



MASTERS' PROGRAM GUIDELINES

SCRIPPS COLLEGE OF
COMMUNICATION
OHIO UNIVERSITY

(Updated June 2006)

UNIVERSITY REQUIREMENTS

Registration

As a graduate student, you must register for at least one credit hour in any quarter in which you receive service from the university including the quarter in which you graduate. Service includes review and approval of your thesis by the Scripps College of Communication Dean's office.

You can find a current listing of graduate student tuition and fees at:
www.finance.ohiou.edu/receivable/tuitionfees.

If you have completed all academic requirements for graduation **before** the first day of the quarter in which you plan to graduate and are **not** receiving services from the university, you do **not** have to register for that quarter but must still apply for graduation and pay the application fee.

Meeting Deadlines

Deadlines for submitting the thesis will be strictly followed. If you miss a deadline, you will need to reapply for graduation in the following quarter. If necessary, the Scripps College of Communication Associate Dean will provide a letter verifying that you have met all requirements for your degree.

Please be aware of the university's deadlines to apply for graduation. The university will **not** waive its graduation deadlines.

Applying for Graduation

You can apply for graduation at the Office of Student Records, Chubb Hall, 1st floor lobby; by mail (request a graduation application from Student Records), or online from the Office of the Registrar website: www.ohio.edu/registrar.

The graduate fee is \$50 for master's candidates. Notify the Scripps College of Communication if you need to cancel your application for graduation. Any student who does not graduate in the quarter for which she/he applied must reapply for graduation. There is a \$5 reapplication fee.

Commencement

There is only one annual graduate commencement ceremony, held in June on the Friday before the quarter closing date. June candidates and degree recipients from the preceding August, November and March are eligible to attend. Master's candidates whose official graduation is August may also march.

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Ohio University's Office of Public Occasions will contact you regarding cap and gown orders and attendance. Information about commencement and cap and gown sales is also available at <http://www.ohiou.edu/commencement>

Diplomas

Your diploma will be mailed approximately six weeks after graduation to the address supplied on your application. Please notify the Graduation Department, 1st Floor, Chubb Hall (740. 593.4196) if your mailing address has changed. Diplomas will not be mailed to students with financial or other holds until the holds are released. If you have any questions concerning your diploma, please contact the Graduation Department.

Diplomas are issued by Ohio University in the following sizes: Associates, Bachelors, and Masters – 11 W x 8 ½ H; Doctoral and Medical – 15 W x 12 H.

TIME LIMIT TO COMPLETE MASTER'S DEGREE

You must complete the master's program within six calendar years of the date you began your program. **The clock starts when you take your first course after you have been admitted to your graduate program.**

Time Extension

If you think you will need more time to complete your thesis/dissertation, you must apply to the Scripps College of Communication Associate Dean for a **one-time, one-quarter extension**. Time extensions are **not** automatic. The Dean's Office will grant an extension **only** when your request is supported by a letter from your school's graduate director and submitted **before** you run out of time—typically during the final quarter of your six year program. If you need an extension beyond the one-quarter dean's extension, you must apply for re-admission to your program.

Re-Admission

Your application for re-admission will be reviewed by the graduate committee of your school and the Associate Dean. The criteria for re-admission should be the currency of your (1) knowledge of the required work (2) research literature and (3) research methods and techniques.

Your school's graduate committee may require additional coursework, a retake of the oral or written comprehensive examination, changes or updates in the thesis, or degree requirements that may have been added since you began your program. If you are approved for re-admission, the conditions for re-admission and timeline for completion must be presented in writing to you with a copy placed on file with the College of Communication and OGS.

THESIS PROPOSAL AND COMMITTEE

These guidelines apply **only to students writing a thesis**. Several schools in the college offer the option of a comprehensive examination, professional project, research paper or readings to complete the master's degree. Please see the specific school requirements for committee formation, format and deadlines. Completion of this option is reported to the College on Grad Form 5, "Report on the Professional Project, Research Paper or Readings Option for the Master's Degree."

Thesis Proposal

Proposals have no set length, but seldom exceed 20 pages. Your proposal should outline your research topic; demonstrate your knowledge of related literature and research, and clearly indicate the research questions you propose to examine and the methodology to be used.

Thesis Committee

Your thesis chair should be a faculty member in your school with an appropriate degree (at least a master's) and expertise that closely fits with your research focus. A thesis committee typically consists of three faculty members (including the chair). As with your program committee, you must have a valid reason to change members of your thesis committee and have the graduate director's approval. One of the most common reasons is that a committee member has left the university (although he/she may remain on the committee if he/she wishes). If the graduate

director approves the change, it is your responsibility to inform the faculty member who is being replaced.

Thesis Proposal Defense (Grad Form 4A)

You will meet with your committee members to orally defend your thesis proposal. You should provide copies of your proposal to committee members at least two weeks in **advance**. Once your committee approves your proposal, your school's graduate director must receive a copy of your proposal signed by all of your committee members to be placed in your file. Your thesis chair will file Grad Form 4A, "Report on the Thesis Proposal," with your school's graduate director (note: this is an internal form for school use, and is not filed with the Scripps College of Communication).

After Your Proposal Defense

Now you are free to begin your research. You should work closely with your chair as you research and write your thesis. Your chair may require several drafts before the work is deemed presentable to the rest of the committee.

See "Theses and Dissertations: Guidelines for Format and Presentation" for details on the preparation of the manuscript.

THESIS DEFENSE (ORAL EXAMINATION)

Scripps College of Communication Deadlines

Pick up a copy of the "**Deadlines for Candidates for Advanced Degrees**" flyer from the Scripps College of Communication Dean's Office (also at www.commcoll.ohio.edu under "Graduate" tab). Use these deadlines to plan when you should have your completed thesis to your committee and when to schedule your defense.

Report of Oral Examination (Grad Form 4)

The thesis must be defended in an oral examination before your committee. You should give each member a finished copy of your thesis at least **two weeks** prior to your oral examination. After the defense, your thesis director should submit Grad Form 4, "Report on the Oral Thesis Examination," to your school's graduate director who will forward copies to all the appropriate departments within the university.

USE OF HUMAN SUBJECTS IN RESEARCH

If you plan to use human subjects/participants in your thesis research you **must** get approval from the Institutional Review Board (IRB). The IRB is a committee of university and community representatives that reviews all requests to involve human subjects and determines whether any harm will occur to individuals participating in these research projects. **This is a legal requirement, not just a university policy. You must have IRB approval (or exemption) before conducting your thesis/dissertation research.**

To get approval for your human subjects research, you should submit an IRB form to the Vice President for Research/Office of Research Compliance. You can submit your IRB form online at the Vice President for Research/Office of Research Compliance. Your request will then be distributed to members of the IRB. It normally takes 10-14 days for review, so allow yourself sufficient time to complete the review process before initiating your research. If you are using a survey or interview design, you may qualify for an **exemption** from the formal human subject review process, but must still file with the IRB to claim it. To review categories of research involving human subjects that are exempt from IRB review and approval, see Appendix A of the IRB guidelines (<http://www.ohio.edu/research/compliance/human.html>).

As of June 1, 2001, all researchers (including master's and doctoral students and their thesis/dissertation directors) conducting non-exempt human subjects research must complete an online training module and submit the certificate of completion to the Office of Research Compliance. This training module along with additional information on the IRB review can be found at the Vice President for Research link on Ohio University's website: www.ohiou.edu/research/compliance.

GUIDELINES FOR SPONSORED RESEARCH

It is expected that all theses in the Scripps College of Communication will be published (deposited with the College and school and cataloged by Alden Library). Therefore, the College does not accept a thesis containing material developed as part of a research project if the thesis is restricted from publication. However, you may be able to delay publication up to a maximum of 12 months. You must submit a written request to delay publication to the Associate Dean of the Scripps College of Communication, who will determine whether the data upon which your thesis is based are proprietary (i.e., legally protected as to copyright, patent secrecy, process of manufacturers, etc.) and not available in the public domain. You must submit your request with the formal approval of your thesis director at least one academic quarter prior to the normal date of publication of your thesis.

Complete guidelines for Sponsored Research are available online at the Vice President for Research link on Ohio University's website: www.ohiou.edu/research/compliance. Faculty and students engaging in sponsored research should familiarize themselves with these guidelines.