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successful program focuses on the use of communications technology in adult learning. In the past few years, an increasing number of these Masters graduates have decided to continue their education and pursue a doctoral degree.

The Ph.D. in Communications Media and Instructional Technology was developed in response to a need for advanced degrees in the geographic area proximate to IUP. The program was approved by the University and the State System of Higher Education in 2008, with the first cohort of students beginning their studies in the fall of that year.

Several other factors led the Department of Communications Media to create a Ph.D. program. Those include the faculty's increasing desire to conduct research, a significant need for qualified faculty and researchers in the field of communications, and encouragement from the Pennsylvania State System of Higher Education to provide the commonwealth with quality doctoral training. In 2020, the doctoral program underwent a curricular revision to better reflect its emphasis on media studies and production, while also adapting to the changing needs of our students and our field.

The development of this doctoral program comes with a serious commitment to research. Ph.D. students will be expected to seek out research opportunities with the department faculty and student peers. To assist students in this effort, the department actively fosters a scholarly community, collaboration, and mentorship. In addition, the Department publishes an annual scholarly journal, *The Journal of Communications Media Studies.* Doctoral students are encouraged to participate in these efforts as that participation greatly enhances their success in this program.

The faculty members of the Department of Communications Media are committed to maintaining the excellence of this program, providing challenging and thoughtful courses, and aiding students in accomplishing their research goals.

MCOM Ph.D. Mission Statement and Objectives

The primary educational goal of the MCOM program is to develop scholars who are experts in communications media and organizational communications, and who are prepared to conduct advanced research. Graduates will synthesize knowledge from various areas of communication studies as they assume leadership roles in government, business, and industry. Graduates will become leaders in the fields of professional communication & higher education and will help to meet the increasing demand for qualified, doctorally-prepared faculty at both the community college and university level.

Upon completion of the program, the graduate is prepared to:

- Conduct original research in the communication field
- Apply media to instructional and persuasive goals.
- Develop emerging technologies.

- Evaluate media ethics and how they apply to communications campaigns.

- Optimize media for education.

- Produce video, audio, multimedia, games, simulations, and digital imagery.

- Plan budgets and script media productions.

- Develop online media productions.

Scholarly Community Participation Statement

The department is committed to developing a doctoral culture. As part of the program, students are expected to be actively engaged in the production of original scholarship and media productions tha

Steven Kleinman, Ph.D.
Communication, Ohio State University
Dr. Kleinman has his research focused on (1) selective exposure to and subsequent effects of political messages in the new media environment, and (2) the antecedents of interpersonal political discussion in everyday life. He seeks to understand how political knowledge, attitudes, opinions and behaviors evolve over time as a result of various communicative processes. Steven has coauthored articles in *The Journal of Communication*, *Political Behavior* and *Communication Research*. Prior to attending OSU, he received an MA in Television and Film Production from the S.I. Newhouse School of Public Communication at Syracuse University. Steven has worked professionally in film and television production, including both scripted digital video shooting and unscripted live multi-camera television production. He has worked in various positions for small independent film production studios, major television shows (ABC's *The View*) and major cable networks (*QVC, The Food Network*). Steven has taught courses in Persuasion, Public Opinion, Research Methods, Mass Communication, and Media & Terrorism.

Erick Lauber, Ph.D.
Cognitive Psychology, University of Michigan
Dr. Lauber currently serves as the Director of Community Health and Leadership for the Mid-Atlantic Research and Training Institute for Community and Behavioral Health (MARTI) at IUP. He has created and taught numerous leadership courses, both on and off campus, and has researched substance use disorder for several years with the MARTI team. He has also created award-winning media, such as instructional videos and animations, educational games, documentary films, and newer media such as blogs, vlogs and podcasts. As a Full Professor in Communications Media, Dr. Lauber's efforts are focused on using a variety of mass communication technologies to make people's lives better.

James Lenze, Ph.D.
Instructional Systems, Pennsylvania State University
After earning his PhD in Instructional Systems from Penn State in 1992, Jim Lenze spent three years as a tenure-track professor at Lawrence Technological University in Southfield, Michigan, and then subsequently assumed another tenure-track position for three years at the University of Michigan–Dearborn. He joined the faculty at IUP in 2000. He earned the rank of full professor in 2009. He co-developed the proposal for the doctoral degree with Mark Piwinsky and served with him as one of the initial co-coordinators of the program. He was appointed as the dean's associate for the School of Graduate Studies and Research at IUP, where he served from 2008 and 2009. He authored the curriculum proposal to offer the BS in Communications Media online. Over his career he has authored or co-authored successful proposals for the creation of associate's, bachelor's, master's, and doctoral degrees. He has published numerous articles in communications and instructional technology. Throughout his career, he has developed online courses and programs. He currently serves as Internship Coordinator for the Communications Media Department. He is a commercially licensed pilot of small Unmanned Aerial Systems (s-UAS), or drones. He is interested in how story is u (y04Tw s9)TJth-2 (c)412 -0 0Ral4(s)-1 6Ral2 -0 0Ral4(s)-1 6Ral)222s, bachelorb (Td((l)-2S)- Dei(te)6(ms)T(, ba

presented her research in regional, national, and international conferences. She has been an active researcher in *Worlds of Journalism Study*, a global academic organization with members in more than 70 countries as well as Adairing (ASRPA) The (Asian Society for International Relations and Public Affairs. Her research has been published in *Journalism Studies, Journalismicn pu*

Academic. Stiegler currently serves as coordinator for the Media and Communication Studies PhD program, and he is faculty advisor for WIUP-FM.

Jeremy Waltman, MFA
Motion Picture Arts-Production, Florida State University
Jeremy Waltman teaches various writing and media production courses, undergraduate through PhD. He is a director, writer, and artist. His movies include *It Plays Like Love, The Empty House,* and *Locomotive.* His casts have included Migs Govea *(Ocean' Eight),* Rya Kihlstedt *(Dexter),* Joseph Culp *(Mad Men),* Joshua Mikel *(The Walking Dead),* Tom Walker *(Daredevil),* and Claire Dellamar *(Mayhem).* He has a Penn State University BFA and Florida Statue University MFA, with his work starting in the graphic novels like *German.* He is also the creator of *Weatherworn,* a video game and comic series. He continues to make new work, travel, and teach.

Admission

Upon evaluation of completed applications, doctoral faculty decide whether or not to proceed with an interview with prospective MCOM students. Following the completion of an interview, faculty consider the prospective student's application materials and interview experience in making a final determination regarding admission.

Graduate Admissions: www.iup.edu/admissions/graduate/

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: www.iup.edu/gradcatalog

Financial Assistance

The department strives to support as many doctoral students as possible by providing a monetary award toward all or part of the program of study. Financial support varies by the amount of the award and the nature of associated work assignments. The five main categories are listed below.

Graduate Assistantships: One type of doctoral student aid is the graduate assistantship (GA). GAs may be held for a maximum of two years and are awarded for one academic year at a time. A new application will be required each year for consideration. They also receive a funding toward their tuition. First year students will receive such funding for the fall, spring, and summer terms during the year of appointment; appointments after the second year will carry such awards for only the fall and spring semesters during the academic year of appointment. While specific amounts of stipends and tuition dollars awarded may vary, the department strives to provide the following: Full time (20 hour) GAs: full tuition waiver (less fees) plus stipend; Half-time (10 hour) GAs: 50% tuition waiver (less fees) plus stipend. Assistantship requirements and the current compensation package for assistantships are available at http://www.iup.edu/admissions/graduate/financialaid/assistantships-and-

MCOM Ph.D

dissertation funding possibilities made available by a variety of private foundation and government agencies.
Office of Financial Aid: www.iup.edu/financialaid/

Academic Advisement

The Doctoral Coordinator will serve academic advisor for all MCOM students. Each semester's MCOM

IUP Campus Library: www.iup.edu/library/
MyIUP: www.iup.edu/myiup/
IT Support Center: www.iup.edu/itsupportcenter/
Veterans and Service Members: www.iup.edu/veterans/resource-center/
IUP Writing Center: www.iup.edu/writingcenter/
IUP Career and Professional Development Center: www.iup.edu/career/
IUP Parking Services and Visitor Center: www.iup.edu/parking/
University Policy: www.iup.edu/police/ |724-357-2141
Crisis Intervention 24/7 Hotline: 1-877-333-2470
Student Registration: www.iup.edu/registrar/students/registration/

IUP Email

IUP offers an email account to all active students. **Your IUP email address is the primary means by with the university will contact you with official information and you should use for all IUP official communications. It is your responsibility to check your IUP email regularly.** Visit https://www.iup.edu/itsupportcenter/get-support/e-mail-and-calendar/general/ to learn more about setting up this account. For more information regarding University Policy on email communications, view the Graduate Catalog: www.iup.edu/gradcatalog

Graduate Student Assembly

The Graduate Student Assembly (GSA) represents the graduate student body's interests at IUP and within the Indiana community. The GSA makes recommendations related University-wide and graduate-specific policies and in areas of concern in the cultural, intellectual, and social life of the part- and full-time graduate student. Visit www.iup.edu/graduatestudies/gsa for more information.

MCOM Curriculum

The curriculum is divided into three areas: Media, Research and Teaching; Media Processes and Production; and Media Uses and Effects. Courses in Media Uses and Effects are designed to familiarize students with models of thought and develop a cognition that critically analyzes the impact of media on culture and instruction, as well as the impact of culture and instruction on media.   Courses in Media Processes and Production are designed to broaden media development skills while enabling learners to begin work on exploring new media formats and applications. Media, Research and Teaching courses are designed to provide students with tools for designing data- gathering activities, analyzing data, interpreting existing research, and synthesizing new and old information into useful answers and productive new questions.

Part-time Enrollment: Any graduate student enrolled for fewer than nine (9) credits per semester is considered to be a part-time student. The department recognizes that personal commitments and work demands may necessitate part-time study. Students may elect to begin the doctoral program on a part-time basis. It is very important to note that approval for a full-time graduate assistantship or teaching associate position requires full-time enrollment status.

Courses outside of the MCOM program require the initial approval of the Communications Media department, as well as approval by the department offering the course. These courses must have direct relation to a student's research interest, and not overlap with content in existing MCOM courses. Requests including a statement of rationale/need should be submitted in writing to the Doctoral Coordinator during the initial registration period for the term in which the course will be offered. Students are able to take up to six (6) approved credits of coursework outside of the Communications Media department.

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MCOM Curriculum Outline

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Media Research and Teaching (12 Credits)
COMM 800   Communication Research Statistics   3 credits

Course Descriptions

COMM 800 Communications Research Statistics *3 credits*

Designed to prepare doctoral students to interpret and conduct quantitative data analysis in communications and media technologies. Students will learn to perform the statistical analysis common to the field of communications and understand the derivation, application, and limitations of specific statistical estimators.

COMM 820 Political Communication   *3 credits*

COMM 834 Organizational Video Production   *3 credits*
Focuses on the development and production of non-advertisement video content supporting employees and customers within the context of an organization???s goals. Emphasis is placed on analyzing organizational goals, developing an action plan, writing a communication strategy, developing a pre-production plan, and producing video content. Students will produce informational videos for distribution via online video services.

COMM 835 Global Media, Communication and Culture   *3 credits*
Analyzes cultural differences based on globalization C9d/[l (i)-3 (n)5.9 (9d/3)]TJ0 T9edunceeplBc.9 (lo)51 (z)7 (a)

internal communication, corporate promotions, and marketing communications. Prerequisite or co-requisite: COMM 801

COMM 857 Doctoral Seminar in Communications Culture & Technology   *3 credits*
This course, by providing an advanced forum in which to research, discuss, and document current and emerging topics, issues, and applications in communication technology, serves to offer students the opportunity to conceptualize and develop models and strategies for the integrated application of theory and practice. Literature reviews, topic analyses, and case studies are used to enhance awareness of critical issues and potential application in real-life settings.

COMM 876 Online Media   *3 credits*
This production course introduces students to the development and distribution of media via satellite, broadband, and other digital delivery systems. Students will discuss production, fiscal, ethical, and technological issues surrounding streaming, file sharing, wireless connectivity, and pod-casting. In the course, students will develop a production with audio and video components for online distribution accompanied by a written justification for the selected strategies.

COMM 881 Special Topics   *3 credits*
Will allow the department to develop and formatively evaluate potential new courses, especially electives, within the program. Will also allow the department to develop and deliver courses that are reactive to events and circumstances within the field that may lead to a one- on

qualitative approaches will be considered. Also covered are practical points such as data collection and ge

Taking the Examination: When the proctor determines that students' blue books are in order and that it is time to begin the examination, each student will be given a written sheet of questions. Students will be given the same questions, or topics, at the same time.

Each student will be assigned a computer in the testing location. Students will not be able to access the Internet or any external drives. Students will be provided a flash drive on which to save their answers using Microsoft Word. Students will be asked to save their document using their last name and the course number or other identifier listed with the questions being answered at that time. Students will type their name at the top of the document and re-type the question they are answering at the top of the page above where they will begin answering the question. Students will be advised to save their work to the desktop of the computer they are using until it is determined that the documents have been successfully saved to the flash drive. Students may not save their documents in any location other than the flash drive provided and the desktop of the computer to which they have been assigned. Students will need to delete all files from the computer at the end of each test day.

During the Examination: If the examination is being conducted in a computer lab, it is likely that no food or drink is permitted in the examination room. In such cases, space will be provided for students to store food and beverages.

When students have finished answering the question or questions for a specific time block, they will turn in the written copy of the question, their flash drive, and their blue book to the examination proctor. Students will be required to stop work when the time block expires based on the test proctor's clock. Students will be notified when 15 minutes remain in the time block. At no time will students be permitted to leave the testing location and then re-enter during that same time block. If, for some extraordinary reason, a student must leave the room, he or she will turn in the written copy of the question, blue book, and flash drive, and the responses to the questions selected for that time block will be evaluated based on what has been written to that point.

If a student completes a scheduled portion of the examination before the time block has expired, he or she may leave the room, but may not re-enter until all students have completed their questions or the time block has expired. Students may retrieve their book bag or purse and take it with them when they exit the room.

Once the questions, flash drive, and blue book are turned in to the test proctor at the end of a test session, the answers will be provided electronically to the doctoral faculty. The documents then will be deleted from the flash drive. Once students have turned in the flash drive to the test proctor, they will

Students must be in academic good standing with no "I" or "L" grades on their record at the time of the written comprehensive examination and must have completed all MCOM coursework, with the exception of COMM 910. Students are expected to sit for the comprehensive examination on the first occasion it is offered following the completion of all coursework, other than COMM 910. Students may defer the comprehensive examination only one time, electing to sit for the examination on the second occasion it is offered following the completion of all coursework. Students are required to declare their intentions to take the comprehensive examination by submitting to the Doctoral Coordinator one completed copy of the Comprehensive Examination Oral Defense Committee Approval Form (C1) by the announced deadlines.

The Department of Communications Media will provide an appropriate location and a computer equipped with a word processor for taking the examination. An examination proctor will be present at all times during the examination. All students taking the examination in a given semester will take the examination in the same location and at the same time unless special circumstances, such as a physical handicap, require other arrangements.

Timing of Written Examination and Oral Defense: The written examination will typically be offered during the summer of the second year for full-time MCOM students and the summer of the third year for part-time students. Students will take the written examination in a single eight hour day, as scheduled. Oral defenses will be scheduled after the start of the regular fall semester in that same calendar year, typically the second or third week of the fall semester. Students must have completed all coursework other than COMM 910 prior to taking the written portion of the comprehensive examination. All students need to plan their enrollment so all coursework is completed in the spring semester or first summer session prior to taking the comprehensive examination in the summer. Students are not permitted to take the written portion of the comprehensive examination if full summer session courses are still in progress or incomplete.

Oral Defense Committee Selection: The oral defense will be heard by a committee of no fewer than three current MCOM doctoral faculty members. This committee will be selected by the student and approved by the Doctoral Coordinator. It is expected that the chair of the student's dissertation committee will serve as a member of the oral defense committee. All committee members and the

questions *not* evaluated as a fail on the written portion of the exam. Students will be notified of any changes to their scheduled oral defense following the evaluation of the written examination questions.

The Oral Defense: Each student will be given one and one-half to two hours to present an oral defense of their written responses to the comprehensive examination before the previously approved committee of doctoral faculty. Students will receive no feedback on their answers prior to the oral defense meeting. The chair of the oral defense committee will lead the discussion during the oral defense and the committee's deliberations. The nature of the oral defense is to provide the student with an opportunity to address any deficiencies in the written examination, defend how what has been written adequately answers the question, and to answer any questions the committee might pose. Students are expected to defend their answers as written, fill in missing information, or clarify points as needed. The committee will not review or accept rewritten answers, and such documents should not be brought to the oral defense.

Students will be provided with a copy of their written answers no earlier than 24 hours prior to their oral defense meeting. Students will make arrangements to receive these documents from the comprehensive examination committee chair or the Doctoral Coordinator and, if necessary, they can be sent via fax from the Communications Media Department main office staff. These documents are not to be copied or distributed by any means to anyone other than the student author and MCOM doctoral faculty. Students may not copy or create duplicates of their written answers in any fashion. The printed copies of answers provided to students prior to the oral defense will be returned to the committee at the conclusion of the oral defense.

Students may bring to the oral defense meeting only the original bluebook and copies of their written answers. Students may make notes on the hard copies of their written answers, but no other documents may be used or distributed during the oral defense meeting.

The schedule of oral defenses will be distributed to the Communications Media doctoral faculty and those faculty members who are not on the oral defense committee are permitted to attend. Visiting faculty are not voting members of the oral defense committee, nor do they participate in the deliberations following the oral defense; however, other members of the audience may be invited to ask questions during the oral defense at the discretion of the oral defense committee chairperson. No other visitors are permitted at the comprehensive examination oral defense meeting.

Following the oral defense, students will be advised to wait in another location while the committee deliberates the oral defense. The oral defense committee will issue a pass or failure on the oral

of the outcome of the examination. Upon receipt of the written appeal to the dean of the SGSR, the dean will conduct an investigation of the allegation, review the documentation and render a final decision which completes the appeal process. The final decision rendered by the dean of the SGSR may not be appealed.

If it is found that policy/and/or procedure has been violated, the dean of the SGSR will instruct the program/department to allow the student to retake the exam, fully adhering to policy and procedures. In the event of a finding in support of the student allegation, the reexamination may not be counted as one of the attempts permitted under the University or Department's Reexamination Policy.

Reexamination Policy
No student is permitted a "third" examination without a recommendation to that effect from the degree program's sponsoring department per their adopted written procedures and the approval of the School of Graduate Studies and Research dean (or designee). Exceptions to this policy for programs can be made only with the approval of the School of Graduate Studies and Research. In the event a student does not successfully complete the comprehensive re-examination according to program requirements and the failure results in program dismissal, the program must notify the School of Graduate Studies and Research (SGSR) of the dismissal in writing. The SGSR will send an official notification of the dismissal to the student.

Degree Completion

Coursework: The MCOM Ph.D. program requires a minimum of 60 credit hours beyond the master's: 48 credits of coursework and 12 credits of dissertation work.

Candidacy: Each student admitted to the doctoral program is eligible for doctoral degree candidacy after successful completion of 12 graduate credits in the doctoral program with an overall GPA of 3.0 or higher. To obtain candidacy, the student must successfully complete a candidacy examination.

Comprehensive Exam: The comprehensive examination determines the student's progress in the field of Media and Communication Studies and the student's likelihood of success in the research-dissertation phase.

Dissertation: A dissertation is required of all doctoral candidates and must demonstrate the candidate's mastery of his/her research and produce results of an original investigation in the field of Media and Communication Studies. The goal should be to make an original scholarly contribution to the field.

Following the successful completion of the above degree requirements, students should apply for the next available graduation date. While graduation occurs during the fall, spring, and summer terms, there is no summer commencement ceremony. As such, summer graduates wishing to participate in commencement should apply for August graduation, and RSVP to participate in May commencement.

Deadlines relevant to the dissertation process: http://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-information/deadlines/

For more information, view the view the Graduate Catalog: https://catalog.iup.edu/

Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: http://www.iup.edu/graduatestudies/

Dissertation Completion

A dissertation is required of all doctoral candidates and it must demonstrate the candidate's mastery of research and reflect the results of an original investigation in the principle field of study. The goal is to make an original contribution to knowledge in the field. Replicated studies are only appropriate in circumstances where a significantly different variable exists in the MCOM student's research design. Students are expected to consult the School of Graduate Studies and Research web site and the Thesis-Dissertation Manual and be fully aware of requirements and deadlines for the dissertation completion process. The Thesis-Dissertation Information page is located at https://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-information/index.html All documents referenced in this section will be referenced and documented using the most current citation method outlined by the American Psychological Association (APA).

Registering for Dissertation Credits: Following the completion of all courses, students must enroll in COMM 995: Dissertation for a cumulative total of 12 credits. As noted previously in this manual, departmental graduate assistants and teaching associates must register for minimum numbers of credits based on their individual assignments. For more information, see Con3 (e)-3 ( )3 (uou (e)- G)r itteecnms s ition oforn

application form for *Eligibility to Teach Graduate Courses and to serve on Thesis or Dissertation Committees* must be completed by the outside reader. A description of this process and the application are available on the SGSR web site at https://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-information/thesis-dissertation-manual.html Students will submit (electronically) a letter of justification identifying the reasons for including the outside reader, current vita of the outside reader, and the completed eligibility form to the doctoral coordinator. These documents will be forwarded to the department faculty for approval and, pending that approval, the documents are forwarded to the graduate school. The SGSR makes the final approval of requests to include outside dissertation readers who are also PASSHE faculty.

Approval of Readers from Outside IUP and PASSHE:

In addition to approval by the dissertation chair and the department faculty, individuals who are not IUP or PASSHE faculty are subject to approval by the graduate dean, the co-chair of the University-wide graduate curriculum committee, and the appropriate APSCUF committee. This procedure includes retired IUP faculty, other retired PASSHE faculty, and faculty at non-PASSHE institutions. The final approval of these outside readers rests with APSCUF. As of this writing, it has been typical for APSCUF to approve this category of outside readers only as the fourth member of a dissertation committee. Requests for outside readers must be submitted to APSCUF in time for their last meeting of each academic semester, as APSCUF does not meet during the summer months or over semester breaks. Students will submit, to the Doctoral Coordinator, a letter of justification identifying the reasons for including the outside reader and current vita of the requested outside reader, by March 1 or November 1 of each academic year, to seek approval during that academic semester. The Doctoral Coordinator will forward these documents to the department faculty and, pending their approval, to APSCUF and SGSR. Please note that final approval in this process can take months.

Retirement of Dissertation Committee Members:

Once the student has submitted the Research Topic Approval Form (RTAF) indicating their dissertation chair and committee members, special conditions apply should a member of the committee retire from IUP or PASSHE before the student has graduated. Should the chair of the student's dissertation committee retire, the faculty member may remain as chair for one year post-retirement. For example, if the faculty member retires in May, the student must graduate by May of the next year. If the student does not graduate within one year, another faculty member will be needed to chair the committee, and a committee change form must be submitted to the graduate school. If the faculty member retiring is a committee member (not chair) he or she may remain on the committee until the

student graduates. The official approval of a dissertation committee does not occur until the RTAF has been approved, signed by the committee, Doctoral Coordinator, college dean, and SGSR representative.

However, the committee may, at their discretion, allow a student to attend the meeting electronically in certain situations. The date and time of this meeting will be made available by the dissertation chair to the other MCOM faculty who may attend the meeting. Visiting faculty are permitted to ask questions but are not part of any deliberation on the part of the committee and will be excused once deliberations begin.

The RTAF and research pre-prospectus must be found satisfactory by all members of the committee, and an RTAF must be approved and signed by all members of the dissertation committee before the candidate may proceed with the dissertation. The Thesis/Dissertation Manual outlines this procedure and is available from the School of Graduate Studies and Research (SGSR). Once the committee has approved the RTAF and pre-prospectus, the student will forward the RTAF and related documents to the Doctoral Coordinator, College Dean, and the SGSR. Revisions to the research plan may be necessary, as requested by the SGSR, following the submission of the RTAF.

Following approval

MCOM students as approved by the dissertation chairperson. At least two weeks prior to the scheduled dissertation defense, the dissertation chairperson will notify the Doctoral Coordinator and MCOM doctoral faculty of the date, time, and location of the defense. During the defense, the candidate is expected to respond to substantive and methodological questions related to the dissertation. The role of faculty and student visitors at the dissertation defense will be determined by the dissertation committee chair, but visitors are not part of the deliberation process and will be excused from the meeting at the conclusion of the student's defense. No visitors other than IUP faculty and MCOM students are permitted to attend the dissertation defense.

Publication of the Dissertation: Following approval of the dissertation by the committee, the dissertation must be submitted to the SGSR Assistant Dean for Research. The dissertation must be digitized and indexed according to the plan provided by ProQuest Information and Learning. The student is responsible for the costs associated with the publication of the dissertation. Guidelines are provided in the Thesis/Dissertation Manual which is available from the School of Graduate Studies and Research and on-line at https://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-information/thesis-dissertation-manual.html

For more information, view the view the Graduate Catalog: https://catalog.iup.edu/index.php

Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: http://www.iup.edu/graduatestudies/

Evaluation Outcome for Dissertation and/or Thesis

The decision regarding the outcome of the defense will be made by a two-thirds majority vote of the dissertation committee members. The dissertation defense may result in one of three outcomes: pass, pass with revisions (as determined by the committee), and fail. In the event of a failed dissertation defense, students will be permitted to sit for a second and final defense at a later date. If a second dissertation defense is unsuccessful, the student will be dismissed from the program. The dissertation chair will notify the Doctoral Coordinator of the outcome of the final defense no later than 24 hours after the defense meeting. If the defense is successful, the dissertation chair will process a Change of Grade form to convert the previous "R" grade to the appropriate letter grade.

For students admitted <u>after</u> Fall 2017 – Dissertation and thesis credits will be assigned Pass or Fail as the final evaluation outcome for the taken credits and carry no quality points weighted towards a

University Policies and Procedures

University policy is the baseline policy. Programs may have policy that is more stringent than the University baseline policy; however, not less stringent than the University baseline policy. For questions regarding this statement, please contact [Program Coordinator] or the School of Graduate Studies and Research.

Academic Calendar
View the IUP Academic Calendar: www.iup.edu/news-events/calendar/academic/

The Following University and SGSR policies can be found at www.iup.edu/gradcatalog
Academic Good Standing
Academic Integrity
Bereavement-Related Class Absences
Continuous Graduate Registration for Dissertation and Thesis
Grade Appeal Policy
Graduate Fresh Start Policy
Graduate Residency Requirement
Leave of Absence Policy
Time Limitations
Time-to-Degree Masters/Doctoral Dismissal Appeal Policy
Time-to-Degree Extensions for Master's Thesis and Doctoral Dissertation
Transfer of Credits Policy

Program Policy on Incomplete (I) grades

The designation of an "I" is used to record work which, so far as covered, is of a passing grade but incomplete because of personal illness or other unavoidable emergency circumstances. Incomplete (I) grades are issued to students enrolled in the MCOM Ph.D. program only when extreme circumstances have prevented a student from completing course work on schedule. The issuance of an incomplete grade is a decision made by the instructor of each course at his or her discretion, and students should not anticipate this as an option simply because they are unable to complete the course work on deadline due to time management issues. At least two-thirds (2/3) of the required course work must be completed for a student to be eligible to receive an incomplete grade designation.

In situations where an "I" grade is warranted, the student and the faculty member will complete the College of Education and Communications Form for Incomplete Grades outlining the specific requirements for the student and establishing specific deadlines by which work must be completed. These forms are located in the Department of Communications Media main office, 121 Stouffer Hall.

Change of Grade forms to convert designations of "I" must be received in the Office of the Registrar no later than the final day of classes in the next regular (fall/spring) semester after the designation was assigned. If the student does not complete the work in time for this grade change to be accomplished, the "I" will convert to an F.

Academic Integrity Policy

The MCOM program takes seriously the issue of academic integrity, and follows IUP's Academic Integrity Policy (see .) Violations of academic integrity (including plagiarism, academic dishonesty, and cheating) will be acted upon by the department, and may result in dismissal from the program. This policy applies to all phases of the MCOM program, including coursework, the Candidacy Exam, the Comprehensive Exam, and the dissertation. For more information on IUP's Academic Integrity Policy, consult the Graduate Student Handbook, available on the website of the School of Graduate Studies and Research.

Attendance Policy

Class attendance is required for all students in the MCOM Ph.D. program. Students are required to attend all class sessions in their entirety. Acceptance of absences and the circumstances leading to those absences is at the discretion of individual faculty who are the designated course instructor. However, students should not expect to be excused from class for anything other than a personal illness, family illness or family emergency. Department faculty will specify their course attendance policy in the class syllabus.

Students who miss class, are late for class, or must leave class early for an acceptable reason such as an illness or other unavoidable emergency, should expect to be given additional readings or work assignments as deemed appropriate by the instructor and as specified in the course syllabus. Students who are absent for more than one class session of a weekend class or one-half day of a one-week workshop class are expected to withdraw and repeat the course in a future semester.

Further Research Information

Appendices
Comprehensive Examination Oral Defense Committee Approval Form (C1)

This form is due to the doctoral coordinator by the announced deadlines each year. The written comprehensive examination is typically scheduled during the summer with the oral defense in the fall each year.

Date of Submission: _____

Date (month/year) of intended comprehensive examination:_____

Student Name: _____Student Banner ID _@ _____

Student Signature: _____

Signatures below indicate the faculty members' willingness to serve on this comprehensive examination oral defense committee, but the committee structure is subject to approval by the doctoral coordinator and department chairperson.   Students will be notified by the doctoral coordinator of the need for any revisions to this committee structure. Student is also required to list the date that they plan to start taking dissertation credits and how many credits they plan to take. It is not required to take credits during the summer. Students must register prior to the last class of the preceding academic semester to avoid a late fee.

Committee Chair_____   Signature _____

Committee Member_____   Signature _____

Committee Member_____   Signature _____

Committee Member_____   Signature _____

Each committee must consist of at least three members, a fourth is optional.

Doctoral Coordinator _____   Date _____

Please indicate the date (semester/year) that you anticipate taking dissertation credits for the first time,

Dissertation Committee Approval Form (D1)

This form is due to the doctoral coordinator prior to taking the comprehensive examination and/or prior to registering for dissertation credits. Students will not be permitted to register for dissertation credits (COMM 995) until the completed D1 form is submitted.

Date: _____

Student Name: _____ Student Banner ID _@_____

Student Signature: _____

Tentative Dissertation Topic: _____

_____

Signatures below indicate the faculty members' willingness to serve on this dissertation committee, but the committee structure is subject to approval by the doctoral coordinator and department chairperson. These signatures do not indicate final approval of any intended dissertation topic.

Dissertation Chair_____   Signature _____

Committee Member_____   Signature _____

Committee Member_____   Signature _____

Committee Member_____   Signature _____

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Student Course Progress Sheet

Student Name: _____

Course Requirements	Semester Taken	Grade	Credits
A. Media Research and Teaching - 12 hours (4 courses)			
COMM 800: Comm. Research Statistics (Summer 1)	_____	_____	_____
COMM 815: Teaching Communications Media (Spring 2)	_____	_____	_____
COMM 825: Quantitative Methods in Comm. Res. (Spring 1)	_____	_____	_____
COMM 828: Qualitative Methods in Comm. Res (Fall 1)	_____	_____	_____
COMM 857: Doctoral Seminar in Communication (Spring 2)	_____	_____	_____
COMM 910: Advanced Doctoral Research in Comm. (Fall 3)	_____	_____	_____
B. Theory and Culture Core - 9 hours (3 courses)			
COMM 801: Ideas That Shape Media (Fall 1)	_____	_____	_____
COMM 812: Media Ethics	_____	_____	_____
COMM 814: Crisis Communication	_____	_____	_____
COMM 818: Media Criticism	_____	_____	_____
COMM 820: Political Communication	_____	_____	_____
COMM 822: Children and Media	_____	_____	_____
COMM 835: Global Media, Communication, and Culture	_____	_____	_____
COMM 845: Health Communication	_____	_____	_____
COMM 853: Corporate Communications	_____	_____	_____
COMM 881: Special Topics	_____	_____	_____
COMM 900: Culture of Cyberspace	_____	_____	_____

MCOM Ph.D