School of Media & Communication

2016 - 2017
Graduate Student Handbook

Doctor of Philosophy in Media and Communication

Master of Arts in Media and Communication: Generalist
Master of Arts in Media and Communication: Int’l/Intercultural Communication

Master of Arts in Media and Communication: Social & Interactive Media
Master of Arts in Media and Communication: Strategic Communication

Graduate Certificate in International/Intercultural Communication

Graduate Certificate in Social & Interactive Media

Graduate Certificate in Strategic Communication
# Table of Contents

<table>
<thead>
<tr>
<th>Mission</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding</td>
<td>4</td>
</tr>
<tr>
<td>Course Load</td>
<td>4</td>
</tr>
<tr>
<td>Transfer of Credits/Course Waiver</td>
<td>4</td>
</tr>
<tr>
<td>Graduate Orientation</td>
<td>4</td>
</tr>
<tr>
<td>Travel &amp; Research Funding</td>
<td>4</td>
</tr>
<tr>
<td>Style Guidelines</td>
<td>5</td>
</tr>
<tr>
<td>Forms</td>
<td>5</td>
</tr>
<tr>
<td>Degree Audit Report System</td>
<td>5</td>
</tr>
<tr>
<td>Academic Honesty Policy</td>
<td>5</td>
</tr>
<tr>
<td>Probation &amp; Dismissal</td>
<td>6</td>
</tr>
<tr>
<td>Consensual Amorous Relationship Policy</td>
<td>6</td>
</tr>
<tr>
<td>Incomplete Coursework</td>
<td>7</td>
</tr>
<tr>
<td>Graduation</td>
<td>7</td>
</tr>
<tr>
<td><strong>Grad Certificate in Int’l/Intercultural Comm</strong></td>
<td></td>
</tr>
<tr>
<td>Degree Requirements</td>
<td>7</td>
</tr>
<tr>
<td>Advising</td>
<td>7</td>
</tr>
<tr>
<td><strong>Grad Certificate in Social &amp; Interactive Media</strong></td>
<td></td>
</tr>
<tr>
<td>Degree Requirements</td>
<td>7</td>
</tr>
<tr>
<td>Advising</td>
<td>8</td>
</tr>
<tr>
<td><strong>Grad Certificate in Strategic Communication</strong></td>
<td></td>
</tr>
<tr>
<td>Degree Requirements</td>
<td>8</td>
</tr>
<tr>
<td>Advising</td>
<td>8</td>
</tr>
<tr>
<td><strong>Master of Arts</strong></td>
<td>8</td>
</tr>
<tr>
<td>Degree Requirements</td>
<td>8</td>
</tr>
<tr>
<td>Advising</td>
<td>8</td>
</tr>
<tr>
<td><strong>Advising</strong></td>
<td>8</td>
</tr>
<tr>
<td><strong>MA Thesis (Plan I)</strong></td>
<td>9</td>
</tr>
<tr>
<td><strong>Thesis Committee</strong></td>
<td>9</td>
</tr>
<tr>
<td><strong>Thesis Proposal</strong></td>
<td>9</td>
</tr>
<tr>
<td><strong>Thesis Defense</strong></td>
<td>9</td>
</tr>
<tr>
<td><strong>Thesis Submission</strong></td>
<td>9</td>
</tr>
<tr>
<td><strong>MA Project (Plan II Option 1)</strong></td>
<td>10</td>
</tr>
<tr>
<td><strong>MA Comps (Plan II Option 2)</strong></td>
<td>11</td>
</tr>
<tr>
<td><strong>Doctor of Philosophy</strong></td>
<td></td>
</tr>
<tr>
<td>Degree Requirements</td>
<td>12</td>
</tr>
<tr>
<td>Required Courses</td>
<td>12</td>
</tr>
<tr>
<td>Tool Courses</td>
<td>12</td>
</tr>
<tr>
<td>Emphasis Courses</td>
<td>13</td>
</tr>
<tr>
<td>Elective/Cognate Courses</td>
<td>13</td>
</tr>
<tr>
<td>Online Courses</td>
<td>13</td>
</tr>
<tr>
<td>Dissertation Research</td>
<td>13</td>
</tr>
<tr>
<td>Teaching Practicum</td>
<td>13</td>
</tr>
<tr>
<td>Colloquium</td>
<td>13</td>
</tr>
<tr>
<td>Advising</td>
<td>13</td>
</tr>
<tr>
<td>Doctoral Presentation</td>
<td>14</td>
</tr>
<tr>
<td>Internship</td>
<td>13</td>
</tr>
<tr>
<td>Qualifying Exam</td>
<td>14</td>
</tr>
<tr>
<td>Preliminary Exam</td>
<td>14</td>
</tr>
<tr>
<td>Dissertation</td>
<td>15</td>
</tr>
<tr>
<td><strong>Important Dates &amp; Deadlines</strong></td>
<td>17</td>
</tr>
</tbody>
</table>
Mission
The mission of the School of Media and Communication (SMC) at Bowling Green State University is to promote and extend the study of communication processes ranging from interpersonal transactions, development and health communication, rhetoric, social movements, to mass-mediated communication, emerging media, cyber culture and computer-mediated communication. The School endeavors to create a premier learning community for master's and doctoral students by promoting graduate student participation in regional, national and international conferences, forums, and journals. The School maintains numerous partnerships to nurture collaborative teaching, innovative research, and significant public service. With a tradition of excellence in graduate study dating back to the 1950s, the faculty, staff, and students of the School of Media and Communication look forward to contributing to today's media and communication scholarship as well as its education and practice.

The graduate program of the School of Media and Communication (SMC) is known for its excellent placement records; its balance in teaching, research, and service; and the diversity of its student body. The key commitment of the SMC faculty is to motivate and educate students to be independent intellectual leaders and professionals. The School of Media and Communication offers the following graduate degree programs:

Doctor of Philosophy in Media and Communication

Master of Arts in Media and Communication: Generalist

Master of Arts in Media and Communication: Int'l/Intercultural Communication Specialization

Master of Arts in Media and Communication: Social & Interactive Media Specialization

Master of Arts in Media and Communication: Strategic Communication Specialization

Graduate Certificate in International/Intercultural Communication

Graduate Certificate in Social & Interactive Media

Graduate Certificate in Strategic Communication

Students can choose to pursue an area of emphasis during their time in the School of Media and Communication. The emphasis areas can be located within these three broad categories of communication scholarship:

Global Communication is based on courses and faculty interests in international media and intercultural communication. Faculty who study international media examine issues and teach courses related to built environments, comparative broadcasting systems, information technology diffusion, international press, media globalization, political economy, and telecommunication networks. Our faculty members who research intercultural communication teach courses and explore issues related to conflict, cross-cultural communication, domestic co-cultural groups within the United States, international intercultural communication, migration, and religion.

Public Communication is based on courses and faculty interests in media & society, and rhetoric. Our faculty who research media & society teach courses and explore issues related to advertising, citizenship and the public sphere, documentary studies, journalism history, media and culture, media ecology, media geography, media history, media law and policy, media literacy, media management and economics, media technology, online journalism, political economy, and public relations. Faculty who study rhetoric teach courses and examine issues related to civil rights, democracy, globalization, peace and conflict, rhetorical criticism, rhetorical theory, social movements, and sport culture.

Development/Health Communication is based on courses and faculty interests in development communication, and health & wellness. Faculty interested in development communication teach courses and examine issues related to infrastructure, policy, political economy, directed social change, social justice and empowerment, social resources for health, and spatial structures. The faculty who research health & wellness investigates and focus course work on issues such as access to healthcare, body image, cultural difference, health campaigns and promotions, healthcare organizations, physician/patient interaction, relational health, and sexuality.
**Time to Complete Degree**

The doctoral program is normatively completed in four years. Full-time students complete their coursework in two calendar years, including two summer sessions. During the next two years, they take preliminary examination, defend their dissertation proposal, and complete their dissertation.

The master’s program generally takes full-time students in the non-thesis plan about three semesters to complete. Students on the thesis plan may need more time.

The three graduate certificates can be completed in two to three semesters, depending on the course load per semester.

**Doctoral students must complete doctoral degree requirements in 8 years; MA and graduate certificate students must complete all their degree requirements in 6 years. After the passage of time limits, courses taken before 8 and 6 years each for doctoral and MA/certificate students must be revalidated by the Graduate College.**

**Funding**

All regular assistantships are half-time appointments, which require students to work 20 hours a week. In most cases, graduate assistants teach or assist with teaching two courses. Students may not accept other offers of employment for the time they are contractually obliged to work as graduate assistants.

Continued funding is dependent on a student’s satisfactory progress toward degree, and his/her fulfillment of contractual duties outlined in the assistantship responsibilities. Students who do not make satisfactory progress or who do not fulfill their duties may have their funding reduced or eliminated altogether.

While on assistantship, graduate assistants are contractually obligated to maintain full-time student status (8 credit hours or more) during each fall and spring semesters. Funding offers only cover the fall and spring semester of an academic year. In rare cases, summer funding opportunities may be available and usually awarded to advanced doctoral students with strong teaching and academic record.

Typically, funded students receive a scholarship in the form of tuition waiver (instructional fee) during the academic year. In addition, doctoral students will receive a scholarship in the form of summer semester tuition waiver during the first two years.

Funded students who are making satisfactory progress are eligible to apply for fourth year of funding. To apply for fourth-year funding, students must submit the Application for Doctoral Student Fourth-Year Funding to the graduate secretary by March 1 of their third academic year of funding.

**Course Load**

Most Media & Communication (MC) classes are three credit hours. Students who are currently working their way through coursework typically enroll in 9 hours (3 courses) in the fall and spring semesters and 6 credit hours (2 courses) in the summer session. Funded students who have completed their coursework must enroll in at least 4 credit hours.

Once a graduate student begins work on a master’s thesis or doctoral dissertation, s/he must be continuously enrolled in thesis or dissertation hours during fall and spring semesters until graduation. Otherwise, the student will have to apply for readmission to the Graduate College and pay for the requisite credits then.

**Transfer of Credits/Course Waiver**

Students are eligible to apply for up to 9 hours of transfer credit from another accredited master’s program or from BGSU graduate-level classes completed as an Advanced Undergraduate or Non-Degree Graduate Student. Should a student receive a waiver for a particular course, s/he will need to complete an elective course to make up the overall credit hours required.

Waivers must be requested in writing, which should be submitted with proper documentation of prior coursework to the Graduate Coordinator.

**Graduate Orientation**

All incoming graduate students are required to participate in Graduate Orientation. This takes place one week before the fall semester starts. Returning students have participation obligations each year during orientation week within the school. All returning funded students should report by the beginning date of each year’s contract.

**Travel & Research Funding**

The School of Media and Communication has limited funds available to assist full-time graduate students with travel and research expenses. Students who have peer-reviewed papers may apply for funding to attend a conference. Travel expenses to present papers at conferences can be reimbursed up to $200, but the amount is subject to change, depending on the fund availability. No student is funded
more than once in one fiscal year, from July 1 to June 30. Students must apply for funding at least 14 days prior to conference attendance. Documentation in the form of email notification of acceptance or program copy should accompany the application; the conference program must list BGSU as the student's institution. The Graduate Coordinator must sign the application form. Travel reimbursement also requires students to submit a request after their travel, as instructed on the travel fund application form. To qualify for travel reimbursement, a student must be 1) a full-time MC graduate student, and 2) taking coursework, or enrolled for four or more graduate credit hours, if completed coursework. In addition, doctoral students may be eligible for dissertation research funding support. When the funding is available, a call for applications will be announced.

**Style Guidelines**
Scholarly style and convention should be followed in all written work in Media and Communication. The manual used should be appropriate to the subject matter. The latest editions of the *American Psychological Association's Publication Manual*, *Turabian's A Manual for Writers of Term Papers, Theses, and Dissertations*, the *Modern Languages Association Handbook* and *The Chicago Manual of Style* are acceptable manuals. However, if an instructor requires a specific style guide, students should follow as required by the instructor.

**Forms**
All forms mentioned herein can be found on the BGSU Graduate College Website ([http://www.bgsu.edu/graduate/documents-and-forms.html](http://www.bgsu.edu/graduate/documents-and-forms.html)) or SMC website ([http://www.bgsu.edu/smcgrad](http://www.bgsu.edu/smcgrad)). Important forms for students to complete during their time in the School of Media and Communication include:

- For **Doctoral** students: Change of Advisor Form, Fourth Year Funding Application Form, Preliminary Examination Application/Report, Topic Approval Form, ETD Submission/Approval Form.
- For **MA** students: Change of Advisor Form, Topic Approval Form, ETD Submission/Approval Form (MA Plan I only), Examination Schedule (MA Plan II only), Comprehensive Exam/Project Approval (MA Plan II only). Students must complete all forms before submitting them to faculty, advisors, and/or administrators for signatures. All forms that go to the Graduate College must go through the Graduate Secretary in the School office. Students are strongly encouraged to keep a copy of completed and signed forms in their personal records.

**Degree Audit Proposal Report System (DARS)**
While completing coursework, graduate students need to make appointments with their advisor to go over their DARS report. Students should do this each semester (fall and spring). During their discussion with their advisor, students should go over the courses that they have taken, and which degree requirements that they fulfill. They should also discuss the courses that they will take in order to complete other degree requirements.

**Academic Honesty Policy**
The graduate program of the School of Media and Communication is committed to the University's standards on academic honesty as expressed in the University Charter and Student Code. This statement supplements those provisions. As these documents note, cheating and plagiarism are destructive to the central purpose of the University and never tolerated.

**Policy Definitions**
As defined in the charter and code, violations of academic honesty include:

- **Plagiarism**: Representing the words or ideas of another as one's own in any academic exercise.
- **Cheating**: Using or attempting to use unauthorized materials, information or study aids in any academic exercise.
- **Fabrication**: Falsification or invention of any information or citation in any academic exercise.
- **Facilitating Academic Dishonesty**: Helping or attempting to help another commit an act of academic dishonesty.

**Policy Applications for Media and Communication Graduate Students**
A. Students must always be very careful to acknowledge any kind of borrowing that is included in their work, not only in words but ideas. Acknowledgment of whatever is not one's own work is the proper and honest use of sources. Ignorance of citation style is no excuse. Style manuals provide extensive information on appropriate forms of citation.

B. Unless explicitly permitted by the professor, students shall not submit any work that the student himself/herself prepared for any other
purpose, including work prepared for other classes or for other degree programs.
C. Unless explicitly permitted by the professor, students must work independently on take-home examinations. Consultations with other students or other individuals over the content of take-home exams are forbidden. All information provided in response to take-home examination questions that are not the student's own work must be fully credited to its source.
D. The use of professional term paper services or research services is always forbidden.
E. Students are always responsible for the data collection and analysis in works that they represent as their own, unless the work in question is explicitly credited to the source.
F. Students should take great care to comply with professional standards in regard to submission of their work to professional conferences and journals.

Enforcement & Penalties
Faculty members will report every instance of academic dishonesty to the Graduate College and keep the Graduate Coordinator informed in the process. At BGSU, students who plagiarize are subject to penalties described in the student code, ranging from failure on an assignment to dismissal from the University.

Probation & Dismissal
It is possible for a student to lose funding at the end of a semester and be placed on academic probation (without funding) for the subsequent semester. Graduate students are required to demonstrate "satisfactory progress toward the degree" in order to maintain a teaching, administrative, or research assistantship. Failure to make satisfactory progress normally results in academic probation and may lead to dismissal from the graduate program.
Satisfactory progress means that a graduate student must maintain a cumulative GPA of 3.0 or higher. This GPA requirement applies to all graduate students at BGSU, including those who are currently enrolled as non-degree seeking students. Unsatisfactory progress is also indicated by the accumulation of two or more C's, a D, or an F. Students who are placed on or continued on probation will be notified in writing by the Graduate College.
In general, students should not remain on probation for more than two semesters; if satisfactory progress seems unlikely after one or two semesters on probation, the student is likely to be dismissed from the program.

Consensual Amorous Relationships Policy
On June 22, 2007, the Board of Trustees of BGSU approved the statement below to cover all university employees:
"The university takes seriously its duty to provide a place to study and work free of situations that may be construed as abuse of authority, an inappropriate conflict of interest, preferential treatment, or other unprofessional and unethical conduct. The policy below is established in order to avoid such instances.
1. Within the University community, supervisors and faculty are not to have supervisory, evaluative, instructional, coaching, advisory, or other relationships with students or employees with whom they have or have had a consensual amorous relationship.
2. If an amorous relationship exists or develops, the faculty or staff member of superior rank must disclose the relationship to his/her immediate supervisor in a timely manner. The supervisor will then take steps to make alternate arrangements affecting one or both parties, to effectively discontinue any supervisory, evaluative, instructional, coaching, advisory, or other formal connections between them. If possible, such arrangements should be made in ways that respect the interest of all involved and will not be prejudicial toward or against either party.
3. The decision of an immediate supervisor may be appealed by either or both parties to the next higher administrative level.
4. Disclosure is the responsibility of those who engage in, or are about to engage in, amorous relationships within the University community. Failure to abide by this policy may result in disciplinary actions taken against any negligent party. The range of disciplinary actions would depend upon the circumstances and culpability of those involved. Disciplinary actions may include, but are not limited to, a verbal warning, a letter of warning, temporary reassignment, temporary suspension or other measures, as the case may warrant. The imposition of faculty sanctions beyond the written warning should abide by the policy on sanctions contained elsewhere in the Academic Charter. Disciplinary actions regarding administrative staff and classified staff are administered by the Office of the Executive Vice President; disciplinary actions regarding faculty are administered by the Office of the VPAA/Provost."

[Source: A Handbook of Commonly Shared Employment Policies for BGSU faculty, Administrative and Classified Staff 10/07]
Incomplete Coursework
The School of Media and Communication follows the policy of the Graduate College regarding incomplete coursework. The policy, applied to both degree and non-degree seeking students, is as follows:
An INC (incomplete) may be given only when, for some justifiable reason, a student fails to take the final examination or to fulfill a specified requirement in a course.
An INC may be removed and a grade substituted if the student completes course requirements to the satisfaction of the instructor prior to the deadline established by the Graduate College. The Graduate College deadlines for removal of incomplete grades for the respective academic semesters are:
• Fall semester: June 1
• Spring semester: September 1
• Summer semester: January 1
However, an individual instructor may come to an agreement with his or her student for an earlier deadline for removal of an incomplete grade.
The graduate dean designee has the authority to extend the deadline for an incomplete. The student must petition the graduate dean designee for such consideration in writing and prior to the expiration of the deadline. The instructor's support is required for approval of the request.
For courses taken S/U, any mark of INC not removed by these deadlines will change to U.
For courses taken for a letter grade, any mark of INC not removed by these deadlines will change to F. A student cannot graduate with a grade of INC.

Graduation
Students must apply for graduation early in the semester they plan to graduate. Students file the form directly with the Graduate College.
Students are eligible for graduation if they have fulfilled all their academic program requirements and met all the Graduate College deadlines and have applied for graduation.

GRADUATE CERTIFICATE IN INTERNATIONAL/INTERCULTURAL COMMUNICATION
This graduate-level certificate is designed to meet the increasing need of various individuals and organizations to communicate more effectively in international/intercultural contexts.

It enhances students’ capacity for effective communication by raising international/intercultural understanding and sensitivity.

Degree Requirements
The graduate certificate requires a minimum of 15 credit hours. In addition, students should maintain a minimum of 3.0 cumulative GPA and have no incomplete grades in all courses in the certificate. The degree must be completed within 6 years.

All coursework can be completed within 2-3 semesters. Students must take 2 required courses, 2 limited elective courses, and 1 completely elective course.

Required (2 courses)
MC 5090 International Communication
MC 6570 Seminar in Intercultural Communication

Limited Electives (Choose 2 courses)
MC 5040 Communication & Conflict
MC 5670 Gender, Media & Culture
MC 5750 Global Journalism
MC 7610 Race and Communication
MC 7630 Seminar in International Development
MC 7650 International Media

Elective (1 course)
MC 6XXX/7XXX

Advising
The Graduate Coordinator will serve as the academic advisor to the students during the first semester of study. Afterwards, they can stay with the Graduate Coordinator until graduation or change their advisors and file the Change of Advisor form to the Graduate Secretary for Graduate Coordinator approval.

GRADUATE CERTIFICATE IN SOCIAL & INTERACTIVE MEDIA
This graduate-level certificate program is established to meet the needs of the rapidly changing media and communication industry while providing intellectual leadership to the study of social and interactive media. Founded primarily on social scientific knowledge, the strategic applications of social and interactive media are explored. This program also exposes students to the process of online and interactive media production to help them better understand the technology and apply it to their practice or research.
Degree Requirements

The graduate certificate requires a minimum of 15 credit hours. In addition, students should maintain a minimum of 3.0 cumulative GPA and have no incomplete grades in all courses in the certificate. The degree must be completed within 6 years.

All coursework can be completed within 2-3 semesters. Students must take 2 required courses, 2 limited elective courses, and 1 completely elective course.

Required (2 courses)
MC 5640 Practicum in Interactive Online Media Production
MC 6552 Social Media Seminar

Limited Electives (Choose 2 courses)
MC 5050 Mediated Cultures and Identities
MC 5610 Audience Research
MC 5630 Media Programming
MC 5700 Electronic Surveillance and Privacy
MC 7370 Seminar in New Media Research

Elective (1 course)
MC 6XXX/7XXX

Advising

The Graduate Coordinator will serve as the academic advisor to the students during the first semester of study. Afterwards, they can stay with the Graduate Coordinator until graduation or change their advisors and file the Change of Advisor form to the Graduate Secretary for Graduate Coordinator approval.

GRADUATE CERTIFICATE IN STRATEGIC COMMUNICATION

This graduate-level certificate is designed for people currently working or interested in working as communication officers in corporations, non-profit organizations, and media companies. By exposing them to up-to-date knowledge and skills in organizational communication, social media, advertising and public relations, this certificate enables them to stay current in the fast-paced media and communication industry.

Degree Requirements

The graduate certificate requires a minimum of 15 credit hours. In addition, students should maintain a minimum of 3.0 cumulative GPA and have no incomplete grades in all courses in the certificate. The degree must be completed within 6 years.

All coursework can be completed within 2-3 semesters. Students must take 4 required courses and 1 completely elective course.

Required (4 courses)
MC 6550 Organizational Communication
MC 6551 Public Relations Research and Practice
MC 6552 Social Media Seminar
MC 6553 Advertising Research and Practice

Elective (1 course)
BGSU Graduate Course 6XXX/7XXX

Advising

The Strategic Communication Program Coordinator will serve as the academic advisor to the students during the entire duration of study.

MASTER OF ARTS

The master’s degree in Media and Communication is designed to relate theory and practice in order to equip students to pursue their post-graduate goals, whether they decide to go on to doctoral studies or to transition/advance their professional careers. Students must complete the degree within 6 years from the end of the semester of the first course. The basic requirements for the master's degree are established by the Graduate Council of the Graduate College and are published in the current Graduate Catalog available on the BGSU Graduate College line at the BGSU website. Additional Media and Communication program requirements are described in this handbook.

Degree Requirements

The master’s program requires a minimum of 30 credit hours. Students must maintain a 3.0 cumulative GPA in all coursework, and have no incomplete grades in graduate coursework. MC 6000, MC 6300, and MC 6400 (total 9 credit hours) are required for all master’s students. The online and off campus versions of this course are reserved only for those MA students enrolled in the strategic communication specialization. Students are then required to earn 18 additional course credits and 3 credits in thesis research or readings for master’s project/comprehensive exam. A maximum of 6 reading hours (e.g., independent study, internship, individually conducted practicum or workshop) may count toward the additional course credits. Master’s students are
encouraged, but not required, to participate in the Colloquium in Media and Communication. For the capstone, master's students choose between two options: Plan I entails writing a thesis, and Plan II entails taking comprehensive examinations or conducting a major project. Students opting for the exams or project usually complete their degree in three semesters; Students pursuing a thesis may need more time. No more than three credits earned in a thesis or a project may count toward the degree.

Advising
A member of the Graduate Program Committee will serve as the temporary advisor, and can address questions that incoming students might have concerning their program of study and course work. By the end of the students’ first semester of study, they need to select a permanent advisor and submit the Change of Advisor form to the Graduate Coordinator for approval. Selection of an advisor will be made on the basis of: (1) the student's research interest and preferences; (2) the requested faculty member's availability and preferences; (3) approval of the Graduate Coordinator based on the qualifications of the faculty member to direct the type of research involved and the number of advisees s/he may have. If there is a change in advisor, the student should make sure to file the Change of Advisor form and seek approval from the Graduate Coordinator. Unapproved advisor changes will be deemed void.

MA Thesis (Plan I)
Completion of a thesis should demonstrate that a student is sufficiently acquainted with research methods to replicate or supplement existing research or undertake original research. A proposal must be developed in consultation with the chair of the thesis committee. It should include, at least: (1) a statement of the problem, (2) a justification or rationale for the research; and (3) the procedure or research design. Research involving human participants requires approval of the Human Subjects Review Board before gathering data. Students may enroll for as many thesis hours as necessary, but only three hours of thesis credit count toward the degree.

Thesis Committee
The committee for a thesis will include three faculty members: An SMC advisor who will act as the chair, another SMC faculty member, and a third faculty member who may be from SMC or another department.

Thesis Proposal
The thesis proposal must be submitted to committee members at least two weeks prior to the proposal defense date. At the time of proposal distribution, the student should also inform their committee of the time and place of defense. Formal approval of the proposal and committee by the Graduate College is sought by submitting a Request for Thesis Topic Approval form. This form should be printed and prepared prior to the proposal defense meeting to facilitate signatures of faculty and the Graduate Coordinator. Students may not submit the request until their completed MPPs have been approved by the GPC.

Thesis Defense
Students should work with their advisors as they develop their thesis. They should keep other committee members informed of their progress and, if deemed appropriate, should work with them to seek comments on each chapter. Once the advisor accepts the work, the student copies (at own expense) the thesis for the entire committee. Students must distribute thesis copies at least two weeks prior to the date of the oral defense. The thesis copies provided to the committee members must be complete, readable, and fully documented. The advisor will poll the thesis committee and, if necessary, convene it to determine if the thesis is defensible in form and content. If the committee indicates that major revisions are needed, the advisor and candidate will develop an appropriate plan to complete the suggested revisions. The oral exam may be postponed until such revisions can be made. The student should schedule the oral examination by coordinating the availability of all committee members. All members must be present face-to-face or via technology. The student should also confirm the place of defense with their committee when scheduling the oral examination. The room is reserved through the Graduate Secretary. A thesis defense is open to the public and notice of the event must be posted in West Hall. If a student fails the oral defense, s/he will be asked to do one of the following:

- Rewrite all or part of the thesis.
- Execute a second thesis on the topic.
- Select a new topic and do another thesis.
- Report a failure to the Graduate College.
Students may be asked to rewrite portions of their theses even though they have passed their oral exams. Some rewrite time should be allowed between the oral defense and the deadline for submission of the finished work to the Graduate College.

**Thesis Submission**

Students should use the university's guidelines on Theses and Dissertations to prepare the final version of their work. When submitting the completed thesis to the graduate college, follow the guidelines for electronic submission of the thesis found at the graduate college website: http://www.bgsu.edu/graduate/thesis-and-dissertations/submission-and-approval-of-your-manuscript.html. The electronic copy is the final copy and must be transmitted successfully to the Graduate College in order to graduate.

**MA Project (Plan II Option 1)**

The option may be elected to fulfill degree requirements by students whose professional-academic goals are more appropriately served by a project rather than a thesis, and/or when the topic warrants an alternative method of investigation other than a theoretical/thesis approach. Completion of the MA project demonstrates that a student is sufficiently acquainted with research/creative methods to replicate or supplement existing research, or undertake original research or creative scholarship. As an expression of graduate-level study, the project should achieve a creative or intellectual rigor that far surpasses an undergraduate “honors” or “capstone” experience.

**Project Committee**

The committee for a Plan II project comprises two faculty members: SMC graduate faculty advisor who will act as the chair and a second SMC graduate faculty member. When appropriate, a third member whose expertise is related to the project can be invited.

**Project Proposal**

Before proceeding with the development of a Plan II project, the student must develop and present a proposal to the project committee and receive written approval from the committee to proceed. To initiate the proposal defense, the student must submit a Request for MA Project Topic Approval form to the School office. This form should be prepared and printed prior to the proposal defense meeting to facilitate signatures of faculty committee members and the Graduate Coordinator. The purpose of the committee review and the proposal defense is to ensure the student has properly reviewed existing literature and/or appropriate foundational material, has selected a topic that is suitable for graduate study in project form, and has designed a suitable plan to both initiate and complete the project according to SMC standards.

**Project Content and Design Elements**

MA projects can take various forms including, but not limited to the following: digital humanities project; documentary video; screenplay or teleplay; application of new or emerging communication or media technology; original television series or pilot; research-centered photojournalism essay; in-depth, coherent series of investigative journalism reports; an extensive community outreach project related to health care or strategic communication; comprehensive website focused on a coherent theme; an applied communication project in organizational or health communication; or work of creative scholarship, for example, that could be accepted by the Performance Studies Division of the National Communication Association, the Festival of Media Arts of the Broadcast Education Association, or a similar juried competition.

In all cases, the MA project must be significant and unique and should include theoretical/creative foundations pertinent to the topic. Although this may not be theoretical in the form of a thesis, it must still be produced within a scholastic and/or creative context and having equivalent rigor. The project requires a literature and/or media review; a statement of purpose or research question; expression of what the project intends to deliver to the field of media and communication; a consideration of the ultimate audience; the actual project elements, which may take various forms; a proposed schedule for completion (and budget, if necessary); and, in addition to the proposal and final project elements, an analytic paper that must accompany the final defense and submission of the project.

**Mater’s Project Hours Enrollment**

Enrollment should be done through MC 6910 (1-3 S/U) with the signatures of advisor and Graduate Coordinator. A maximum of three credit hours will count toward the degree.

**Interim Progress Points & Chair Review**
Whereas a thesis has a generally accepted procedure involving proposal defense, data/evidence collection, and writing, the nature of a "project" invites unforeseen challenges, whether due to creative-design issues, computer or creative software outcomes, unexpected results in videography or photography, interactions with members of the community outside the university, or other imponderables that differ from the kinds of trials that can affect theoretical research. The nature of some projects may also necessitate re-doing certain creative or content elements because of unacceptable quality, experimental techniques, or other issues. In order to avoid untimely misunderstandings at the final review and defense of the project, it is important that students keep committee members informed of their progress and, if deemed appropriate, work with them to seek comments on interim stages of project development. The committee will determine at the proposal defense whether they desire incremental reports or the opportunity to review elements of the project content before reviewing final elements. The committee chair will establish a timeline with appropriate targets for the ongoing development of the project and apprise the committee of such progress as the project unfolds.

The committee chair will review and critique the final project, including all written elements, and provide feedback to the student in advance of the final review by the full committee. Once the advisor accepts the final version of the MA project, the student (at own expense) duplicates and distributes the project to the entire committee at least two weeks prior to the date of the defense and public presentation of the project. Project elements provided to the committee members must be complete, readable/viewable, and fully documented.

**Project Defense & Submission**

Once the project is distributed to the MA Project Committee, the advisor will consult the committee members and, if necessary, convene it to determine if the project is defensible in form and content. If the committee indicates that major revisions are needed, the advisor and student will develop an appropriate plan to apply the suggested revisions. The defense and presentation may be postponed until such revisions can be made. The student should schedule the defense/presentation in consultation with the project advisor and committee members. All members must be present face-to-face or via technology. The examination will generally span two hours. The student, with advisor’s input, should reserve an appropriate presentation space through the Graduate Secretary. Public notice of the event must be posted in the SMC building. The MA project presentation is open to the public.

If a student fails the oral presentation, s/he will be asked to do one of the following:

- Modify the project,
- Redo the project,
- Select a new topic and do another project, or
- Report a failure to the Graduate Coordinator, who will communicate with the Graduate College.

Even in the event of a successful defense, a student may be asked to redo portions of a project; therefore, some revision time should be scheduled between the oral presentation and the Graduate College deadline. The student should prepare an electronic copy of the final approved project and upload the copy on the SMC MA Project section of ScholarWorks@BGSU (http://scholarworks.bgsu.edu/ms_smc/)

**MA Comprehensive Exam (Plan II Option 2)**

The MA comprehensive examination consists of four one hour exams with ten-minute breaks in between: One on MC 6000, one on a methods course (either MC 6300 or MC 6400), and two on MC courses the student selects in consultation with his/her advisor. Students must be tested over courses by at least three different professors. In the second semester, students consult with their advisor to select courses as the topic areas for their exams. Students need to confirm with each faculty member that they are willing to write a comprehensive exam question for them. Students should then prepare the Examination Schedule Form. The form needs to identify which courses the questions will cover, which faculty member will write the question, which topic, and the semester the exam will be taken. The form should be submitted first to the advisor, then to the Graduate Coordinator. Along with the schedule, students should also submit the Comprehensive Final/Project Approval Form. Both forms must be submitted to the office by the specified deadlines: schedules are due by Sept. 15th for a Fall comprehensive exam, Feb. 15th for a Spring exam, and May 15th for a Summer exam. If the schedule is not turned in by the deadline, it will be considered submitted for the following semester. Preparing for the
exam, students are encouraged to meet with the faculty members writing questions to discuss the topic area and the faculty member’s expectations. Faculty members writing questions have to submit their questions at least one week in advance to the Graduate Secretary. One week prior to the exam, the students should check with the Graduate Secretary to ensure that their exam questions are on file. The in-house, timed and proctored exams must be completed during a time set by the program. The Graduate Secretary will reserve the rooms for the exams. On the exam day, students go directly to the assigned room. They will receive an external memory drive and a copy of their exam question. No reference materials may be used. After the student has completed the exam, s/he will save the final answer on the external memory drive. The student can request for the files at a later time.

Under the supervision of the Graduate Coordinator, the Graduate Secretary distributes copies of the student's exam answers to the faculty readers. Faculty readers are expected to return their responses within two weeks after receipt of the exam answer. Once the faculty readers have turned in their report/evaluation to the Graduate Secretary, students may request from the Graduate Secretary a copy of the faculty response cover sheet and to review their exams. The original exam, the faculty copies of the exam and the cover response sheet remain in the School of Media and Communication at all times. The professor who wrote the question and at least two other faculty selected by the Graduate Coordinator will read each question. For the students to pass, a majority of the readers must vote to pass them on each of the four questions. Any student who does not pass one or more of the questions may, upon recommendation of the program's Graduate Coordinator and approval of the dean designate of the Graduate College, be granted permission to retake the second examination of the course(s) he or she failed. Upon failing a second examination, the student is dropped from the program.

The retake examination committee will consist of the original faculty body who evaluated the student’s first examination. Each committee member will evaluate the answer(s) independently and report pass or fail to the Graduate Coordinator who will compile all the results and then file them with the Graduate College.

DOCTOR OF PHILOSOPHY

The doctoral degree in Media and Communication is designed to prepare students for a career in scholarship, research, and teaching at a college/university. Courses in the program provide doctoral students with a deeper understanding of theories related to media and communication. Ultimately, the coursework would, in part, help students to build an expertise and guide their research and teaching in their careers. In addition, courses in the program help to hone doctoral students’ research skills and other skills necessary for rigorous scholarship.

In addition, doctoral students are required to write a dissertation that is based on theories and methods they learned through their coursework. The dissertation represents a concerted effort by the doctoral student to utilize theory and method to build on past literature in the fields of media and communication. The dissertation should become the foundation for the student’s future research and career.

Degree Requirements

The Ph.D. in Media and Communication requires a minimum of 64 hours of coursework beyond the master’s degree. A master’s degree is a prerequisite for admission. Students must complete the doctoral degree within eight years and maintain continuous enrollment until they graduate. A student in good standing must maintain a minimum of 3.0 cumulative GPA in all coursework, and have accumulated no more than two incomplete grades at one time. The residency requirement for doctoral students is as follows: Students are required to be enrolled in a total of 15 hours over two consecutive semesters during their coursework. Doctoral students holding a graduate assistantship must be enrolled full-time in Fall and Spring semesters and be registered in non-audit graduate work. Graduate assistants are encouraged to register for 6 credit hours in graduate coursework during their first two summers.

Required Courses (12 credit hours)

- MC 6000 Introduction to Media and Communication
- MC 6100 Philosophical Foundations
• MC 6300 Social Scientific Research Methods, or equivalent methods class. The GPC determines equivalency.
• MC 6400: Humanistic Research Methods, or equivalent methods class. The GPC determines equivalency.

PhD students MAY NOT take the versions of these courses offered online or off campus. Those sections are reserved for strategic communication MA students only.

Tool Courses (9 credit hours)
Students are required to take three tools courses. One of them must be taken in the School of Media and Communication and the remaining two courses can be taken outside of the School. All of these courses must be 6000 or 7000 level courses. Tool courses must be elective research methods courses that will thoroughly prepare the student for his/her dissertation research; they encompass methods that will be integral components of the dissertation. It is recommended that students, prior to enrolling, consult the instructor of the course in order to make sure that it meets the student’s academic needs.

Emphasis Courses
(12 credit hours of MC courses)
Emphasis courses constitute the core knowledge in media and communication scholarship students acquire during their doctoral study in the School. Student should select courses that cover theories and subjects that will help them to gain expertise within their chosen area(s). Ultimately, the emphasis provides students with the depth needed for a research degree.

Elective/Cognate Courses (15 credit hours)
Students need to take MC electives that will supplement their emphasis. The elective courses can count as a "minor" or secondary emphasis that will expand students’ knowledge beyond their primary interest. Ultimately, the electives should provide students with breadth. Alternatively, student may choose to pursue a cognate instead of MC elective courses. The cognate track will involve 15 hours in an academic area(s)/department(s) in BGSU outside the MC degree program. A doctoral student may select, with guidance from his/her advisor, an appropriate selection of courses from departments outside of the School of Media and Communication that will help constitute an external, related area of expertise.

Online Courses
PhD students may only take online courses during the summer semesters, with permission from their advisor.

Dissertation Research (16 credit hours)
Students must enroll in MC 7990 Dissertation Hours while they work to complete their dissertation. A student is not permitted to enroll in MC7990 until he/she has passed the doctoral preliminary examinations. Students must complete at least 16 hours of dissertation credits. While a student may take additional hours of dissertation credits beyond the required 16, only 16 hours of MC7990 will count toward the doctoral degree.

Teaching Practicum (1 credit hour)
Students with teaching assistantships must enroll in MC 6970 Teaching Practicum during their first semester of funding.

Colloquium
The Colloquium is designed to create an active community for friendly scholarly discussion among graduate students and faculty. Typically, faculty, students, and/or guest speakers will present their research, which is then open to group discussion. Graduate students who regularly attend colloquium (three times in the fall, three times in the spring) will be eligible for travel funding.

Advising
A member of the Graduate Program Committee will serve as the temporary advisor, and can address questions that incoming students might have concerning their program of study and course work. Before completing the first year of coursework, they need to declare a permanent advisor and submit the Change of Advisor form to the Graduate Coordinator for approval. Advisors must hold regular graduate faculty status and be on the SMC faculty list. Before a student carries out any change of advisor, it is suggested that the student discuss the changes with both advisors involved before formally applying for the change. The form requires the signature of the Graduate Coordinator. If there is a change in advisor anytime during the program, the student must make sure to file the Change of Advisor form and seek approval from the Graduate
Coordinator. Unapproved advisor change will be deemed void.

**Doctoral Presentation**

Doctoral students are strongly encouraged to make presentation(s) during their program of study. They may present their dissertation or other research at professional conferences. Examples are AEJMC, BEA, ICA and NCA. Students may also present their research at other forums. Consult with your advisor.

**Internship**

Doctoral students may enroll in MC 7890 Internships (S/U, 1-4 hours) and may have the hours (up to six hours combining all non-dissertation reading hours) count toward the degree or required minimum hours. An internship requires professional supervision on the job and an evaluation from the director of the internship.

**Qualifying Examination**

The examination is administered to all full-time first year doctoral students. The objective of this examination is for the faculty to evaluate students' ability, interest, and potential to succeed in the doctoral program classes and to write a successful dissertation. This examination should be taken when a student is completing 18 hours of coursework toward the degree. The Spring qualifying exam will be scheduled in the morning of the first Saturday of April and the Fall exam will be scheduled in the morning of the second Saturday of November.

Students answer three questions from three courses they have taken or are in the process of taking. One question must come from MC 6000; the other two questions can come from any MC 6/7000-level courses, but not 5000-level courses. Usually students select from a methods class and an elective.

Students must inform the Graduate Secretary of two other courses from which they would like to receive additional questions. The Graduate Secretary will contact those faculty members. The qualifiers are an in-house examination and administered in a computer lab during a three and a half hour time span. Students are not allowed to use any notes or materials during the exam. Students need to contact the Qualifier Coordinator at least two weeks prior to the exam if special accommodation is necessary based on documented physical or psychological needs.

A committee of three faculty will review each question turned in by the students. The committee members will vote Pass or Fail; a two-vote majority is required for any decision on each answer. The results should be sent within two weeks to the Graduate Secretary who will then compile them for the Graduate Coordinator review. If a student fails any of the questions, s/he will not be allowed to continue in the degree program. The Graduate Coordinator will notify students of this decision in a timely manner.

**Preliminary Examination**

This examination is comprised of a written and an oral component. The written preliminary examination is a take-home exam intended to assess the student's ability to integrate knowledge following the completion of their coursework, and to assess their readiness to proceed on their dissertation. The preliminary examination is taken when students have successfully completed or near the end of their coursework. All MC core courses must be completed prior to taking this examination. The following categories must be addressed in the exam: 1) theory, 2) method, 3) primary area of interest, and 4) secondary area of interest/cognate. Students work together with their advisors to prepare for the preliminary examination.

**Preliminary Examination Committee**

The first step toward the preliminary exams is the formation of a Preliminary Examination Committee. The student, in consultation with his/her advisor, selects faculty members to serve on the committee and then meets with those faculty members to invite them to serve on the committee. The committee must have at least three members (including the chair) from the School of Media and Communication, in addition to a Graduate College Representative. The committee chair must have regular graduate faculty status. All other committee members should be regular or provisional graduate faculty. The Graduate College Representative will be assigned by the Graduate College. All members of the committee, including the student and the Graduate Coordinator, will receive written notification about the appointment of the Graduate College Representative. Students or their advisors may request, in writing, appointment of a particular Graduate College Representative as a committee member. This request should be attached to the Preliminary Examination Application/Report form. Students should note, however, that the desired appointees may not be granted. In general, the Graduate College Representative has two primary responsibilities: 1) to assure the
University that all minimum standards of the Graduate College, both written and implied, have been met in all aspects of the preliminary examination process, and 2) to ensure that the student is treated fairly and equitably in all aspects of the examination. The Graduate College Representative must be a participant in all deliberations and actions.

Committee Meetings and Application
The committee members and the student will work together to develop a reading list. Students and committee members will play an important role in this learning process, which will be geared toward committee members' academic/research area as well as the student's research interest. Students must apply to the Graduate College for permission to take preliminary examinations during their final semester of coursework by filing the Preliminary Examination Application/Report form. The form is available in the Media and Communication office and on the Graduate College website. The application must be turned in to the Graduate Secretary with signatures of the committee members, advisor, and Graduate Coordinator by a specific date: applications are due by Sept. 15th for a Fall exam, Feb. 15th for a Spring exam, and May 15th for a Summer exam. If the application is not submitted by the deadline, it will be considered as an application for the following semester. After the deadline, the School will forward the application to the Graduate College, which will then arrange for the appointment of an outside faculty member to serve as the Graduate College Representative. Students must complete the preliminary exam process (exam, oral defense, rewrites) within a five-week time span, which begins from the moment that they receive their prelim questions. If students need additional time, the student and advisor must petition the Graduate Coordinator.

Examination Procedure
Upon the notification by the student, the Graduate Secretary will request questions from faculty at least three weeks prior to the start of exams. Students should check with the Graduate Secretary one week prior to the exams to ensure that all exam questions have arrived. Students are given a maximum of one week to complete the writing for this exam. Typically, the student receives his/her questions on a Monday morning around 8:00 AM. The students will return their responses to the Graduate Secretary by 5pm of the Monday of the following week; students who fail to complete the written exam fail the exam as a whole. The exam responses will, in turn, be distributed to all of the committee members by the Graduate Secretary. The faculty members will be given two weeks to read and respond to all of the student's answers and return those responses to the Graduate Secretary. At that point, the chair and the student may look at the committee members’ written responses available on file in the Media and Communication office. The student may request a copy of each faculty member's cover response and any comments made directly on the exams.

A student is deemed to have failed a prelim question, if more than half of the graders assign "fail" to the answer to a given question. Should a student fail one question, the student is allowed to proceed with the oral defense. If a student fails two questions: the student is required to rewrite the failed answers before proceeding with the oral defense. If a student fails three or four questions, the student automatically fails the entire prelim and is mandated to retake the prelim after minimum six months.

Oral Defense and Outcomes
An oral defense of the preliminary examination is required. The student consults the prelim committee members to set the date of the oral defense after the deadline for the faculty response. At the oral defense, the committee may ask a student to rewrite all or parts of a question, depending on their answers during the defense. If a student fails the preliminary exam either at the written or oral stage, s/he may request permission from the Graduate Program Committee (after a lapse of six months) to take a second examination. The student and advisor should work with the committee to develop new questions and ensure that areas that led to the first failure have been addressed. Students will be dismissed from the doctoral program if they fail the second examination. Students who pass the preliminary examination will finalize their Preliminary Examination Application/Report and submit the form to the Graduate Secretary to obtain the Graduate Coordinator’s signature. The report is then sent to the Graduate College. A student may begin working on their dissertation proposal after the successful completion of the doctoral preliminary examination.

Dissertation

Dissertation Committee
The Dissertation Committee should consist of the SMC faculty advisor, two SMC faculty members, and the Graduate College Representative (appointed by the Graduate College). The advisor of the committee must hold regular graduate faculty status in the Graduate College. Typically, a student’s preliminary exam committee continues to serve as his or her dissertation committee.

**Dissertation Topic Proposal**
The advisor and student should work together to prepare the proposal. The proposal should contain the following:
- A statement of the problem
- The objectives of the study and justification of its selection
- Relationship of the topic to previous research in the field, including a review of the literature
- A description of the method and procedures for solving the problem
- Organization of the dissertation into chapters
- A timetable for the dissertation’s completion

The proposal should be submitted to the members of the student's committee and then presented at a proposal defense. Signatures from committee members, the advisor, the student, and the Graduate Coordinator must be secured on the *Dissertation Topic Approval form*. Afterwards, the form is forwarded by the Graduate Coordinator to the Graduate College. All research involving the use of human participants must have approval from the Human Subjects Review Board (HSRB).

**Doctoral Candidacy**
To be eligible for the status of doctoral candidate, students must have met the following requirements:
- GPA of 3.0 or higher
- Successful completion of written and oral preliminary exams
- Successful defense of the dissertation topic proposal
- HSRB approval documentation (if applicable)

The student should bring the typed *Thesis/Dissertation Topic Approval form* to the dissertation topic proposal defense meeting. If the defense is successful, the committee members and the student will sign the form after the defense. The form is then submitted to the Graduate Coordinator for signature. The School of Media and Communication forwards the signed form to the Graduate College. The Graduate College will send a letter to the student when the topic is approved, along with a confirmation that the student has been admitted to candidacy. After the dissertation topic has been approved and submitted to the Graduate College, students may not change their dissertation advisor or committee members without the mutual consent of all parties.

**Dissertation Format**
The student should review the *Thesis and Dissertation Handbook*, which is available on the Graduate College Website ([http://www.bgsu.edu/content/dam/BGSU/graduate-college/doc/Thesis%20and%20Dissertation%20Handbook_07.01.14.pdf](http://www.bgsu.edu/content/dam/BGSU/graduate-college/doc/Thesis%20and%20Dissertation%20Handbook_07.01.14.pdf)). Students also must consult with their advisors to choose the appropriate style manual as a reference. Students may use the services of a copy editor at their own expense.

**Dissertation Defense**
A copy of the dissertation, prepared by the student, should be given to each committee member at least two weeks prior to the scheduled examination. At that time, the student should notify all members of his or her committee of the time and place of the defense as well. A room for the defense should be reserved with the Graduate Secretary. A dissertation defense is open to the public and the Graduate Secretary posts public notices in the building. The final oral examination can be expected to cover the dissertation and directly related fields. The student may pass the defense with no more than one dissenting vote. If the committee reaches a decision of "Conditional Pass," the conditions must be met before the exam is recorded in the Graduate College as satisfactory. The dissertation is filed electronically with the Graduate College with all required forms to be submitted via the graduate secretary. See the graduate college website for submission information: [http://www.bgsu.edu/graduate/thesis-and-dissertations/submission-and-approval-of-your-manuscript.html](http://www.bgsu.edu/graduate/thesis-and-dissertations/submission-and-approval-of-your-manuscript.html)
Important Dates & Deadlines

September 1
Spring semester incomplete grade due

September 15
Fall comps application due

2nd Saturday of November, 9:00 am – 12:30 pm (8:00 am – 1:00 pm)
Doctoral qualifiers & Fall MA comprehensive exams

January 1
Summer semester incomplete grade due

February 15
Spring comps application due

Mid-February
Awards application due

March 1
4th year funding application due
Dissertation research funding application due
Graduate assistantship & tuition scholarship application due

1st Saturday of April, 9:00 am – 12:30 pm (8:00 am – 1:00 pm)
Doctoral qualifiers & Spring MA comprehensive exams

May 15
Summer comps application due

June 1
Fall semester incomplete grade due