



DOCTORAL PROGRAM GUIDELINES

SCRIPPS COLLEGE OF COMMUNICATION
OHIO UNIVERSITY

(Revised August 2017)

UNIVERSITY REQUIREMENTS

Please also see the Graduate Catalog for additional details on all academic policies and procedures as well as degree requirements and services & resources available to graduate students at Ohio University. You can find the Graduate Catalog through the Registrar's website or at <http://www.catalogs.ohio.edu/index.php>

Registration

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

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

Tuition and Fees

You can find a current listing of graduate student tuition and fees at: <https://www.ohio.edu/bursar/graduate-tuition.cfm>. The Graduate College also has information on the cost of attending OHIO at <https://www.ohio.edu/graduate/tuition.cfm>.

Meeting Deadlines

Deadlines for submitting dissertations are strictly followed. Current academic year deadlines for Ohio University can be found at <https://www.ohio.edu/graduate/etd/index.cfm>. If you miss a deadline in the dissertation process, you will need to reapply for graduation in the following semester.

Please be aware of the university's deadlines to apply for graduation. The university will **not** waive its graduation deadlines. If necessary for employment purposes, the Scripps College of Communication Associate Dean will provide a letter verifying that you have met all requirements for your degree.

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: <https://www.ohio.edu/registrar/grd.cfm>.

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

Commencement

There are now two graduate commencement ceremonies, one in December and the other in May. Students completing their degree requirements during Summer or Fall semesters (including early-for deadlines) typically participate in December commencement exercises; students completing during Spring (or by the early-for-spring deadline) participate in May.

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

Ph.D. candidates will receive a letter from the Graduate College to RSVP for the commencement ceremony and to indicate the name of their faculty escort. About a week before commencement the Graduate College will e-mail all faculty escorts reminding them of the date and outlining the ceremonies.

Diplomas

Your diploma will be mailed approximately six weeks after graduation to the address supplied on your application. Please notify the Graduation Department within the Registrar's office, 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 within the Registrar's office.

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.

ADEQUATE ACADEMIC PROGRESS

Adequate progress toward program completion is determined at the school level by the student's academic committee. In the absence of a committee, the school graduate committee in concert with the school graduate director, determines adequate academic progress.

Students in graduate programs must progress through program checkpoints in a timely fashion. A student who fails to pass comprehensive exams, to successfully defend a thesis/dissertation proposal, to successfully defend a thesis or dissertation or to form a faculty committee may be denied continuation in the program.

In addition, progress (current GPA) will be assessed based on grades earned within the student's current program of study within the Scripps College of Communication.

Students who are determined to not be making adequate academic progress or whose GPA within their current academic program falls below 3.0 for two continuous semesters may be denied permission to register, required to withdraw, or be dismissed from the program.

Two continuous semesters with a GPA below 3.0 results in an automatic dismissal from the graduate program as per Graduate College guidelines. Students may petition the Associate Dean for Graduate Studies for reconsideration of the automatic dismissal with a plan of study approved by the student's academic committee/school graduate committee and the school graduate director.

Students will be notified in writing that they are not making adequate academic progress. That notice will include the conditions necessary for the student to demonstrate that adequate progress is being made. A student on notice for not demonstrating adequate academic progress is on probation.

Students who are determined to not be making adequate academic progress or whose GPA within their current academic program falls below 3.0 may be denied permission to register, required to withdraw, or be dismissed from the program.

Two failing grades of C-- or lower result in an automatic dismissal from the graduate program. Students may petition for reconsideration of the automatic dismissal with a plan of study approved by the student's academic committee/school graduate committee and the school graduate director.

Financial assistance is not a guarantee and is based on academic merit and successful completion of tasks assigned. If a student is not making adequate academic progress or has received one or more poor performance reviews, the student may lose financial support from the university and may become ineligible for federal financial aid. Financial assistance is not available to students currently on academic probation.

TIME LIMIT TO COMPLETE DOCTORAL PROGRAM

You must complete the doctoral program within seven calendar years of the date you began your program as determined by your school and recorded in the Graduate College. **The clock starts when you take your first course after you have been admitted.**

Time Extension

If you think you will need more time to complete your dissertation, you must apply to the Scripps College of Communication Associate Dean for a one-time, one-semester 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 semester of your seven-year program. **If you need an extension beyond the one-semester dean's extension, you must apply for re-admission to your program.**

Re-Admission

The graduate committee of your school and the Associate Dean will review your application for re-admission. 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 dissertation, or degree requirements that may have been added since you began your program. If you are approved for re-admission, the condition for re-admission and timeline for completion must be presented in writing to you with a copy placed on file with the Scripps College of Communication and the Graduate College.

DISSERTATION POLICIES AND PROCEDURES

Comprehensive Examination (Grad Form 7)

At the end of your doctoral coursework, you will take a written comprehensive examination with questions set by your program committee. The written exam is normally followed by an oral one. Your program committee chair should submit Grad Form 7, "Report on the Comprehensive Exam for the Ph.D. Degree," to the Associate Dean of the Scripps College of Communication within one week following the oral exam.

Dissertation Proposal

The next step after successfully completing your comprehensive exam is writing your dissertation 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.

Dissertation Committee (Grad Form 8)

A dissertation committee typically consists of four faculty members (including the chair and the Dean's Representative). Check with your committee chair or your school's graduate director for your school's policy on the makeup of your committee. Your dissertation chair should be a faculty member in your school with an appropriate degree (doctorate for the dissertation) and expertise that closely fits with your research focus. The dean's representative is a faculty member with an earned terminal degree from outside the Scripps College of Communication. The dean's representative participates in all aspects of the examining process, beginning with the initial proposal defense through the dissertation defense and helps determine whether you have been adequately examined and whether the standards and practices of your school, the Scripps College of Communication and the University have been maintained. Your dissertation chair will file Grad Form 8, "Report on the Dissertation Committee and the Dean's Representative," with the College of Communication.

You must have a valid reason to change members of your dissertation 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. A new Grad Form 8 must also be filed with the Associate Dean.

If the graduate director is one of the faculty members involved in the change (coming off the committee or going on the committee), approval should be requested from the director of your School. If both the graduate director and director are involved in the change, you should contact the associate dean of the College for approval.

If a request for a change is rejected by the graduate director, you may appeal to the director of your School. A rejection by the school director may be appealed to the associate dean.

Proposal Defense (Grad Form 9)

You will meet with your committee members to orally defend your dissertation proposal. You should provide copies of your proposal to committee members **at least two weeks in advance**. Once your dissertation 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 committee chair will file Grad Form 9, "Report on the Approval of the Dissertation Proposal," with the Scripps College of Communication.

After Your Proposal Defense

Now you are free to begin your research (note the section on Human Subjects Research below). You should work closely with your chair during your research and as you write your dissertation. Your chair may require several drafts before the work is deemed presentable to the rest of the committee.

Requirements and information on preparation and formatting of your dissertation are available from the Office of Thesis & Dissertation Services of the Graduate College, <https://www.ohio.edu/graduate/etd/index.cfm>. Your program may also have dissertation formatting guidelines or a template; consult your program guidelines document.

Doctoral Candidacy (Grad Form 10)

No doctoral student may proceed to the oral examination on the dissertation without first establishing candidacy. Candidacy requires verification of the following:

1. Successful completion of comprehensive examination (Grad Form 7)
2. Dean's approval of Dean's Representative to dissertation committee (Grad Form 8)
3. Approval of dissertation proposal (Grad Form 9)

After the Scripps College of Communication receives these forms, the college will issue Grad Form 10, "Certificate of Doctoral Candidacy."

Thesis & Dissertation Services offers a checklist that you can use at this point to make sure you are on track through the process of completing your dissertation,

<https://www.ohio.edu/graduate/etd/upload/2016-TAD-Process-Checklist-003.pdf>,

Scripps College of Communication Deadlines

University deadlines for degree completion are available on the Ohio University Thesis and Dissertation (TAD) Services web site. The Scripps College of Communication prepares an annual set of deadlines using the OHIO deadlines to enable students to plan when you should have your completed dissertation to your committee and when to schedule your defense. See Deadlines for Advanced Degrees at the college's current students page, <https://www.ohio.edu/scrippscollege/currentstudents/forms.cfm>.

DISSERTATION DEFENSE (ORAL EXAMINATION)

The Defense (Grad Form 11)

All dissertations must be defended in an oral examination before the student's committee. You should give each member of your committee a finished copy of your dissertation **at least two weeks prior to your oral examination**.

Because the dissertation defense is a public event, you must also submit (via your dissertation director) Grad Form 11, "Arrangements for the Oral Examination of the Dissertation" to the Scripps College of Communication **at least two weeks before the date of your examination**. An e-mail announcement of the date and time of your oral exam will be distributed to faculty and graduate students in the Scripps College of Communication.

Doctoral candidates are strongly encouraged to also submit their pre-defense dissertation to TAD for a format review. See <https://www.ohio.edu/graduate/etd/upload/2016-TAD-Process-Checklist-003.pdf>.

AFTER THE DISSERTATION DEFENSE

Report of Defense (Grad Forms 4 and 14)

Your dissertation director should submit Grad Form 4, "Report on the Dissertation Oral Defense," to your school's graduate director who will forward copies to all the appropriate departments within the university.

The dean's representative should submit Grad Form 14, "Evaluation by the Dean's Representative of the Dissertation Process," to the Scripps College of Communication within one week of the defense.

USE OF HUMAN SUBJECTS IN RESEARCH

If you plan to use human subjects/participants in your dissertation 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 federal legal requirement, not just a university policy. You must have IRB approval (or an exemption) before beginning your dissertation research.

All researchers (including graduate students and their thesis/dissertation directors) conducting human subjects research must complete an online training module and submit the certificate of completion to the Office of Research Compliance. Links to the IRB system as well as required training modules are at <https://www.ohio.edu/research/compliance/human-subjects.cfm>. To get approval for your human subjects research, you must submit an IRB form using the electronic LEO IRB system. Your request will then be reviewed by staff and, if needed, distributed to members of the IRB. If you are using a survey or interview design, you may qualify for an *exemption* from the full human subject review process, but must still file with the IRB to claim it. To review categories of research involving human subjects and the typical timelines for IRB processing, see <https://www.ohio.edu/research/compliance/Review-Levels.cfm>.

Be sure to allow sufficient time to complete the review process before initiating your research.

GUIDELINES FOR SPONSORED RESEARCH

It is expected that all dissertations in the Scripps College of Communication will be published (deposited with the College and school; cataloged by Alden Library; microfilmed and distributed by University Microfilms, Inc.). Therefore, the Scripps College of Communication does not accept a dissertation containing material developed as part of a research project if the dissertation 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 dissertation 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 dissertation director at least one academic semester prior to the normal date of publication of your dissertation.

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.