

DOCTOR OF PHILOSOPHY COMMUNICATION

Requirements

The Ph.D. in the Department of Communication requires **at least 90** semester hours beyond the baccalaureate degree. The 90+ hours must be in a planned course of study approved and overseen by the student's advisor and advisory committee. The student's planned program will often contain more than the minimum 90 hours. The prospective Ph.D. candidate may enter the program with a baccalaureate degree, Master's degree, or a post baccalaureate student with a Master's degree and additional graduate hours.

Master's Degree Complete

Most students will undertake the Ph.D. program after having completed a Master's degree in communication or a related discipline. The post Master's student's advisory committee will determine which courses from the Master's program may be appropriately counted as part of the Ph.D. program. The Department of Communication allows a maximum of 30 hours of Master's degree credit to be counted toward the Ph.D.

Master's Degree plus additional hours

On occasion the advisory committee may accept some graduate coursework completed beyond the Master's degree. Up to 44 semester hours of a Master's degree program plus post-Master's course work may be applied toward a Ph.D. The advisory committee has complete discretion in determining the number of hours that may be applied to the prospective candidate's Ph.D. program. All graduate hours transferred from other institutions must meet the criteria concerning transfer credit.

S/U Graded Courses

No more than 12 hours of Ph.D. coursework beyond the Master's (excluding Comm 6980, Research for Doctoral Dissertation) may be S/U graded coursework. Communication courses in the Department of Communication falling in this category are Independent Study and Directed Readings. Students may take more than 12 hours of S/U coursework **beyond** the 90-hour requirement. Regardless of how many hours of Comm 6980 are taken by the Ph.D. candidate, no less than two, or more than 15 will be counted toward the 90 hours of coursework required for the Ph.D. degree.

Core Requirements

The core courses required for the Master's degree in the Department of Communication (or their equivalent) plus the Master's statistics requirement are required of all Ph.D. students. 19-22 hours:

COMM 5003: Quantitative Research Methods
COMM 5013: Introduction to Graduate Studies
COMM 5313: Qualitative Research Methods
COMM 6023: Research Task Force (6-9 hours)
COMM 6314: History and Theory of Communication

Two tools must be Comm 5003 and Comm 5313. The student's advisory committee determines the remaining research tool (usually 6-9 hours). If the tool is a foreign language, the requirements can be satisfied by examination. Hours taken to satisfy the tool requirements do not count toward the minimum 90-hour post-baccalaureate requirement.

The doctoral candidate should be able to demonstrate proficiency in statistics, ethnography, foreign language, linguistics, historiography, electronic media production, or any other tool found by the student's advisory committee to be appropriate to the student's program and research needs.

Time Limits for Completion

A doctoral student who enters an OU graduate program with a baccalaureate degree is expected to pass the general examination within 5 calendar years of his/her first graduate registration at OU. A doctoral student who enters an OU graduate program with a Master's degree is expected to meet this requirement in 4 years. After passing the general examination, the doctoral candidate is normally expected to complete all degree requirements within 5 years. When warranted the Department may extend the time required to complete the doctoral degree for up to one year provided the Graduate Dean is notified in writing. An extension beyond one year requires the approval of the Graduate Dean. Approval of such extension requires the Department to certify the student's knowledge to be current and appropriate to the degree to be awarded.

Standards of Performance

All Ph.D. Students are required to maintain a 3.25 GPA in all graduate courses attempted including tool courses. Should a student receive two C's or give other indication to the advisory professor of inability to pursue successfully the course of study to the awarding of the degree, the advisory professor 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. A student admitted conditionally (low grades, course work deficiencies, or incomplete credentials) to the Ph.D. program who does not satisfy the terms specified in **the *Statement of Conditional Admission*** will be denied further enrollment.

General Examination

When all research tools have been completed and all other course work has been completed, the prospective Ph.D. candidate should file in the Graduate College a completed ***Application for General Examination for the Doctor's Degree***. Application forms are available online. All members of the student's doctoral committee must sign the form.

No Ph.D. general exam may be taken until all "I" (incomplete) grades have been resolved. The student must apply for the examination at least two weeks before it is to be held. The exam may not be scheduled during final examination periods or when the doctoral committee cannot be assembled. Most faculty members are on 9-month appointments; therefore, summer examinations will not be scheduled.

After the Graduate Dean authorizes the exam, the student should arrange a time and place for the examination with his/her doctoral committee. The student's doctoral committee will prepare and conduct the general examination. The general exam will consist of a written portion followed by an oral portion in the presence of the entire committee. Failure to have authorization prior to the exam will require the exam to be repeated.

Within one month after the oral portion of the exam, a written report signed by all members of the committee must be submitted to the Graduate Dean. The report should indicate whether the student passed or failed the examination. If the student passes the exam, the Graduate Dean will admit the student to candidacy for the doctoral degree. If all or any portion of the general exam is failed; a report must be submitted to the Graduate Dean indicating a failure on the examination. The student, at the discretion of the committee, may seek authorization from the Graduate College to repeat those portions of the exam failed the first time.

If a student fails any portion of the general exam on the second attempt, he/she will be terminated from the doctoral program. No portion of the exam may be taken a third time. If a student's performance is marginal, but not failing, and the examining committee wishes to do further readings, course work, investigations, etc., in a set time period, the results of the exam can be held in abeyance with the approval of the Graduate Dean. At

the end of the time limit (usually no more than one semester) the committee must file the report with the Graduate College. The Graduate Dean will investigate any report received in the Graduate College without unanimous vote. The Dean may choose to confer with the dissenting member(s), with the committee chair, or with the entire committee. Whatever course of action taken is dictated by each individual case. The Graduate College must receive a report for each authorization in order for a student to sit for the general examination. If the authorized general examination is not held, a report indicating the reasons why it was postponed must be submitted to the Graduate College.

Preparation for Dissertation

At some time, usually near the end of his/her program of study, the student in collaboration with his/her major advisor will determine a dissertation topic. After the general examination has been passed the student will submit a prospectus for the dissertation to his/her doctoral committee. The committee will meet with the student to discuss the proposed study. When any problems have been resolved to the satisfaction of the committee, the doctoral committee will give the student permission to proceed with the study. A copy of the approved prospectus, signed by all committee members, is filed in the student's folder in the Departmental office.

Enrollment in Research for Doctoral Dissertation

Doctoral students in the Department of Communication may not enroll in dissertation hours until the general examination has been taken and successfully passed. Any exceptions must be cleared with the Graduate Liaison. The initial enrollment in Comm 6980 must be for at least two credit hours. Following the initial enrollment in Comm 6980, the graduate must maintain continuous enrollment in at least two hours of Comm 6980 during each regular semester until the requirements for the degree are completed, or the degree candidacy is discontinued. The number of dissertation credit hours for each enrollment will be determined by the faculty advisor on the basis of the amount of faculty and University services required by the individual student with a minimum enrollment of 2 hours. A student working full-time on his/her dissertation and using University facilities should be enrolled in at least 9 hours of Comm 6980 in regular semesters, and 4 hours of Comm 6980 during summer sessions. Such enrollments must be completed during the regular registration period.

A graduate assistant holding a 0.5 FTE appointment will be required to enroll in at least 6 hours of Comm 6980 during the Fall and spring semesters and at least 3 hours during the summer in order to be considered a full-time student. Regardless of the final number of hours of Comm 6980 accumulated during the period of dissertation research reading and writing, no more than 15 will be counted toward the Ph.D. requirements.

The final number of hours of Comm 6980 in which the student must enroll in the final semester of 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. The maximum charge to be paid for **noncompliance with the ruling of continuous enrollment** is set at the tuition costs at the time of payment for 24 credit hours of Comm 6980.

Reading Copy of the Dissertation/Preparation for the Final Oral Examination

The doctoral candidate should prepare and distribute reading copies of the dissertation to each doctoral committee member. The reading copy should be in an acceptable dissertation format and must include all figures and tables, numbered pages and a complete bibliography. It should not contain grammatical or spelling errors. *Instructions-Thesis/Dissertation* is available in the Graduate College. When the copy has received preliminary approval of the major professor, it should be submitted to the Graduate College along with a double-spaced abstract of not more than 350 words. Reading copy deadlines are printed in the front of the University class schedule for each semester or summer session.

At least five members of the student's doctoral committee must read and determine whether the dissertation demonstrates the student's ability to conduct original research and makes a significant contribution to the student's discipline. They may accept or reject it. If they reject it, the student will be given another opportunity to submit an acceptable dissertation to the committee. If they accept it, they may require changes and

corrections. When the dissertation is acceptable and a degree check indicates that the student has completed all course work with acceptable grades, the student may schedule the final oral examination.

Dissertation Defense

The final oral examination is a defense of the dissertation and is open to the public. The student is responsible for posting a notice of the impending dissertation defense several days before it is to occur. The candidate applies to the Graduate College for the oral defense when he/she presents the reading copy of the dissertation showing preliminary approval of the dissertation director in writing and receipts showing that all fees have been paid. At that time, the candidate will be issued the ***Authority for the Comprehensive Examination*** form by the Graduate College. At least four members of the doctoral committee, including the outside member and the advisor must be present to conduct the examination. The back of the ***Authority for the Comprehensive/Final Oral Examination*** is the ***Report of Comprehensive/Final Oral Examination***. These results should be reported to the Graduate College within 72 hours after the examination. The same rules of the report and dissenting apply here as in the Master's program's oral examination and thesis defense.

Following successful defense of the dissertation, the candidate may pick up the ***Survey of Earned Doctorates*** form, a 3 x 5 card used for reporting the dissertation topic, and the ***Data Entry Form for Thesis/Dissertation Title*** in the Graduate College. Three final copies of the dissertation on 100% cotton bond paper with original signatures of the committee must be delivered to the Graduate College. If all is in order, the copies of the dissertation and a ***Thesis Receipt Card*** are given to the student. After depositing three final dissertation copies with the Library, the candidate must return the ***Thesis Receipt Card***, properly signed, the ***Survey of Earned Doctorates*** form, the completed ***Dissertation Topic Card*** and the ***Data Entry Form*** to the Graduate College. Only then will the candidate be cleared for graduation.

Ph.D. PAPERWORK AT A GLANCE

Step	Due	Required Paperwork
Selection of Advisor	2 nd Semester (full time) or equivalent (part-time)	Permanent Advisor Conference (Dept. Office)
Selection of Committee	2 nd Semester or equivalent	Report of Advisory Conference (Dept. Office)
General Exam	2 nd Semester 4 th year (Non-Masters) 3 rd year (Masters)	Application for General Exam for Doctor's Degree (Graduate College)
Admission to Candidacy	3 rd Semester (full-time)	Written report of exam results submitted to Graduate College Dean
Prospectus	After completing general exams	Copy signed by committee members (Dept. Office)
Submission of Dissertation	10 working days prior to defense date	"Reading Copy" submitted to Graduate College Dean for review
Schedule Defense	Final Semester	Authority for Comprehensive/Final Exam (Graduate College)
Dissertation Defense	Final Semester	Report of the Comprehensive/Final Exam (on reverse of Authorization Form-Graduate College)
Deposit Dissertation	Final Semester after successful completion of the thesis defense.	
Cleared for Graduation	After deposit at Bizzell	Thesis Receipt Form, Data Entry Form, and Survey of Earned Doctorates, Dissertation Topic Card