

MASTER OF ARTS COMMUNICATION

Requirements

The following core curriculum (6 hours) is required of all graduate students to insure uniformity and consistency in the quality of the Master's program.

- Comm 5003: Quantitative Research Methods **OR** Comm 5313: Qualitative Research Methods
- Comm 5013: Introduction to Graduate Study

In addition to two core courses all M.A. students who do **not** have an undergraduate statistics course will be expected to take Communication Research Procedures 3113 or its equivalent. Equivalent courses would be Psychology 2113, Economics 2843, or Sociology 3123. The statistics requirement, whether taken at the graduate or undergraduate level, is considered satisfaction of course work deficiency and does not count toward the credit hour requirements for the degree.

Program Options

The Master's student may follow one of two options in planning his/her program:

1. A minimum of 32 coursework hours and a comprehensive examination, or
2. The thesis program, which requires a minimum of 26 coursework hours, a thesis and oral examination over the thesis (COMM 5980), 4 hours.

Students are encouraged to take some course work outside of the Department. However, a minimum of 24 coursework hours of the student's M.A. must be in Communication.

M.A. students will be advised during orientation meetings. Upon entry, all M.A. students will be advised by the graduate liaison. Students should obtain a permanent major advisor from the Department's graduate faculty. With the help of the permanent advisor, the student will develop a program of courses and research to meet his/her individual needs. Permission to become a faculty member's permanent advisee must be secured from the faculty member in question.

The student should submit the *Program of Graduate Work: Master's Degree* to the Graduate Liaison for approval prior to submitting to Graduate College.

Credit Limitations

No more than 25% of the credit hours required for the Master's degree may be transfer credit. Eight transfer hours may be accepted in a 30-hour program.

In order for transfer credits to be accepted toward a graduate degree, the transfer credit must:

1. Represent valid graduate credit earned in graduate level courses at an accredited university
2. Carry a grade of A, B, or Satisfactory
3. Not be more than five-years old at the time of admission
4. Be applicable to the degree program
5. Be approved by the Department and the Dean of the Graduate College

Transfer credit is considered neutral in computing the University of Oklahoma grade point average. No graduate credit may be earned by correspondence courses or advanced standing examinations. However, credit from a professional degree may be applied toward a graduate degree if it meets the criteria listed above. Credit hours may be counted toward satisfying the requirements for one Master's degree only, with the exception of approved dual degree programs.

No more than 6 hours of the course work for a Master's degree (excluding thesis, 5980) may be in Satisfactory/Unsatisfactory graded courses. Students may exceed the 6-hour limit on these courses only if they take hours beyond the minimum hours required for their degree. M.A. students should not take more than 3 of their 6 hours of S/U graded courses in Directed Readings.

Time Limits For Completion

A student registered in the Master's program should complete all of the degree work within five calendar years after his/her first graduate enrollment at OU. When an additional year is needed to complete the degree, the student and advisor may petition the Department for a one-year extension. The student, advisor, and Graduate Dean must be notified in writing of the Department's decision. If the decision is denied, the student will be dismissed. An extension of time beyond one year will require approval from the Graduate Dean. The Department is required to describe how it will determine that the student is current in the field at the time the degree is awarded. This may involve re-examination or additional course work.

Standards of Performance

All Master's degree students are required to maintain an overall 3.0 GPA in all graduate courses attempted. Should a student receive two or more C's, or give other indication to the professor of inability to pursue successfully the course of study towards the degree, the student's advisor will call a meeting of the student's advisory committee to determine whether the student should be permitted to continue work in the Department of Communication.

Master's Thesis Program

Master's students should choose the thesis option, in conjunction with his/her advisory committee, as soon as possible. The thesis committee must be comprised of at least three members from the Department of Communication. The members of the committee must be members of the graduate faculty. The student must, with the cooperation of his/her advisor, select a thesis subject no later than the semester in which the student plans to start thesis work.

The student then prepares a prospectus, and submits it to the thesis advisory committee that will meet with the student to discuss the proposed study. The prospectus must be signed by committee members and filed in the student's departmental folder. Once the prospectus is approved, the student must obtain a Thesis Title Card from the Graduate College. The card must be completed and signed by all members of the student's thesis committee. The signed card must then be returned to the Graduate College. If a change in thesis becomes necessary as research progresses, a new Thesis Title Card must be processed.

Enrollment in Research

Following initial enrollment in Comm 5980, which must be for a minimum of 2 hours, the graduate student must maintain continuous enrollment during each fall and spring semester (excludes summer) until requirements for the degree are completed or candidacy is discontinued. If a student is actively working on a thesis, seeking committee advice, or using University facilities, thesis enrollment must be maintained during the summer semester as well. Requirements for full-time enrollment status are in effect while the student is engaged in thesis research.

Taking no other course work and enrolling in only 2 hours of Comm 5980 does not constitute full-time status. In the event that the graduate student does not comply with the continuous enrollment policy, the student must enroll during the semester in which graduation is expected in the exact number of hours of Comm 5980 that would have been completed with continuous enrollment. In addition, a late enrollment fee must be paid for each of the missed semesters. The final determination of the number of hours of Comm 5980, in which the student must enroll in the final semester in the degree program, along with the collection of the appropriate fees, is the responsibility of the Graduate College and the Office of Admissions and Records.

Admission to Candidacy

A student who has done satisfactory graduate work and has maintained an overall GPA of 3.0 on all residence graduate level courses may be admitted to candidacy for a Master's degree as soon as he/she has enrolled in sufficient hours for the degree. To apply for admission to candidacy, a student must complete and submit the Admission to Candidacy form provided by the Graduate College. An Admission to Candidacy form must be filed in the Graduate College no later than the first Monday in March (for summer graduates), the first Monday in April (for fall graduates) and the first Monday in October (for spring graduates). When appropriate, use the program-specific form. At that time the student will be given *Information for Master's Candidates-Thesis Program*. The back of this form is for the Report on Comprehensive/Final Examination. This is to be used to report the results of the thesis defense.

Thesis Defense

When the student has completed the thesis to the satisfaction of his/her advisor, the student requests authority for the Graduate College for the thesis defense. At the time the authorization is requested the student presents a copy of the completed thesis (a final draft will be acceptable) to the Dean of the Graduate College for review. This should be done no later than 10 working days before the final examination (5 in the summer). If the thesis is acceptable, the student will be issued the *Authority for Comprehensive/Final*

Examination form. The student is responsible for allowing enough time for each member of the examining committee time to read the thesis before the examination. Since each thesis defense is public, the student is also responsible for posting a notice announcing the impending defense several days before it is to be held.

A unanimous vote of the examining committee is expected. However, on occasion some dissenting reports are received. If one member of the examining committee dissents, the dissent is recognized as a minority report. When a committee consists of more than three members and two dissent, the Graduate Dean will investigate and make the final decision on the student's performance. If two of a committee of three dissent, or more than two of a committee of more than three members dissent, the performance will be seen as a failure. *Only one attempt is afforded the candidate in defending the thesis.*

Within 72 hours after the thesis defense is held, the **Authority for the Final Examination** must be returned with the results and signatures of all committee members to the Graduate College. In addition to returning the results of the thesis defense, the student must deliver to the Graduate College three unbound and originally signed final copies of the thesis typed on 100% cotton bond paper. The thesis must be in the form described in the instructions provided by the Graduate College. If all is in order, the copies of the thesis and a **Thesis Receipt Card** are given to the student. The student then delivers the three originally signed final copies of the thesis to the Acquisitions Department (Room 206), lower level 2, of the Bizzell Memorial Library. After checking the thesis for deposit, a representative of the library will sign the **Thesis Receipt Card**, which the student must return to the Graduate College along with the **Data Entry Form for Thesis/Dissertation Title on Student's Academic Record**. The student can then be cleared for graduation.

Master's Non-Thesis Program

The same Admission to Candidacy applies for Non-Thesis M.A. students. Non-thesis students will instead be given *Information for Master's Candidates-Non-Thesis Program*. A comprehensive examination is one of the requirements of a non-thesis program. It requires the student to undertake a general review and integration of all studies. The exam is organized around fields of study rather than around courses, and is not intended to repeat the final examinations of the actual courses taken. In preparation of the comprehensive exam, students are expected to read and study beyond the requirement of their courses.

The examination in the Department of Communication typically consists of a written exam, and may also include an oral portion if requested by any member of the examining committee. *The Authority for Comprehensive/Final Examination* form must be requested from the Graduate College prior to taking the exam. The Graduate College authorizes the comprehensive exam. The examining committee consists of at least three members from the faculty of the Department of Communication. Once authorization is secured, the student and advisor will set the date of exams, and the advisor will request the Authority for Comprehensive/Final Examination form. No form will be issued if the student has not filed an *Admission to Candidacy form*.

No Master's comprehensive exam may be taken until all I's (incompletes) have been resolved. The comprehensive exam may not be held during the period of final course exams, when the University is not in session, or when a suitable committee cannot be assembled. Just like the Thesis M.A., the back of the *Authority for Comprehensive/Final Examination* form must be returned to the Graduate College with the results and the signatures of all committee members. The same dissenting procedures apply to the Non-Thesis.

Unlike the one shot chance at a thesis option, if a student fails the comprehensive exam the exam may be repeated once at the discretion of the examining committee. The comprehensive exam may not be given a third time.

MASTER'S PAPERWORK AT A GLANCE

M.A. THESIS OPTION

Step	Due	Required Paperwork
Selection of Advisor	2 nd Semester (full time) or Equivalent (part-time)	Permanent Advisor Agreement (Dept. Office)
Plan of Study	2 nd Semester or Equivalent	Proposed Plan of Study: Masters Degree (Dept. Office)
Present Prospectus	Semester prior to beginning research	Prospectus Signed By All Thesis Advisory Committee Members (Dept. Office)
Thesis Topic	Approval of Prospectus	Thesis Title Card (Graduate College)
Admission to Candidacy	1 st Monday in March (summer grads), 1 st Monday in April (fall grads), & 1 st Monday in October (spring grads).	Admission to Candidacy (Graduate College)
Thesis Defense Request	Along with Requiring Authority Form	Authority for Comprehensive Final Exam (Grad College)
Submission of Thesis	Along with Requiring Authority Form	Final Draft Submitted to Graduate College Dean for Review

M.A. NON-THESIS OPTION

Steps	Due	Required Paperwork
Selection of Advisor	2 nd Semester or Equivalent	Permanent Advisor Agreement (Dept. Office)
Plan of Study	2 nd Semester or Equivalent	Proposed Plan of Study: Master's Degree (Dept. Office)
Admission to Candidacy	1 st Monday in March (summer grads), 1 st Monday in April (fall grads), & 1 st Monday in October (spring grads).	Admission to Candidacy (Graduate College)
Schedule Comprehensive Exam	Final Semester	Authority for Comprehensive/ Final Exam (Graduate College)
Exam	Final Semester Prior to Finals	Report of the Comprehensive/ Final Exam (on reverse of Authorization Form)
Thesis Defense	2-3 Weeks after Defense Request	Oral Exam (Dept.)
Pass/Fail	Immediately Following Defense	Turn Back Authority (Grad College)
Thesis Heading & Copies	Upon Receipt of Authority	Thesis Receipt & take 3 signed (Grad College-Bizzell)
Filing Paper with Graduate College	Upon Thesis Turn in to Bizzell	Data Entry Form (Bizzell to Grad College)