



MASTERS' 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 thesis by the Scripps College of Communication Dean's Office.

If you have completed all academic requirements for graduation, have submitted your thesis or professional project (if applicable) **before the first day of the semester in which you plan to graduate** and are **not** receiving any 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 the thesis or professional project 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 thesis 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 master's students. 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 commencement ceremonies, one in December and the other in May. Students completing their degree requirements during Summer or Fall semesters (including those meeting 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>.

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 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 degree, 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 six-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

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 will be presented in writing to you by the program with a copy placed on file with the Scripps College of Communication and the Graduate College.

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, and format. Deadlines can be found at <https://www.ohio.edu/scrippscollege/currentstudents/forms.cfm> (see Deadlines for Advanced Degrees link for current year dates). Completion of this option is reported to the Scripps 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). 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.

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.

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 may begin your research (but note the section on Human Subjects Research below). You should work closely with your chair during your research and as you write your thesis. 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 thesis 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 thesis formatting guidelines or a template; consult your program guidelines document.

THESIS DEFENSE (ORAL EXAMINATION)

Scripps College of Communication Deadlines

University deadlines for degree completion are available on the Ohio University Thesis and Dissertation (TAD) Services web site, <https://www.ohio.edu/graduate/etd/index.cfm>. 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 thesis 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>.

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 federal legal requirement, not just a university policy. You must have IRB approval (or an exemption) before beginning your thesis research.

All researchers (including graduate students and their thesis 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 theses in the Scripps College of Communication will be published (deposited with the College and school; and cataloged by Alden Library). Therefore, the Scripps College of Communication 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 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 thesis director at least one semester 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.