted to the program, he/she is not a candidate for the degree until he/she has applied for candidacy. An application must be filed with the Graduate School at the end of the student's first semester of full-time graduate study or when the student has completed twelve hours of graduate work. To qualify for Admission to Candidacy the student must have completed at least nine hours of graduate work with a minimum grade point average 3.0, have submitted GRE scores, have no incomplete grades and have the approval of the Dean of the Graduate School. If the student fails to meet the conditions outlined above, he/she is notified that action will be deferred until he/she has completed 18 hours with the minimum 3.0 grade point average.
- E. *Thesis.* A thesis for the master's degree requires research designed to demonstrate the student's knowledge and competence in the study or practice of communication and communication institutions. A thesis may address theoretical, historical, legal, or policy issues in communication.
- F. *Preparing the Thesis.* The procedure for inaugurating a thesis is as follows:
- (1) The student discusses potential projects with the advisor and other faculty members.
  - (2) The student prepares a detailed proposal to be presented to the committee. A copy of the proposal is filed with the Associate Dean.
  - (3) If the committee rejects the proposal, the student must seek a new subject and prepare another presentation or substantially modify the original one.
  - (4) If the proposal is accepted, the student makes whatever changes are required by the committee and works with the thesis director and committee members in refining and completing the thesis or position paper.
  - (5) In writing the thesis, the student must be guided by the rules of the University and the Graduate School. The student should obtain a copy of "Instructions for the Preparation of a Master's Thesis" from the Graduate School or on the web site [www.rgs.uky.edu/gs/thesis/gs/thesdissprep.html](http://www.rgs.uky.edu/gs/thesis/gs/thesdissprep.html) Students in Communication may, with the consent of their advisor and the Associate Dean, follow the style rules of the American Psychological Association.
  - (6) A bound copy of each M.A. thesis must be deposited with the Associate Dean at the time the other two bound copies are deposited with the W.T. Young Library. This bound copy will be available in the College Reading Room.

- G. *The Examination Procedure.* For all degree candidates, the Associate Dean will send a written request for a final oral examination to the Dean of the Graduate School *at least two weeks prior to the date of the exam*, nominating faculty members to be named to the examining committee, suggesting an appropriate time and place for the examination, and certifying that the student has met all degree requirements.

*To aid in this certification, the student must deliver an official up-to-date Registrar's copy of his/her transcript to the Associate Dean at least four weeks prior to the date of the final exam, and file a Request for Final Examination form with the Associate Dean.*

The Dean of the Graduate School must approve the time and place of the examination and officially notifies the student and the members of the committee.

*The final oral examination must be held no later than eight days before the last day of classes of the semester in which the degree is to be awarded.*

(1) Plan "A" Students

- (a) Before the final oral examination, the advisor must certify to the Associate Dean that the thesis satisfies all requirements of the Graduate School and is complete in content and format except for pagination and that the student is ready to be examined. *This must be done at least three weeks before the date of the final examination.* The Associate Dean must certify to the Graduate School that the thesis is in satisfactory form.
- (b) It is the duty of the Advisory Committee to examine the student generally on the field and specifically on the thesis. If the examining committee passes the student, the official Graduate School card is returned to the Office of the Associate Dean who records the action in the student's file and sends the card to the Graduate School *no later than two weeks after the examination.*
- (c) The student makes any corrections in the thesis required by the committee. Final copies are submitted to the Graduate School after the thesis director and the Associate Dean have certified that they are complete. The thesis must be presented and accepted by the Graduate School *by the last day of the semester* if the student plans to graduate that semester. An additional final copy of the thesis must be signed by the thesis director and the Associate Dean and filed in the Office of the Associate Dean *by the same date.*

(2) Plan “B” Students

The student’s committee will administer the final examination, which ordinarily will consist of a six-hour written examination (covering communication theory, research methods, and the student’s specialty), followed by an oral examination. It is the oral examination which is scheduled by the Graduate School. The written exam ordinarily occurs two weeks prior to the oral exam and is scheduled through the Associate Dean.

If the examining committee passes the student, the official Graduate School card is returned to the Office of the Associate Dean who records the action in the student’s file and sends the card to the Graduate School *no later than two weeks after the examination*.

#### **SECTION 4: THE DOCTOR OF PHILOSOPHY DEGREE**

A. *Program Requirements.*

The Ph.D. program emphasizes communication as a social science. Graduates are prepared for academic positions involving teaching and communication research. This preparation may also lead to careers in government, the media, and other organizations as researchers, consultants, and policy makers. To complete the program, students must demonstrate:

- (1) a thorough grasp of perspectives on the nature of social science theory and the process of theory construction and testing;
- (2) a broad knowledge of theories and research in various communication contexts (e.g., health communication, interpersonal communication, mass communication, etc.);
- (3) in-depth knowledge of the communication context chosen as the student’s area of specialization;
- (4) competence in a cognate field which supports the student’s area of specialization;
- (5) a broad knowledge of various communication research methods and statistical procedures, with special expertise in either quantitative or qualitative methodologies.

Credit hour guidelines for the PH.D. program are as follows:

<b>AREA</b>	<b>TOTAL GRADUATE HRS*</b>	<b>POST-M.A. HRS*</b>
Theory and Contexts (Must include CJT 631 or 645, 751)	21	12-21
Area of Specialization	21	12-21
Research Methods/Statistics (Must include CJT 665, 664, 790, plus a 500-level statistic course)	15	9-15
Cognate	15	6-12
	69	39-69

\*Exclusive of dissertation credit hours.

*The above are guidelines, not requirements for the number of credit hours to be taken in each of the four areas.* The student's Advisory Committee decides on the actual number of hours to be taken by a particular student in each area, depending on the strength of the student's background. However, each student's program is to be reviewed by the Review Committee. Serious departures from these guidelines must be justified by the student's Advisory Committee to the Review Committee.

A minimum number of hours are suggested past the master's in each area, regardless of the strength of a student's previous course work, because: (1) it is assumed that a doctoral student should have knowledge of the most recent developments in a particular area; and (2) to afford the student the opportunity to participate in advanced seminars directed particularly at doctoral students.

An additional reason for a minimum number of post-M.A. hours in the cognate area is the need for an outside member on the student's doctoral committee. This person normally is someone with whom the student has had recent course work.

- B. *Language Requirements.* Proficiency in a foreign language is not required for successful completion of the Ph.D. in Communication. A student's Advisory Committee, however, may stipulate certain graduate-level courses in another language for the student's program that are consistent with the objectives of the student's program.
- C. *Residency Requirements for the Ph.D.* To satisfy residency requirements, a Ph.D. student must complete one of the following three options:

Model I:

- a) master's degree or 18 graduate hours at UK, or transfer of residence credits from an awarded master's at another accredited school; plus, b) two consecutive semesters enrolled full-time, i.e., nine or more credits per semester (may include combined first and second summer sessions); plus, c) completion with a grade of "S" of two consecutive full-time\* semesters (9 credits each) or three consecutive part-time\*\* semesters (6 credits each) of CJT 769 after successfully passing the qualifying examination.

Model II:

- a) master's or 18 graduate hours at UK, or transfer or residence credits from an awarded master's at another accredited school; *plus*
- b) enrollment part-time (at least 6 graduate credits pre-semester) during three consecutive semesters; *plus*
- c) completion with a grade of "S" of two consecutive full-time semesters (9 credits each) or three consecutive part-time\*\* semesters (6 credits each) of CJT 769 after successfully passing the qualifying examination.

Model III:

- a) master's or 18 graduate hours at UK, or transfer or residence credits from an awarded master's at another accredited school; plus
- b) accumulation of 24 graduate credits at the University of Kentucky (exclusive of short courses; no more than nine of these 24 credits may be earned in summer sessions) during three consecutive academic or calendar years; *plus*
- c) completion with a grade of "S" of two consecutive full-time semesters (9 credits each) or three consecutive part-time\*\* semesters (6 credits each) of CJT 769 after successfully passing the qualifying examination.

\*Students electing the full-time option may substitute a summer term for one of the semesters by enrolling in 3 credits of CJT 769 in the first summer session and 6 credits of CJT 769 in the second summer session.

\*\*Students electing the part-time option may substitute a summer term for one of the semesters by enrolling in 6 credits of CJT 769 in the second summer session only.

(For additional information on the Residency Requirement for the Ph.D. see The Graduate Student bulletin (2000-2002), p. 24)

With the written recommendation of a candidate's advisory committee and with the approval of the Associate Dean and the Graduate School Dean, specified graduate course work may be taken in lieu of all or part of the residence credit (i.e. CJT 769) requirements. The students need not be physically present on campus while enrolled for credit after the qualifying

examination. Full tuition costs are assessed in that students who are preparing their dissertation are utilizing University resources such as libraries, Computing Center, and major professor's and committee members' time and energy.

Note: The semester during which the student takes the qualifying examination may be counted for residence credit **only** if the date of successful passage is within six weeks (three weeks for the second summer session) of the first day of classes.

Students who have completed all residency requirements but still have not completed the dissertation must register for CJT 769 for "0" credit each semester until the dissertation is completed and defended. This enables the Graduate School to keep current records on the status of Ph.D. candidates. There is no charge for such enrollment.

D. *The Major Professor and the Advisory Committee.* The Associate Dean advises all new students until the appointment of the major professor and the Advisory Committee, usually during the second semester of a student's residency. Once appointed, the major professor and Advisory Committee guide the work of each Ph.D. candidate throughout the student's graduate career.

During the second semester of study, each student must consult with members of the Graduate Faculty and with the Associate Dean to seek a major professor. The major professor is appointed by the Dean of the Graduate School with the written advice of the Associate Dean. The major professor, who must be a full member of the Graduate Faculty, works closely with the student during the remainder of the student's program in selecting courses, deciding on major emphases, determining a cognate and in preparing for the Qualifying Examination and in writing of the dissertation.

**EFFECTIVE FOR STUDENTS TAKING QUALIFYING EXAMS ON OR BEFORE  
MAY 1, 2001**

The major professor chairs the Advisory Committee that directs the student's program within the limits prescribed by the program and the Graduate School. The student and the major professor suggest at least four other faculty members to the Associate Dean to compose the Advisory Committee. The committee consists of five members, three of whom must be full members of the Graduate Faculty. The other two may be associate members. Normally four of the committee members will be from the Communication program, with the fifth member representing the student's cognate. The committee must be appointed at least one year before the Qualifying Examination. Its decisions are made by majority vote. The five-member core of the Advisory Committee must be kept at its full complement throughout the graduate career of the individual student. Thus, in the event of a vacancy on the committee (occasioned by resignation, faculty leave, or inability to serve), an appropriate replacement must be made prior to the making of any committee decision.

**EFFECTIVE FOR STUDENTS TAKING QUALIFYING EXAMS AFTER  
MAY 1, 2001**

The advisory committee has a core of **four** members. This core consists of the major professor as chair, two other members from the major area, and at least one representative from any minor area. At least one member must be from outside the academic program (department). All members of the core must be members of the Graduate Faculty at the University of Kentucky, and three (including the chair) must possess full Graduate Faculty status. The Dean of the Graduate School appoints an Outside Examiner, who becomes part of the Advisory Committee at the time of the final examination. This rule specifies the required minimum size of the doctoral committee; larger advisory committees are always permitted by recommendation of the Associate Dean. In any pass-fail vote, if the Advisory Committee is evenly divided, the candidate fails.

Please note that this new rule will **NOT** be applied retroactively to any doctoral students who have passed the qualifying examination prior to May 1, 2001.

*In the second semester of doctoral work, the student will propose a course of study for the remainder of his or her graduate work.* The advisory committee will then approve or disapprove this course of study. Once the course of study has been approved, the student will ordinarily not deviate from it unless special circumstances make it necessary and then only with the approval of the committee. A copy of this course of study is filed with the Associate Dean.

The committee should meet at least once each semester to review the student's progress, consult with the student and the chair and, if necessary, to revise the program. In addition to advising and program planning, the Advisory Committee is in charge of administering the Qualifying Examination, supervises preparation of the dissertation and administers the final examination of the dissertation.

E. *The Qualifying Examination.* All Ph.D. students are required to take a qualifying examination (administered by the student's Advisory Committee) consisting of both written and oral components. Its purpose is to verify that students have sufficient mastery of their field to become candidates for the degree. For Communication students, this means mastery of the four areas described previously - communication theory and contexts, area of specialization, research methods and statistics, and the cognate area. Exams may be taken in a controlled "sit-down" environment in the College, or in a "take-home" format, depending on the Advisory Committee's thoughts concerning the best way to examine a particular student.

In the in-house version, students normally are asked to write, usually on a computer, for four hours on each of the four sections of course work described above (16 total hours). The separate exam sections normally are spread over a period of time not to exceed five working days. The nature and extent of notes available to the student are up to the committee, but the testing constraints are considered in evaluating the student's answers.

In the take-home version, students usually are asked to write approximately 15 double-spaced pages on each of the four areas. Because a student in this environment has unlimited

access to notes and readings, it is expected that the student will display a more in-depth understanding of the questions and be able to provide more specific references. Again, the exam is usually administered over a five day period (which may include weekends).

The qualifying examination (oral portion) must be scheduled by the student through the Associate Dean's office and approved at least two weeks in advance by the Graduate School. The written portion is not officially scheduled, but usually takes place at least two weeks prior to the oral examination.

The results of the examination must be reported by the Associate Dean to the Graduate School within 10 days of its conclusion. The committee must report either "pass" or "fail," with no conditional clauses attached. If the result is failure, the committee determines the conditions to be met before another examination may be given. The minimum time between examinations is four months. A second examination must be taken within one year after the first examination. A third examination is not permitted.

Although the Graduate School requires a pass/fail decision, they leave open the option of retesting the student (after four months) on any part of the original exam; from retaking the entire exam to retaking any portions of which the committee deemed the student's performance unacceptable. Thus, if the committee felt that the student failed only the Methods portion of the first exam, the committee might specify that the retake exam (of which there must be both a written and oral portion) consist only of questions on Methods. The committee determines the conditions to be met before the second examination is given.

F. *The dissertation prospectus.* The student selects the dissertation subject in consultation with the major professor and the Advisory Committee. After the student has tentatively chosen a subject, the members of the Advisory Committee must evaluate the project, offer advice, and provide guidance in the preparation of the dissertation prospectus.

The prospectus defines the project, indicates its limits, and demonstrates its feasibility. It must describe the basic approach, indicate the specific methods to be used, cite previous research and show how the dissertation will advance the field. The prospectus must be sufficiently detailed to show that the student has adequate background to undertake the study, has mastered the research methodology needed, and is aware of the implications of the proposed work.

When the major professor and student agree that the prospectus is ready to be presented, copies are circulated to the Advisory Committee. The prospectus is approved as is, approved with minor revisions, or disapproved by majority vote of the Advisory Committee. The major professor is responsible for providing a copy of the prospectus (when approved) to the Associate Dean. If the decision is negative (a tie vote counts as disapproval), the committee provides suggestions for revision. Another presentation may be scheduled no later than four months after the first one. A third attempt is not permitted. Failure to successfully present and defend the prospectus will terminate work for the Ph.D.

G. *Certifying the dissertation.* Each member of the Advisory Committee has the responsibility of reading the dissertation before it is certified as ready for examination. If the

committee member finds the dissertation to be adequate, he/she signs an official Graduate School form certifying that the form and substance of the paper justify setting up the final oral examination. A majority of the Advisory Committee must sign this document before it is sent to the Associate Dean to be recorded in the student's file and transmitted to the Dean of the Graduate School.

The style and form of the dissertation must conform with the instructions prepared by the Graduate School. For specific instructions regarding the format of the dissertation, the student should obtain a copy of the *Instructions for the Preparation of Dissertations and Doctor of Musical Arts Projects* from the Graduate School office (available on the web site at [www.rgs.uky.edu/gs/thesdissprep.html](http://www.rgs.uky.edu/gs/thesdissprep.html)).

A hard-bound copy of each Ph.D. dissertation must be deposited with the W.T. Young Library. A soft-bound copy must be deposited in the College of Communication & Information Studies Reading Room.

Each graduating doctoral student will pay dissertation fees. Payment will be made at the University Billing and Collections Office.

H. *The final examination.* The final oral examination is conducted by a committee appointed by the Dean of the Graduate School upon the recommendation of the Associate Dean. The Dean of the Graduate School and the President of the University are ex officio members of all final examination committees. The examination is a public event and its scheduling is published and announced in advance. Any member of the University community may attend.

At least eight weeks prior to the final examination, following notification by the major professor that the dissertation has been distributed to members of the Advisory Committee, the Associate Dean will advise the Graduate School of the intent to examine. At this time the Graduate Dean appoints an outside examiner as a core member of the Advisory Committee. The specific time and date of the examination will be designated by the Graduate School at least two weeks prior to the actual examination. All members of the committee except the outside examiner will have an opportunity to suggest revisions prior to signing the Dissertation Approval Form. Thus, most revisions should have been completed earlier. The final examination must take place no later than eight days prior to the last day of class of the semester in which the student expects to graduate.

The Dissertation Approval Form, along with a copy of the dissertation, must be presented to the Graduate School at the time the final examination is established. The draft of the dissertation submitted must be complete in content, including all footnotes, tables, figures, and appendices. A full bibliography or set of references must be included, as must a title page and abstract.

In all decisions, the majority opinion of the Graduate Faculty members of the Advisory Committee prevails. If the Advisory Committee is evenly divided, the candidate fails.

In the event of failure, the Advisory Committee recommends to the Graduate Dean

conditions under which the candidate may be re-examined. Should any vacancies on the committee occur between the two examinations, the Graduate Dean shall appoint replacements. A third examination is not permitted.

After the final examination is passed, the final copy of the dissertation is prepared. Final copies are then submitted to the Graduate School office within 60 days of the final examination. If this deadline is not met, the candidate must undergo a second examination.

## **SECTION 5: ADMINISTRATION OF THE GRADUATE PROGRAM**

- A. *Place of the Graduate Program in the College and the University.* Like all graduate work in the University, the graduate program in communication is in the Graduate School. This means that the Dean of the Graduate School is the administrative official in charge and that all rules of the Graduate Faculty in Communication must conform to the rules of the Graduate School. The program relates to the College of Communications and Information Studies and its administration is part of the Office of the Dean. Graduate Faculty members in the Department of Communication, the School of Journalism and Telecommunications, and faculty granted secondary membership from the School of Library and Information Science serve in the program and comprise of the Graduate Faculty for the program. For the purposes of their participation in the Graduate Program, their home is irrelevant.
- B. *The Dean of the College of Communications.* The Dean's responsibilities to the Graduate Program include budget allocations and areas in which other College activities relate to the Graduate Program.
- C. *The Associate Dean for Graduate Studies* is responsible for administration of the program in addition to other duties described above and is responsible for scheduling graduate courses. The Associate Dean consults with the chairpersons/directors of the various departments in assigning faculty to the graduate courses. Assignment of teaching responsibilities in the Graduate Program is based on the principle that quality of graduate instruction is the paramount issue. Graduate teaching assignments, therefore, should be founded on merit and expertise. Criteria for assignment include:
- evidence of an active, publishing research program
  - national recognition as a research scholar
  - evidence of quality teaching, especially in graduate courses
  - associate vs. full graduate faculty membership
    - Typically, associate members teach most 600-level courses, while full members of the graduate faculty have primary responsibility for 700-level courses and seminars.
  - expertise in course content area

The Associate Dean shall be a full member of the Graduate Faculty of the College and is appointed by the Graduate Dean with the advice and consent of the Graduate Faculty. Normally, the Associate Dean serves for two years but may be reappointed for a second term. The

Associate Dean chairs the Graduate Faculty.

D. *Graduate Committees*

- i. *The Graduate Program Committee* is concerned with curriculum and other policy matters affecting the graduate program. It can initiate action or act upon recommendations of the Graduate Faculty. Its actions are reviewed by the entire Graduate Faculty. The Associate Dean chairs this committee. The Associate Dean appoints three members—two full and one associate member—each year from among the members of the Graduate Faculty. In addition, one graduate student is appointed by the Associate Dean after consultation with graduate student representatives.
- ii. *The Graduate Admissions and Financial Aid Committee* reviews applicants for both the M.A. and Ph.D. programs and awards assistantships and fellowships under the program's control. This committee is chaired by the Associate Dean and has three other members – one full and two associate members – appointed by the Associate Dean from the members of the Graduate Faculty. The Associate Dean also appoints one alternate member from the Graduate Faculty.
- iii. *The Graduate Review Committee* reviews the program of each student in the M.A. and Ph.D. Programs at least annually. The committee, chaired by the Associate Dean, has two other members –one full and one associate member – appointed by the Associate Dean from the members of the Graduate Faculty. The Committee may recommend to the Graduate Faculty the termination of any student's program (see "Termination Policy" p.3).
- iv. *The Scholarship and Awards Committee* consists of three Graduate Faculty members annually elected each fall by the Graduate Faculty and full-time currently-enrolled Ph.D. students. The purpose of this committee is to review applications from graduate students for various university fellowships, honors and awards and advise the Associate Dean regarding which students should be recommended, including rank-ordering nominations when required. All full-time Ph.D. students and all faculty members in the Graduate Program are eligible to vote. (Full-time students are defined as those currently enrolled in nine or more semester hours of course work or who have completed the Qualifying Examination and are working on the dissertation.)
- v. *The Resource Committee.* The Resource Committee makes recommendations regarding the expenditure of major discretionary funds for the Graduate Program (except for travel and teaching assistantships), to includes allocations to the Graduate Student Association and the Graduate Center. The committee makes recommendations to the Associate Dean who has final decision-making power on all expenditures.

*Appointment to the above graduate committees shall be based on the same criteria as those for assignment of graduate teaching responsibilities (See Section 5 C above).*