

GRADUATE STUDENT HANDBOOK OF POLICIES AND PROCEDURES

DEPARTMENT OF COMMUNICATION STUDIES

Amended September 2009

[Note: The policies in this handbook apply to students who entered the program in the fall of 2005 or later. Students who entered the program prior to this date have the option of following these policies or the policies in effect at the time they entered the program.]

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INTRODUCTION

How to Use the Handbook

This handbook is your official guide to the policies and procedures that structure your graduate study in the Communication Studies Department at the University of Iowa. Read it carefully and refer to it often, because you are responsible for making certain that you follow the various deadlines, requirements, and policies described here. If you are unclear about what something means, your first recourse should be your academic advisor. If the two of you are unsure about how to interpret something in the handbook, ask the Director of Graduate Studies (DGS). If you are still unclear at this point, go to the Department Executive Officer (DEO) for clarification. The faculty does not recommend that you rely on your peers to understand these policies and procedures; policies and procedures change over time and what applied to an earlier cohort of students might be different from what applies to you!

The handbook is organized into three primary sections. The first section, “What Everyone Needs to Know,” contains information relevant to all graduate students, regardless of program affiliation and status. The second section, “What Doctoral Students Need to Know,” contains information for students enrolled in the doctoral program. If you entered with a bachelor’s degree, you were probably admitted to the doctoral program. However, you might be interested in picking up the master’s degree “along the way” and will find the third section, “What Master’s Degree Students Need to Know,” of interest. If you are seeking a terminal master’s degree, you will also find the third section of relevance. Of course, interests can change along the way. You might be enrolled in the doctoral program and decide that you want to stop with a terminal master’s degree. Or you might have entered the terminal master’s program and then decide that you want to continue with doctoral study here. If you have any questions about your status, talk to your advisor or to the Director of Graduate Studies.

The Department and Its Academic Areas of Emphasis

The department has the closely related missions of providing a first-rate liberal arts undergraduate education experience that prepares students to meet the complex communication challenges of the 21st century; providing doctoral education second to none in our areas of specialization; providing national and international leadership in research and knowledge dissemination in our collective research specialties; and providing effective undergraduate teaching for majors and non-majors alike. The Department of Communication Studies focuses at the graduate level on the study of human communication as a social practice. Our faculty and graduate students engage in scholarship and teaching that center on the role that human communication processes play in the construction, maintenance, reinforcement, and reformation of various aspects of social, professional, and institutional life. Additional information on the programs and Communication Studies faculty members can be found on the department’s website: <http://www.uiowa.edu/~commstud>.

The department has three areas of specialization that cohere around the common concern of understanding and explaining how different modes and media of communication serve as important influences on people's everyday lives: Interpersonal Communication and Relationships, Media and Society, and Rhetoric and Public Advocacy. However, you are encouraged to draw liberally from the intellectual resources available throughout the department as you develop a plan of study toward the degree. These three programs complement one another and share in common the department's intellectual focus on the study of human communication as social practice. Academic advisors and committee members work closely with individual students to integrate course work from Communication Studies and other University departments, along with teaching and research experiences that will help students meet their professional goals.

Interpersonal Communication and Relationships (ICR)

The graduate interpersonal communication and relationships program (ICR) focuses on the study of how the communicative practices of relating in everyday life construct, shape, sustain, and change who we are as individuals, as well as the quality of our lives as social beings. The program is centered on theory complemented by a multi-method commitment to both qualitative and quantitative research methods. The ICR area concentrates on the study of relationships—those familial, personal, social, and work-related bonds of which everyday life is comprised. Relationships are not merely contexts in which to study communication. More significantly, we view relating as social action; it is through relating that we construct, sustain, and change who we are as individuals and the social worlds we occupy. Relationships, then, are positioned as fundamental building blocks of social action and change.

The goal of this program is to produce research scholars who possess sophisticated knowledge of theory and methodology, who are careful consumers of theories and methods, and who can develop their own approaches to communication phenomena. Cognate work of interest to ICR scholars can be found in the other two graduate programs in the department as well as in fields such as American studies, anthropology, community and behavioral health, education, journalism and mass communication, philosophy, psychology, social work, sociology, and women's studies.

Media and Society (MS)

The graduate media and society program (MS) focuses on the interplay of institutions, texts, and audiences of mediated communication systems. Its strengths are the history of media, media theory, and the social impact of communication technologies. Its central aim is to examine modern media—radio, television, advertising, music, and a wide range of other popular cultural expressions—within their economic, historical, cultural, political, and social contexts to understand how society and social relations shape and are shaped by media practices.

Like the department's other graduate programs, the MS program has a strong interdisciplinary flavor. Students draw not only on allied areas in the department but on

fields across the University, including American studies, cinema and comparative literature, history, journalism and mass communication, political science, POROI, sociology, and women's studies.

Rhetoric and Public Advocacy (RPA)

The graduate program in rhetoric and public advocacy (RPA) focuses on the study of how citizen actors use public argumentation and other rhetorical processes to influence cultural, social, and political change. The program is built on foundation courses in Classical Rhetoric, 20th and 21st Century Rhetorical Criticism and Modern Rhetorical Theory.

The program is designed to give candidates a mature grasp of the varied specialties and perspectives embraced by the field and to develop research competence essential to a life of productive scholarship. Cognate work of interest to rhetoricians can be found in the other two graduate programs in the department. In addition, work in related departments—American studies, anthropology, cinema and comparative literature, English, history, journalism and mass communication, political science, POROI, sociology, and women's studies—complements RPA course offerings. The Project on Rhetoric of Inquiry (POROI) offers a certificate program, allowing doctoral students to specialize in the study of how academic fields use argumentative and linguistic strategies to generate and control knowledge.

WHAT EVERYONE NEEDS TO KNOW

Getting Started

Temporary Academic Advisor

In all cases the academic advisor is the first point of contact with the University administration and should be consulted if you have any questions or problems concerning departmental policies for graduate students.

Each incoming student will be assigned a temporary academic advisor by the DEO of the department prior to the first registration. The temporary advisor will be responsible for helping the student select courses for the first term in residence and to decide on the composition of the pre-qualifying committee. A student is free to change advisors at any time, with the prior approval of the new advisor and the prior approval of the DEO of the department (see #7, "Normal Progress"). Similarly, any faculty member may refuse to serve as advisor to any student by notifying the DEO of the department. The DEO will be responsible for ensuring that the involved faculty and students are informed in a timely manner when such changes are made.

Registration

Graduate college guidelines stipulate that one-half-time appointees may register for not more than 12 semester hours during a semester or 6 semester hours during the eight-week summer session.

A schedule of Communication Studies courses is available online at the following login site: <https://login.uiowa.edu/uip/login.page?service=https://isis5.uiowa.edu/isis/>. After consulting with your advisor, you will need to see the department's administrative assistant to obtain your registration form. If you are registering prior to the first day of class, you may do so through the ISIS (Iowa Student Information Services) computer registration program, which is accessible on all campus computers. If you prefer, you may register at the Registration Service Center during office hours from 8 a.m.- 4:30 p.m. weekdays. You will need to bring your advisor-signed Registration Form with your selected courses on it. Each semester students must file the completed Independent Study Form (available in the department's main office) with the DEO no later than the "Last Day to Add" class. Students who fail to do so will automatically be dropped.

For late registration (usually after 7 p.m. the evening before the first day of classes) you must register in person at the Registration Service Center on a first-come basis. Your registration form will have to be signed by your advisor and the instructor of each course before you can register. The University will charge continuing students who register during late registration.

Guidelines for Independent Studies

One Credit Hour: Normally entails advanced submission and approval by the professor of a substantive bibliography, independent reading on the part of the student, and two or more meetings with the professor over the course of the semester.

Two Credit Hours: Normally entails advanced submission and approval by the professor of a substantive bibliography, independent reading on the part of the student, sustained writing of some kind, and frequent meetings (at least bi-monthly) with the professor over the course of the semester.

Three Credit Hours: Normally three credit hours of independent study are reserved for course replacement (hence, full syllabus, multiple writing assignments, and weekly meetings with the professor over the course of the semester) and independent research projects (including IRB work).

Note the 036:400 is a numbered course uniquely designated as a one credit reading course that should be used whenever appropriate.

Creating a Pre-Qualifying Committee

You are required to form a pre-qualifying committee during the first semester of residence. Once you have an academic advisor (either the person first assigned to you or one you have selected), you need to identify two other departmental faculty to serve on this initial committee, usually one other faculty member from inside your area of emphasis and one other from outside your area of emphasis, but inside the department. You should discuss with your advisor which faculty members might be willing to serve and suited to your projected areas of study and expertise, and then you should approach them to ask whether they are willing to serve on your committee. Once you have their permission you must submit the names to the DEO for formal approval and appointment, before the committee can take any official action on your behalf (see #3, “Normal Progress”). The pre-qualifying committee normally becomes your qualifying committee—the committee that is responsible for your Qualifying Examination. The qualifying committee will ordinarily consist of three faculty members including the advisor, though there may be special circumstances under which there will be four members. More specific information on committees is found in the “Ph.D.” and “M.A.” sections of this handbook.

As graduate students and faculty plan for the future, they are reminded that as of academic year 2007-2008 committee meetings (including but not limited to post-qualifying plan of study meetings, prospectus meetings, and dissertation defenses) must adhere to the typical nine-month faculty teaching and service calendar. Hence, dates available for committee meetings during the Fall semester are: Three working days prior to the opening day of classes through the closing day of final exam week, excluding University Holidays and Recesses. Dates available for the Spring semester are: Opening day of classes through the closing day of final exam week, excluding University Holidays and Recesses. Faculty are not expected to meet for official graduate student committee business between the closing day of final exam week of the Spring semester and three days prior to the opening day of classes Fall semester.

Good Standing

“Good standing” is the global benchmark by which the department assesses your progress toward completion of your degree. Good standing is based on three criteria which are described below: (1) the accumulation of 18 successfully completed hours annually as coursework is completed; (2) maintenance of a minimum 3.0 cumulative GPA; and (3) normal progress toward degree completion. **Eligibility for funding support is contingent on good standing, which the Graduate Affairs Committee (GAC) evaluates by March 1st of each academic year.**

Annual Course Load

You are required to maintain an average of 18 hours minimum per calendar year (January – December) until coursework is completed. “Incompletes” do not count toward the 18 hours. The standard course load for graduate students in the department is 9 hours

per semester. In semesters where you are taking examinations you may want to plan ahead so that you take a slightly reduced load to allow the extra time for exam preparation. The department recommends a student with an assistantship not exceed the recommended 9-hour load; those without such other work to perform might be able to take a higher load, but it is not usually recommended that graduate students do more than 12 hours per semester since the work is demanding.

Required Minimum GPA

You are required to sustain a minimum cumulative GPA of 3.0 to remain in good standing in the department. No student will be permitted to take the master's comprehensive exam, the qualifying examination, the Doctoral Comprehensive Exam, the prospectus defense, or the final dissertation defense without a minimum cumulative GPA of 3.0 on graduate work taken at the University of Iowa.

Normal Progress

You are required to maintain normal progress toward degree completion. Normal progress includes the following actions by you:

1. Successful completion of 36:200, Introduction to Research and 36:201, Issues in Teaching during your first academic year in residence.
2. Successful completion of one course in each of the three graduate programs (ICR, MS, RPA). Normally students will fulfill this requirement by taking one of the required "core" courses in each program (see #3 below). However, students have the option to choose alternative courses within the program in consultation with their advisors. Students will normally complete this requirement by the 4th semester in residence.
3. Successful completion of additional program-specific course requirements. If your primary program affiliation is ICR, you are required to complete 1 course in the department: 36:371, Communication Theory, normally offered every fall semester. If your primary program affiliation is MS, you are required to complete 36:241, Theories of Mass Communication. If your primary program affiliation is RPA, you are required to complete two of the following courses: 36:310, Classical Rhetoric; 36:230, 20th/21st Century Rhetorical Theory & Criticism; or 36:311, Modern Rhetoric.
4. Submission of the completed "Pre-Qualifying Exam Ph.D. Plan of Study" form to the main office no later than the last day of regularly scheduled classes in the first semester of residence (See Appendix A for a copy of this form). See pages 18-20 for further details.
5. Submission to the main office of a completed request form to take the qualifying exam no later than September 30th (if taking the exam during fall semester) or February 15th (if taking the exam during spring semester). A copy of this form is attached as Appendix B. Normally, the Graduate Affairs Committee (GAC) will determine at the beginning of

each semester the day of the written exam for each program. Normally, students within a given program will be expected to sit for the written exam on the same day. See pages 18-20 for further details.

6. Passing the qualifying exam no later than the last day of regularly scheduled classes in the third semester in residence. Committee members must sign the “Report of Qualifying Exam” form at the time of the decision to pass and place it in the student’s file (see Appendix C for a copy of this form). See pages 18-20 for further details.

[Note: If you request a master’s degree upon completion of the requisite number of hours, the qualifying exam, with possible additional stipulations determined by your committee, may substitute for the master’s comprehensive exam. You must notify the main office at the time of scheduling the qualifying exam in the third semester that you are seeking a master’s degree so that the main office can submit the appropriate forms to the Graduate College on your behalf.]

7. Submission to the main office of an approved post-qualifying plan of study document no later than the last day of regularly scheduled classes in the semester that follows the qualifying semester (excluding summers). You are encouraged to complete this document as soon as feasible after qualifying. See Appendix D for a copy of the Post-Qualifying Plan of Study form.

8. **At any time** you change academic advisors or committee composition, you must complete the form “Appointment of or Changes in Graduate Committee” (attached as Appendix E). It is your responsibility to keep paperwork up to date with respect to the composition of your committee.

9. The main office submits, on your behalf, the “Request for Doctoral Comprehensive Exam” (what the department refers to as the “pre-dissertation exam”; see the bottom half of Appendix F for a copy of this form), and the “Doctoral Plan of Study Summary Sheet” (see Appendix G for a copy of this form) no later than March 1st in the fourth year (if you imported 18 or fewer graduate hours into your program) or the third year (if you imported more than 18 graduate hours). These forms are submitted 3 weeks prior to sitting for the pre-dissertation exam. It is your responsibility to check with the main office to insure that they have the information they need to submit these forms.

10. Passing the Doctoral Comprehensive Exam no later than February 28th in the fourth year (if you imported 18 or fewer graduate hours) or the third year (if you imported more than 18 graduate hours). Normally, this exam should be taken during the semester in which the bulk of courses on your plan of study is being completed. To be eligible for this exam, you must have completed at least 18 post-qualifying hours of coursework by the end of the semester in which the exam is taken. It is your responsibility to determine the date of the exam, in consultation with your academic advisor and your committee members, and then to notify the main office of this date. Committee members must sign the “Report on Doctoral Comprehensive Exam” form within 10 working days after the

exam so that the main office can submit it in a timely manner (see the top half of Appendix F for a copy of this form).

11. Successful defense of the dissertation prospectus no later than February 28th in the fourth year (if you imported 18 or fewer graduate hours) or the third year (if you imported more than 18 graduate hours). It is your responsibility to determine the date and time of the defense, in consultation with your advisor and your committee members, and to notify the main office in a timely manner so that a room can be reserved. Committee members must sign the “Approval of Prospectus” form by February 28th (see Appendix H for a copy of this form). After successful defense of the prospectus, you must sustain continuous registration until the dissertation defense (see “Continuous Registration Policy” elsewhere in this document).
12. Submission of the dissertation thesis title and date of the dissertation defense to the main office no later than 3 weeks prior to the defense date so that the staff can submit to the Graduate College the “Request Form for Final Examination: Advanced Degree” (see Appendix I for a copy of this form). If there have been any changes in coursework since the Plan of Study Summary was submitted to the Graduate College, notify the administrative assistant or the graduate secretary in the department so the proper form, “Application for Change in Plan of Study,” can be submitted to the Graduate College.
13. Submission to the Graduation Analysis in the Registrar’s Office of the application for the degree in the final semester by the University’s established deadline (see website <http://www.registar.uiowa.edu/forms/gradapplication.pdf> to download a copy of this form). College deadlines can be found at <http://www.grad.uiowa.edu/Updates/Calendars/>. If you are unable to complete your graduate requirements after submitting the application for degree, notify the departmental administrative assistant or graduate secretary so the proper “Deletion Notice” is submitted.
14. Submission to the Graduate College of the “Official Checklist” document and making first deposit by the University’s established deadline in the last semester of work (see the thesis manual from the Graduate College in which you will find the checklist, <http://www.grad.uiowa.edu/Publications/ThesisManual/tmanual.pdf>). Graduate College deadlines can be found at <http://www.grad.uiowa.edu/Updates/Calendars/>.
15. Successful defense of the dissertation. It is your responsibility, in consultation with your advisor and committee members, to determine the date and time of the defense and to notify the main office of this date/time in a timely fashion so that a room can be reserved. Again, as graduate students and faculty plan for the future, they are reminded that as of academic year 2007-2008 committee meetings (including but not limited to post-qualifying plan of study meetings, prospectus meetings and dissertation defenses) must adhere to the typical nine-month faculty teaching and service calendar. Hence, dates available for committee meetings during the Fall semester are: Three working days prior to the opening day of classes through the closing day of final exam week, excluding University Holidays and Recesses. Dates available for the Spring semester are: Opening

day of classes through the closing day of final exam week, excluding University Holidays and Recesses. Faculty are not expected to meet for official graduate student committee business between the closing day of final exam week of the Spring semester and three days prior to the opening day of classes Fall semester.

Committee members must sign the “Report of Final Examination: Advanced Degree” within 2 days after the defense; the main office will submit this form on your behalf (see Appendix I for a copy of this form).

16. Submission of final deposit to the Graduate College by the University’s established deadline. College deadlines can be found at <http://www.grad.uiowa.edu/Updates/Calendars/>.

Eligibility for Departmental Funding Support

Funding Eligibility

A doctoral student who has 18 or fewer hours of transfer work accepted by the department may be awarded up to but not more than five years of financial support from the department and graduate college. A doctoral student who enters with more than 18 hours accepted for transfer-in by this department may be awarded no more than four years of support. A master's degree student may be awarded up to but not more than two years of support. Eligibility for consideration for funding in second and subsequent years is contingent on maintaining “good standing,” and satisfactory performance of assigned assistantship duties as detailed in the employment contract. In addition, funding eligibility for either TA or RA support in Communication Studies beyond the first year is contingent on demonstrated English language competency. For students whose native language is not English, this competency is demonstrated by passing the SPEAK test at the B level or better. Summer assistantships may be available; please check with the department’s administrative assistant for details.

Types of Assistantships

Graduate students in the Department typically are supported financially in one of three ways. First, graduate students can be appointed to a .5 Research Assistantship (RA) in Communication Studies. Responsibilities of RAs will vary depending on the professor(s) to whom they are assigned, but typically will involve helping faculty with their research projects, including primary and secondary research, data collections and analysis, and other research activities.

Second, graduate students can be appointed to a .5 Teaching Assistantship (TA) in Communication Studies. TA duties within the Department are normally of two types: 1) assisting a faculty member teaching a large multi-section course; 2) teaching a smaller stand-alone lower level course. To the extent possible, TAs without previous teaching experience are asked to assist a faculty member in teaching; stand-alone teaching comes

after you have developed some experience teaching at the University of Iowa. TAs may also be assigned as graders for faculty members or may coordinate other TAs, act as demonstrators or be given other assignments that assist in the Department's ability to offer a first-rate undergraduate curriculum.

Students appointed to teach stand-alone courses in the department will be assigned to a faculty teaching supervisor. Normally, no later than the eighth week of the semester faculty course supervisors will visit TA stand-alone courses and meet with TAs. Students appointed to assist a large multi-section course will be supervised by the faculty member in charge of the lecture sessions. By the end of the semester faculty supervisors will file with the main office the appropriate ("stand alone" or "discussion sections") TA evaluation from that has been reviewed and signed by each TA.

Third, graduate students can be appointed to a .5 TAship in another department, most typically the Rhetoric Department. TAs in Rhetoric are involved in the education of students in critical reading, writing, and speaking skills, typically in small stand-alone lower level courses or in speaking and writing tutorial labs.

The normal practice of Communication Studies is to provide a range of experiences for its graduate students. In general, we strive to have graduate students funded for two years in Rhetoric and two years in Communication Studies. Some students enter with their initial TA appointment in Rhetoric, and these students move to TAships in Communication Studies in their third year. Other students enter with their initial TA appointment in Communication Studies and move to TAships in Rhetoric in their third year. This pattern is not absolute but a general description of our preferred practice. TA and RA positions can be discontinued for failure to meet contract obligations.

The Department normally arranges assistantship support for incoming students who have been promised such support. Sometimes, incoming students are eligible for fellowships awarded by the Graduate College at the time of initial application. Once you are enrolled at Iowa, you may find out about other forms of support that would interest you and, in consultation with an academic advisor, may try to arrange such support in future years. Graduate assistantships are available in other departments or units on campus, such as foreign language departments, the radio station, or the Information Arcade. In addition, depending on interest area, graduate students may be eligible for fellowship support through the Crossing Borders Program.

Communication Studies issues assistantship contracts by April 15th of each year, with assignments detailed as soon as feasible after this date. If you wish to appeal your assignment, submit your request (and your rationale) no later than three working days after receipt of your assignment to the following three-member committee: the Director of Graduate Studies (DGS), and the Director of Undergraduate Studies (DUS) and the Administrative Assistant (Becky Scott). Check with the main office to find out which faculty members are serving in the DGS and DUS roles.

Overload Appointments

Requests for overload assistantships require approval by the Graduate College. Graduate students seeking assistantship appointments, regardless of the UI unit from which the financing comes, first must receive permission from the Communication Studies Department for assistantship appointments over 50%. You should discuss the desire for overload appointment with your academic advisor, then seek in writing permission for pursuing overload from the DEO, with your advisor signing off on the request. Two criteria normally must be met before the DEO will approve a request for overload: (a) demonstration that the student is maintaining “good standing,” with records that include no incompletes; and (b) convincing reasons justifying overload appointment. The DEO typically takes into consideration such reasons as the desirability of expanding students’ career options or initial job prospects, good matches between students’ professional skills and departmental needs, or unusual opportunities to pursue instructional, programmatic, or research opportunities in areas of students’ specialization.

Postponing Studies

You should consult the Graduate College for policies and procedures related to the postponement of studies. There are certain circumstances where you can delay your registration or put things on hold. There are other circumstances where you cannot hold back the clock. For example, after you have passed the Doctoral Comprehensive Exam, you have five years in which to make a successful defense of a thesis, with no exceptions. If you do not meet that deadline then you will have to petition for re-instatement, which may or may not entail retaking your Doctoral Comprehensive Exam (and possibly also retaking at least some coursework) before you can submit a dissertation. The Graduate College website is <http://www.grad.uiowa.edu/Students/currentstudents>.

Discontinuance and Dismissal

Students may be forced to leave the department for failure to maintain “good standing” (discontinuance) or for unethical behavior (dismissal).

Discontinuance

Students may be dropped from graduate programs in Communication Studies if they fail to maintain one or more of the three criteria by which “good standing” is determined. Students dropped from the program will normally lose their departmental TA or RA position as well. In particular, the three criteria for discontinuance are:

Failure to Complete a Minimum of 18 Semester Hours Annually. Assessment of the 18-hour annual requirement is made January – December. Incompletes do not count toward the accumulation of hours. If you fail to accumulate 18 hours annually, you will not be permitted to register for the term following the infraction unless the problem is remedied (e.g., removal of necessary incompletes), or you, your academic advisor and

the DEO arrive at a mutually satisfactory remedy. In cases where no mutually satisfactory remedy is found, you will be dropped.

Failure to Meet Minimum G.P.A. If you are a student on regular status you will be placed on probation if, after completing eight semester hours of graduate work, your cumulative grade point average on graduate work done at the University of Iowa falls below the minimum required by departmental and College provisions for the degree (3.0). If, after completing eight more semester hours of graduate work at this university, the cumulative grade point average remains below the required level, you will be dropped from the program before another term begins. If the condition of probation is met, you will be returned to “good standing” with respect to this criterion. Candidates admitted on conditional status must achieve the minimum grade point average required by departmental and College provisions for the degree on their first eight hours of graduate work taken at this university or be terminated from the program before another term begins.

Failure to Make Normal Progress. Failing to make normal progress toward the degree, as detailed elsewhere in this handbook, may result in discontinuance. If you fail to make normal progress you will not be permitted to register for the term following the infraction unless the problem is remedied (e.g., by filing the missing plan of study), or you, your advisor and the DEO arrive at a mutually satisfactory remedy (e.g., an agreement to postpone qualifying examinations for one term). In cases where no mutually satisfactory remedy is found, you will be dropped.

Dismissal

Students may be formally dismissed from graduate programs at any time if they are found guilty of an unethical act relevant to academic work (e.g., plagiarism, falsifying data or academic records, or other acts included as such in University guidelines). Such an act will result in dismissal from any degree program, prohibition against entry into any other degree program of the department, and, where relevant, a grade of F (or U) in the course or credited study where the offense occurred.

A formal dismissal is a serious action to the faculty of the department. The steps in a dismissal procedure are:

1. Notice of dismissal. After consulting with appropriate members of the faculty, including the student’s academic advisor, the DEO will send by registered mail a letter to the graduate student specifying the grounds for dismissal, the date upon which dismissal becomes effective, and the means, if any, by which the grounds for dismissal might be removed. The student will be considered to be in “good standing” during appeal procedures.
2. Informal Conference. If the graduate student considers the dismissal unjustified, he or she may, within four business days of the mailing of the notice of dismissal, request an informal conference with the DEO. The student may bring with him or her to this

conference not more than one counselor; the DEO may likewise bring to this conference not more than one counselor. The DEO must grant the request for this conference as soon as practicable after the request is made. The informal conference may result in a mutually acceptable resolution of the issue. If it does, the DEO will state in writing the nature of that resolution. He or she will give a copy of the statement to the graduate student and will deposit a copy of the notice of dismissal and the statement of resolution in the graduate student's departmental file.

3. **Appeal Committee.** If the informal conference does not result in a mutually acceptable resolution of the issue, the graduate student, within 14 days of the informal conference, may request of the DEO a hearing before an ad hoc appeal committee specially convened in the manner indicated below (such committee being distinct from the Graduate Appeals Committee mentioned elsewhere in this handbook whose business is the consideration of appeals against decisions of a less serious nature). This request must be in writing and must set forth the grounds upon which the dismissal is disputed. An ad hoc appeal committee will be selected from among the Graduate Affairs Committee. The method of selection of the appeal committee from this group will be as follows: The graduate student will first select one member; if that person agrees to serve then the DEO will select one member; if that person agrees to serve then the DEO and the graduate student will agree on the third member, who will chair the appeal committee. Agreement failing, the Graduate Affairs Committee will meet and elect from among their members, by majority vote, the third member of the appeal committee, who will also chair the appeal committee. If any selected person declines to serve, that person will be replaced in the same manner by which he or she was selected. The appeal committee will meet to hear the case as soon as practicable after its selection.
4. **Appeal Committee Hearing.** The hearing will be open or closed, depending on the wish of the graduate student. If open, the chair of the appeal committee may close it to all except affected parties, counselors, and called witnesses during the time they give witness only if good order is immediately and demonstrably threatened by the presence of others. The graduate student and the DEO may each bring to the hearing not more than one counselor to be identified at least 24 hours in advance of the hearing. Both the graduate student and the DEO will have an opportunity to call witnesses both in support and refutation and to confront adverse witnesses.

After all witnesses have been heard and other relevant evidence is presented, the appeal committee will deliberate the case in executive session. It will consider to be relevant only the notice of dismissal and evidence presented in the appeal committee hearing. Decisions of the appeal committee will be made by majority vote. Such decisions will be final so far as the departmental action is concerned, unless appealed (see below). The chair of the appeal committee will record the committee's findings, which include both the decision and a rationale for that decision, in writing, and will give a copy of the findings to the student. If the dismissal is upheld, the findings will be entered, along with the notice of dismissal, in the graduate student's departmental file. If the dismissal is not upheld, the findings, all pertinent documents, and the notice of dismissal will all be purged of any references to specific students or appeal committee members, and will

be entered in a separate confidential file on appeal of dismissal; this file is in no way to be construed as a supplement to students' official records, but is maintained only as a guide to future appeal committees.

5. Appeal Outside the Department. In certain cases, as specified in rules governing the Graduate College, the College of Liberal Arts and Sciences, and the University of Iowa generally, students are allowed to appeal decisions emanating from departmental appeal committees. Should a student or other party to a case be dissatisfied with the appeal process, committee, or decision, the student or other party should check the rules of those academic groups to see if an appeal is possible, and if it is, what steps must be taken. Further appeal, it must be emphasized, is the responsibility of the student or other party, and will not automatically take place.

Appeals

All departmental regulations, including those in this handbook, may be appealed. The appeals procedure outlined in this paragraph concerns appeals other than those dealing with discontinuance and dismissal, or TA/RA assignments, which are covered elsewhere in this document. You must initiate an appeal in a timely fashion (at least a month before a decision must be made by the Graduate Appeals Committee, which is normally composed of the Graduate Affairs Committee or a subset of its members). The letter of appeal, detailing the extenuating circumstances, should be sent to the DEO. Normally, he or she will forward the appeal to the department's regular Graduate Appeals Committee for adjudication. The Committee will adjudicate the appeal within ten working days of its receipt, during fall and spring semesters. Your academic advisor will participate in the Committee's deliberation but will not have a vote. After considering the recommendation of your committee (pre-qualifying, qualifying, or post-qualifying), the extenuating circumstances, and other arguments provided by you and your advisor, the Appeals Committee may (1) grant the appeal without qualification; (2) grant the appeal with appropriate conditions attached; (3) grant the appeal, but with renewal of assistantship or fellowship delayed until appropriate conditions are met; or (4) sustain the original decision called for by the regulation.

Ombudsperson

The office of the Ombudsperson responds to questions or problems presented by any member of the University community – students, faculty, and staff. The Ombudsperson serves as a confidential, neutral, independent resource person who listens, provides information, advises, and sometimes mediates. All requests and consultations are treated in the strictest confidence. Students should observe procedures outlined in the University document, "Policies & Regulations Affecting Students." The appropriate academic advisor, department head, supervisor, DEO, dean or other administrator should normally be consulted before contacting the Ombudsperson. Where the use of official channels would mean lengthy and damaging delays or involve a lack of confidentiality and/or impartiality, it may be appropriate to consult the Ombudsperson early in the process.

The office of the Ombudsperson is located at C108 Seashore Hall, phone 335-3608, e-mail: ombudsperson@uiowa.edu. Office hours are 9 a.m. – 5 p.m. Monday through Friday. When possible, persons should call for an appointment, but written requests and drop-ins are welcome. Voice mail records messages left evenings and weekends or if the phones are busy. The home page of the Office of the Ombudsperson at the University of Iowa website is <http://www.uiowa.edu/~ooombuds>.

Graduate Student Advisory Council

The graduate student body shall be invited at the start of each academic year to elect representatives reflecting the broad interests of the Department to serve jointly as a Graduate Student Advisory Council (GSAC) which shall have the right to attend and participate in departmental meetings within the limits defined in the department's operations manual and to represent the graduate students to the faculty.

Each year GSAC will consist of six elected graduate students. Elections will take place in April of the Spring semester for the following year's GSAC.

GSAC will nominate one existing member to continue into the next year. Graduate students will vote on whether or not to approve the nomination.

In the event that no member of GSAC can carry over (due to lack of interest from existing membership and/or all nominees being rejected), then an entirely new committee will be formed. Every effort should be made by existing members of GSAC and the graduate student body to ensure one member carries over into the next year.

During the election, students must run in either one of their chosen areas of study (Rhetoric and Public Advocacy, Media and Society, or Personal and Social Relationships) or as a university-recognized international student. Every effort should be made to ensure representation for each area and the international student position. The remaining position(s) on GSAC will be filled by the highest remaining vote getter(s).

Periodically, GSAC should encourage the graduate student body to revisit this language and amend as needed.

WHAT DOCTORAL STUDENTS NEED TO KNOW

Requirements for the Ph.D. Degree

The principal purpose of the program of study and research leading to the Ph.D. degree in Communication Studies at the University of Iowa is to develop sophisticated and productive scholars and teachers. You must earn a minimum of **72** hours of credit, including transfer credits, in order to complete the degree. In addition, you are expected to take at least **10** hours of dissertation credits, resulting in a minimum total of **82** hours. Dissertation hours are arranged between you and your doctoral advisor and are often used in the semester in which you will complete the prospectus and take the pre-dissertation exam. If students need additional coursework below 100-level for proficiency in necessary research tools, the committee may require these hours in addition to those above.

Entering the Program

You may enter the Ph.D. program immediately upon completion of an undergraduate degree or from another graduate program. The number of graduate credit hours completed at other institutions that will be acceptable for meeting the minimal coursework requirements for the Ph.D. will be determined by your doctoral committee at the post-qualifying plan of study meeting. That determination will be based upon your explanation of the substance of each involved transfer course and the relevance of that work to your Ph.D. goals. In no case will more than 30 hours of graduate work from other institutions be accepted. For additional guidelines on entering the program, consult the “What Everyone Needs to Know” section.

The Qualification Process

Rather than a single, “all or nothing” examination in the third year, the department requires the successful completion of two types of examination: the Qualifying Exam and the Doctoral Comprehensive Exam. The first of these is the Qualifying Exam, a diagnostic tool for determining your general competency and readiness for graduate work in this department.

If you entered the Ph.D. program with no prior graduate work you should sit for the Qualifying Examination no later than your third semester in residence. If you entered the program with prior graduate work, you normally will be expected to sit for the Qualifying Examination no later than your second semester in residence. However, depending on the amount and relevance of the prior graduate work to the demands of the examination, the Qualifying Examination may be delayed until the third semester in residence.

Preparing for Qualls

Your qualifying committee is generally the same as the first committee constituted to construct the preliminary plan of study (the pre-qualifying committee; see “What Everyone Needs to Know”). Qualifying committees consist of three faculty members from within the department. You and your advisor will select two other committee members, but the DEO must grant final approval for all committees in order to guarantee some consistency in faculty workloads and to ensure that selected faculty have expertise in the specialization areas represented in the post-qualifying plan-of-study.

See items #3 and #4 under “Normal Progress” above for details concerning the required forms that you must submit in preparation for sitting for the Qualifying Examination.

Taking the Exam

GAC will determine at the beginning of each semester the day of the written exam for each graduate program. As indicated under #5 “Normal Progress,” you must pass the Qualifying Examination no later than the last day of regularly scheduled classes in the third semester in residence. The Qualifying Examination consists of a written and oral component. You must also submit a sample of scholarly writing completed at Iowa, generally an edited version of a seminar paper. This paper will be submitted when you sit for the written examination. The written exam takes four hours on one day and focuses on material you may be reasonably expected to have mastered during your course work at Iowa. You will be asked to write on questions that flow from appropriate core concepts. All three graduate programs require basic, foundational courses. You will be guaranteed choices among questions. Students whose primary language is not English will be allowed up to six hours in which to write. The oral portion of the exam takes one to two hours and focuses on the written exam and your scholarly positions and agenda.

The questions will be put together by a faculty member in the relevant area appointed by the DEO. Normally each graduate program will prepare a common exam for all the students in that area. The Qualifying Examination committee will conduct both parts of the examination. Except in extraordinary circumstances and with the approval of the DEO, the oral examination will be held within two weeks of the written portion.

The committee's determination of your qualification to pursue the Ph.D. in Communication Studies at Iowa will be based on the examination performance, in addition to a review of your graduate class work, academic progress, and teaching (where appropriate).

Completing the Process

See #5 under “Normal Progress” for information related to the necessary paperwork accompanying the Qualifying Examination committee’s decision. For you to be accepted as a doctoral candidate in the department, no more than one negative

committee vote can be cast. If you fail to qualify, you have the option of repeating the examination once, no later than the following semester in residence, normally with the same committee. Your advisor, normally within one week after the oral, will summarize in writing the collective judgment of the committee concerning the performance in classes and on the examination. The summary will reiterate the outcome, point out the student's particular strengths and particular areas in need of work, and provide other advice concerning academic work. This document will be circulated to all committee members for approval and, once in agreed form, shall be signed by all of them then one copy given to the student and one copy placed in the student's file in the department office.

If you wish to request a master's degree upon completion of the Qualifying Examination, the Qualifying Examination, with possible additional stipulations determined by the student's committee, may substitute for the master's comprehensive exam. See #5 under "Normal Progress" for details concerning this option. In addition, you must meet all departmental and University Graduate College requirements for the master's degree.

Post-Qualifying Doctoral Plan of Study and Formation of the Doctoral Committee

As soon as possible after qualifying, but no later than the end of that semester, you should select a doctoral advisor with whom to work until completion of the degree. Upon agreement by the advisor, you should inform the department's administrative assistant or the graduate secretary of the doctoral advisor's name. At this time you, in consultation with your doctoral advisor, will establish your doctoral committee, also known as your post-qualifying committee. A committee will have no less than five persons (including the advisor). At the time of the dissertation prospectus defense, your committee of five members must include one member from a department other than Communication Studies; however, at the pre-dissertation stage, all five members can be from within the department. The appointment of an outside member may be delayed until after the Doctoral Comprehensive Exam is satisfied; in that case, a fifth member from the department will be appointed by the DEO to serve until at least such time as the outside member joins the committee. As in all cases, final approval of the committee must be granted by the DEO.

A post-qualification plan of study meeting must be presented to and discussed with your doctoral committee no later than the last day of regularly scheduled classes in the semester immediately following qualification, although the end of the qualifying semester is preferable since it is advantageous to you. See #6 under "Normal Progress" for details about the form that is required. At the meeting, future coursework will be determined, and three areas of specialization will be refined. This meeting will guide you through the remainder of your coursework up until the Doctoral Comprehensive Exam. Prior to this meeting, you and your advisor will develop a proposed plan of study. The primary goal of the plan should be to give you a good start toward becoming an independent, sophisticated, and productive scholar.

In addition to the departmental form, the post-qualification plan of study should include:

- (1) A coherent statement describing the general area or type of research likely to be pursued for a dissertation and post-dissertation;
- (2) At least three major areas of learning, each described and justified in a paragraph or two;
- (3) The courses, seminars, and independent study that have been completed or that are being proposed to master each area of learning;
- (4) The research tools or skills that are important for the student's line of research
- (5) and how they are to be acquired.

On the basis of the committee's advice, the plan of study will be revised, if necessary. When it has been approved by the committee, as indicated by all members' signatures on the form, copies should go to you, your advisor, each member of your committee, and to the administrative assistant or graduate secretary of the department for placement in your permanent academic file. Once signed by all committee members, the document is an agreement between you and the department, guiding future expectations of both.

All major changes in the plan of study must be approved by the doctoral committee prior to the time courses or seminars are deleted, changed, and so forth. Minor changes may be made with the written approval of the advisor and of the DEO.

You may change your advisor or committee composition at any point. See #7 under "Normal Progress" for information concerning the requisite form that must be filled out to accomplish a change.

Doctoral Comprehensive Exam

Preparing for the Doctoral Comprehensive Exam

The Doctoral Comprehensive Exam is the second half of the examination process in the Department of Communication Studies. You may take the Doctoral Comprehensive Exam as soon as the second semester following qualification. Normally, it should be taken during the semester in which the bulk of courses on your plan of study is being completed. See #8 and #9 under "Normal Progress" for details on dates and forms related to this exam.

Preparation for the Doctoral Comprehensive Exam is similar to that for qualification, but far more extensive. It should be noted that the Doctoral Comprehensive Exam is exactly that—a comprehensive examination. The expectation for the pre-

dissertation exam is the same across all programs: you will demonstrate expert knowledge in the three specialization areas described by your post-qualification plan of study.

Taking the Exam

The purpose of the Doctoral Comprehensive Exam is to assess your mastery of your major areas of learning and other knowledge and skills that are important for research in these areas. The examination consists of a paper and a written exam. This paper must demonstrate mastery of one of your areas of learning by reviewing and integrating that body of scholarship. This paper must be submitted no later than the day you sit for the remainder of the examination. The dissertation prospectus may serve as the Comprehensive paper, if it meets the above requirements. (You may choose to register for Independent Study or Dissertation hours for the preparation of this paper.) Mastery of the remaining areas of learning must be demonstrated on a one-day, six-hour written examination.

To be eligible for this exam, you must have completed at least eighteen post-qualifying hours of course work by the end of the semester in which the examination is taken. A member of the faculty will coordinate the Doctoral Comprehensive Exam, usually a member of your doctoral committee other than your advisor. The graduate secretary will assist with scheduling.

Completing the Process

See #9 under “Normal Progress” for information on the paperwork required at the completion of the Doctoral Comprehensive Exam. The comprehensive examination will be evaluated by the committee. Each committee member will sign the examination report as satisfactory, reservations, or unsatisfactory. Normally, the complete exam warrant will be submitted to the Graduate College within fourteen days after the completion of the examination. Two “unsatisfactory” votes will make the committee report unsatisfactory.

A vote of “Reservations” will only be used when a faculty member feels that the deficiencies displayed by the student were modest, and can be readily rectified. In the event of a report with two or more votes of “Reservations,” the actions required of the student, by the committee, that are necessary to correct the deficiencies will be recorded and submitted to the Graduate College with the examination report form. Copies of the written statement of necessary actions will be given to you and all committee members and a copy placed in your academic file in the main office. The statement must specify the time allowed for completion of the aforementioned actions (These can include the taking of additional courses or seminars, independent reading, or simply more review and study of prior work. The committee will also specify for you the method by which mastery of material is to be demonstrated. This may be anything from a repeat of the entire examination to submission of a paper.).

In the case of a report of unsatisfactory on a comprehensive examination, the committee may grant the candidate permission to present himself or herself for reexamination not sooner than four months after the first examination. The examination may be repeated only once, at the option of the department.

Upon successful completion of this examination, you are often referred to as “A.B.D.” (all but dissertation) or “at the dissertation stage.”

The Dissertation

The Prospectus

See #10 under “Normal Progress” for information related to the required dates and forms associated with the prospectus defense. You will work closely with your dissertation advisor to construct the prospectus.

Since the department has several different kinds of expectations for a dissertation prospectus, you should consult your advisor and committee members for details. Although each candidate's committee will have different expectations, a dissertation prospectus typically is a lengthy document that includes:

- * an overview of the intellectual problem that situates it in relation to relevant conversations (i.e., historical, critical, methodological, political, or theoretical)
- * a review of literature that synthesizes and evaluates prior work and that makes clear what is new about the proposed study
- * a justification for the relevance and importance of this new proposed study
- * a hypothesis or set of research questions that will guide the analysis
- * a description of and rationale for research methods or critical approaches to be employed or arguments to be developed, and such apparently mundane things as a possible time table, travel to archives, availability of films or documents, applications for grants, etc.
- * a draft table of contents that, in some cases, can include a paragraph or two exposition per chapter
- * a preliminary bibliography

A committee meeting will be held to assess the significance of the proposed dissertation, the reasonableness of its scope and approach, and your methodological and substantive preparation to carry out the work. As a result of this meeting the committee may approve the dissertation prospectus, withhold approval subject to needed

adjustments in scope, direction, or method, or reject the proposed project. While it is expected that the project will evolve from the prospectus through the completion of the dissertation, significant changes to the project can only be made upon the approval of the dissertation committee and the DEO.

Writing the Dissertation

See items #11- #15 under “Normal Progress” for information concerning dates and forms associated with defense of the dissertation. Formal guidelines for the dissertation can be attained through the Graduate College. The dissertation advisor will be the principal critic and respondent to elements of the dissertation in progress. In addition, one member of the committee will be designated second reader by the advisor to provide additional feedback and an added perspective on the overall argument. A draft of the dissertation must be submitted at least to the advisor and second reader for their review and approval prior to preparation of the final draft for first deposit at the Graduate College and distribution to all committee members.

The final stage in the process is the oral defense. You will sit for a final oral defense of the dissertation after completion of the courses on the plan of study, with a grade-point average of at least 3.0 and submission of the dissertation in a form acceptable to members of the dissertation committee and Graduate College. A copy of the dissertation to be defended must be in the hands of each committee member at least two working weeks (weeks in which the University is in session) before the oral defense.

As graduate students and faculty plan for the future, they are reminded that as of academic year 2007-2008 dissertation defenses are open to the public and must adhere to the typical nine-month faculty teaching and service calendar. Members of the faculty of the Graduate College are especially invited to attend and, subject to the approval of the chair, to participate in the examination.

Upon completion of the defense and after making necessary changes, you will make final deposit of the dissertation to the Graduate College.

Continuous Registration Policy

Regardless of location of residence, all doctoral students must maintain continuous registration until the completion of their degree. All doctoral students are considered to be "under instruction" and are thus considered to be accessing University of Iowa faculty and staff time, and University facilities. Tuition is to be paid for such access. Doctoral students will be required to register for course work by their department and pay the appropriate tuition OR for a new course "Doctoral Continuous Registration (000:002), and pay 2 s.h. tuition. This requirement applies to students conducting research, fieldwork or other scholarly activities related to their graduate programs of study including the writing of the thesis or dissertation and consultation with faculty, as well as students taking courses at the University. Using a form available in the Graduate College, students may petition the Graduate College for the privilege of paying a special

Post-Comprehensive Registration, 000:000 only when extenuating circumstances arise that require a temporary lapse in their academic program. Such circumstances could include, but are not limited to, medical or maternity leaves, personal or family situations, military obligations, etc. The Graduate College will consult with the student's department regarding the petition, prior to making a decision to grant or deny the petition for the special Post-Comprehensive Registration. Post-Comprehensive Registration (000:000) is not to be used for final registration in a doctoral program. When doctoral students plan to defend their dissertations, students will register for "Doctoral Final Registration," 000:003 (akin to the current Master's Final Registration, 000:001). During this final registration, all students (Master's and Doctoral) will be required to pay the 2 s.h. tuition. The final registration may be repeated if the degree requirements are not completed in this session.

Timetables for Doctoral Students

These timetables provide a reasonable model for a student entering into the program. Because requirements and deadlines change based upon previous graduate credit, only one of these tables will apply to you. Despite some differences in scheduling, all department requirements apply equally to all candidates. More detailed descriptions of requirements are printed in the "Normal Progress" section.

For Students Importing 18 or Fewer Graduate Hours

Semester 1

Complete course 36: 200 Introduction to Research and/or 36:201, Issues in Teaching, as offered.

Complete an additional minimum 8 hours of course work and maintain 3.0+ CUM GPA. Meet with assigned temporary advisor.

Establish a pre-qualifying committee.

Consult with members of the pre-qualifying committee.

File a copy of the approved pre-qualifying plan of study with the administrative assistant.

Semester 2

Complete 9 hours of course work maintaining 3.0+ CUM GPA, complete course 36: 200 Introduction to Research and/or 36:201, Issues in Teaching, as offered.

File for permission to sit for qualifying exams by February 15th if you choose to take them: While you are eligible to take your qualifying exam in the second semester, you are not required to sit for exams until your third semester in residence.

You may select a doctoral advisor at this time, to be approved by the new advisor and the DEO.

*If exams are taken and passed, you may hold a post qualification plan of study meeting and file the post qualifying plan of study form with the administrative assistant or graduate secretary.

Semester 3

Complete 9 hours of course work maintaining a 3.0+ CUM GPA.

File for permission to take qualifying exams: You are required to file for exams by September 30th.

If you have passed the Qualifying Exam and have not yet chosen a doctoral advisor or held a formal meeting with your post-qualifying committee, you should do so now and design your post-qualifying plan of study, which must be formally deposited in your departmental file after its approval by the committee.

Semester 4

Complete 9 hours of course work maintaining 3.0+ CUM GPA.

If you took your Qualifying Exam in the second semester you may take your Doctoral Comprehensive Exam in any of these semesters once you have completed a minimum of 18 hours of post-qualifying. It is not recommended that you take the Doctoral Comprehensive Exam until the semester when your course work will be mostly completed.

You should be working on the paper that will be presented as part of your Doctoral Comprehensive Exam, or your prospectus should you substitute this for the Doctoral Comprehensive Exam paper.

Semester 5

Complete 9 hours of course work maintaining 3.0+ CUM GPA.

You may take your Doctoral Comprehensive Exam.

Semester 6

Complete 9 hours of course work maintaining 3.0+ CUM GPA.

You may take your Doctoral Comprehensive Exam.

Semester 7

Complete 9 hours of course work maintaining 3.0+ CUM GPA.

You may take Doctoral Comprehensive Exam.

Write your prospectus.

Semester 8

Complete any remaining coursework.

You **must** sit for and pass the Doctoral Comprehensive Exam on or before February 28th if you wish to apply for fifth year funding.

You **must** submit your prospectus and have it approved by February 28th if you wish to apply for fifth year funding

You should have completed at least 72 hours of coursework with a minimum CUM GPA of 3.0 by the end of this semester.

Semesters 9 and 10

Dissertation in progress and ideally completed and defended by May of the 10th semester.

You must submit the Graduate College checklist found in the thesis manual.

Beyond Semester 10

In any case you **must** complete and defend your thesis within 5 years after you pass your Doctoral Comprehensive Exam in order to satisfy Graduate College requirements. If you do not meet that deadline then you will have to petition for re-instatement.

For Students Importing 19 to 30 Graduate HoursSemester 1

Complete course 36: 200 Introduction to Research and/or 36:201, Issues in Teaching, as offered.

Complete an additional minimum 8 hours of course work and maintain 3.0+ CUM GPA.

Meet with assigned temporary advisor.

Establish a pre-qualifying committee.

Consult with members of the pre-qualifying committee.

File a copy of the approved pre-qualifying plan of study with the administrative assistant or graduate secretary.

Semester 2

Complete 9 hours of course work maintaining 3.0+ CUM GPA, complete course 36: 200 Introduction to Research and/or 36:201, Issues in Teaching, as offered.

File for permission to sit for Qualifying Examinations this semester by February 15th.

If you sit and pass the Qualifying Exam, you should choose a doctoral advisor and post-qualifying committee.

You should also consider holding a post-qualifying plan of study meeting with that committee this semester in order to give early direction to your subsequent studies for the Ph.D.

File your agreed post-qualifying plan of study with the departmental administrative assistant after your committee approves it.

Semester 3

Complete 9 hours of course work maintaining 3.0+ CUM GPA.

If you have passed the Qualifying Exam and have not yet chosen a doctoral advisor or held a formal meeting with your post-qualifying committee then you should do so now and design your post-qualifying plan of study

An approved post-qualifying plan of study **must** be filed with the department administrative assistant or graduate secretary.

Semester 4

Complete 9 hours of course work maintaining 3.0+ CUM GPA

If you took your qualifying Examination in the second semester you may take your Doctoral Comprehensive Exam in any of these semesters once you have completed a minimum of 18 hours of post-qualifying. It is not recommended that you take the Doctoral Comprehensive Exam until the semester when your coursework will be mostly completed.

You should be working on the paper that will be presented as part of your Doctoral Comprehensive Exam, or on your prospectus.

Semester 5

Complete 9 hours of course work maintaining 3.0+ CUM GPA.

You may take your Doctoral Comprehensive Exam.

Write your prospectus.

Semester 6

Complete any remaining coursework.

You **must** sit for and pass the Doctoral Comprehensive Exam by February 28th if you wish to apply for fourth year funding.

You **must** submit your prospectus and have it approved by February 28th if you wish to apply for fourth year funding.

You should have completed at least 72 hours of coursework with a minimum CUM GPA of 3.0 by the end of this semester.

Semesters 7 and 8

Dissertation in progress and ideally completed and defended by May of the 8th semester.

You must submit the Graduate College checklist found in the thesis manual.

Beyond Semester 8

In any case you **must** complete and defend your thesis within 5 years after you pass your Doctoral Comprehensive Exam in order to satisfy Graduate College requirements. If you do not meet that deadline then you will have to petition for re-instatement.

WHAT MASTER'S DEGREE STUDENTS NEED TO KNOW

Earning a Master's Degree "Along the Way"

Because the department graduate program is oriented toward the doctoral degree, you were probably admitted to the doctoral program, even if you entered with a bachelor's degree. You may wish to earn a master's degree "along the way" to the doctorate. Basically, you will elect for the "non-thesis" option and accumulate the requisite 30 hours of course work. As described under #5 "Normal Progress," you can use the Qualifying Examination as a substitute for your Master's Comprehensive Exam. You must notify the main office at the time of scheduling the Qualifying Examination in the third semester that you are seeking a master's degree so that the main office can submit the appropriate forms to the Graduate College on your behalf.

Degree Requirements

Master's degree students are required to complete a minimum of 30 semester hours towards their degree. For most such students there is a requirement that at least 24 of these hours be completed at an advanced level (over 200) and that at least 24 hours must be completed at Iowa. All M.A. students must successfully complete 36:200,

Introduction to Research, and 36:201, Issues in Teaching, the first time they are offered during their time as a graduate student at Iowa. Certain areas also require that courses are distributed in particular ways over specific topical areas of the subject matter and students must check that their plans meet this requirement. All students are assigned to a temporary academic advisor and must develop a Plan of Study Committee to oversee their studies. In general, the Pre-Qualifying Committee can function as the Plan of Study Committee for a master's degree student.

All master's degrees require satisfactory completion of a Master's Comprehensive Examination at the end of studies. The Master's Comprehensive Examination will consist of an 6-hour exam, normally to be administered as three two-hour exams over three substantive areas previously agreed to by a Plan of Study Committee and approved by the DEO. With advance planning, the Qualifying Examination, with possible additional stipulations determined by your committee, may substitute for the master's comprehensive exam in the third semester. The Master's Comprehensive Examination may be retaken only once and if it is not passed on the first or second attempt then the degree may not be awarded.

You can elect either the "thesis" or "non-thesis" option for the master's degree. A maximum of three hours are credited for completion of a thesis. Those students who are "non-thesis" students are assessed for the degree purely on the basis of their course work, examination performance, and maintenance of "good standing." Those students who are "thesis" students are assessed for the degree on the basis of course work, examination, maintenance of "good standing," and a thesis completed under the direction of a faculty advisor.

Changing from Master's to Ph.D. Programs

Change of status is not automatic and cannot be presumed. You may apply to do this by filling out the Graduate College's Change of Status form obtainable from the departmental administrative assistant or graduate secretary. You should talk to your academic advisor first, of course, and ensure that the advisor and committee are supportive of your wish. Students entering the M.A. program who might be interested in the Ph.D. should be advised to apply as quickly as possible and to take the appropriate courses so that they might sit for the Qualifying Examination in their third semester in residence.