

# WAYNE STATE UNIVERSITY

---

## COLLEGE OF FINE, PERFORMING AND COMMUNICATION ARTS

### **Department of Communication**

#### **DOCTOR OF PHILOSOPHY HANDBOOK**

*Mail:* 585 Manoogian Hall, 906 W. Warren, Detroit, MI 48201

*Phone:* (313) 577-2943

*Fax:* (313) 577-6300

*Email:* [communication@wayne.edu](mailto:communication@wayne.edu); [comm.grad@wayne.edu](mailto:comm.grad@wayne.edu)

*Website:* [comm.wayne.edu](http://comm.wayne.edu)

The Doctor of Philosophy Handbook is available online at:

[comm.wayne.edu/grad-forms/phdhandbook.pdf](http://comm.wayne.edu/grad-forms/phdhandbook.pdf)

September 2018

## TABLE OF CONTENTS

I. Introduction . . . . .	4
A. Philosophy of the Doctor of Philosophy Program . . . . .	4
B. Overview of the Doctor of Philosophy Program . . . . .	5
II. Admission . . . . .	5
A. Requirements . . . . .	5
B. Application . . . . .	6
III. Financial Support . . . . .	8
A. Graduate Assistantships . . . . .	8
B. Thomas C. Rumble University Graduate Fellowship . . . . .	9
C. Other Funding Through Graduate School. . . . .	10
D. Dissertation Research Funding. . . . .	10
E. Travel Support. . . . .	11
F. External Sources of Financial Support. . . . .	11
G. Financial Aid . . . . .	11
H. International Students . . . . .	12
IV. Elements of the Ph.D. Program. . . . .	12
A. Adviser . . . . .	12
B. Program Credit Requirements . . . . .	13
C. Coursework. . . . .	13
D. Plan of Work . . . . .	15
E. Grades. . . . .	17
F. Qualifying Examination . . . . .	19
G. Candidacy . . . . .	29
H. Doctoral Dissertation . . . . .	29
I. Time-to-Degree, Time Limitations, and Time Extensions . . . . .	35
J. Annual Review and Individual Development Plan. . . . .	36
K. Student Contact Information and Email . . . . .	37
L. Withdrawal from Program and University . . . . .	37
V. Obtaining M.A. Degree from PhD Coursework. . . . .	37
VI. Department Activities, Awards, and Resources . . . . .	38
A. Department Colloquia and Events. . . . .	38
B. Graduate Student Orientation . . . . .	38
C. Department Research Resources . . . . .	38
D. Graduate Student Research/Creative Activity, Teaching, and Service Awards . . . . .	38
E. Graduate Student Association . . . . .	39
F. Graduate Program Staff and Other Resources . . . . .	39
VII. Degree Requirements . . . . .	40
VIII. Acknowledgement of Ph.D. Handbook Policies and Procedures . . . . .	41

## LIST OF FORMS

Application for Graduate Admission . . . . .	6
Change of Graduate Status. . . . .	7
Graduate Assistantship Application for New Students . . . . .	7
Graduate Assistantship Application for Current Students . . . . .	9
Dissertation Research Funding. . . . .	10
Travel Funding. . . . .	11
Change of Adviser. . . . .	12
Directed Study . . . . .	14
Coursework Worksheet. . . . .	15
Plan of Work . . . . .	15
Transfer of Credits . . . . .	15
Retaking Course . . . . .	17
Incomplete Grade Contract . . . . .	18
Qualifying Examination Committee. . . . .	19
Qualifying Examination: Report on Oral Examination. . . . .	26
Candidacy. . . . .	29
Changing Dissertation Committee. . . . .	29
Dissertation Prospectus. . . . .	30
Final Dissertation Defense. . . . .	33
Time Extension Request. . . . .	36
Annual Review Self-Study. . . . .	36
Individual Development Plan. . . . .	37

## **I. INTRODUCTION**

The Department of Communication is part of the College of Fine, Performing and Communication Arts (CFPCA) ([cfpca.wayne.edu](http://cfpca.wayne.edu)) at Wayne State University ([wayne.edu](http://wayne.edu)). The department offers graduate programs leading to a doctoral degree, master's degree, and graduate certificate.

The department has a faculty of thirty full-time members with strong backgrounds in scholarly and professional approaches to the study and practice of communication. The department has about 650 undergraduate majors and 150 graduate students.

The department and faculty offices are in Manoogian Hall, near the intersection of the John C. Lodge Freeway and Warren Avenue, in the heart of Detroit's Midtown Cultural Center. Two television production facilities are associated with the department: the Midtown Studio (developed in partnership with Detroit Public Television, Channel 56), on the main floor of 5057 Woodward, and the Old Main studio, in the Old Main building at Warren and Cass Avenues.

Additional information about the Department of Communication is available on the Department's website at [comm.wayne.edu](http://comm.wayne.edu).

### **A. Philosophy of the Ph.D. Program**

Communication is a human activity in which ideas, information, and perceptions are shared. The observation and study of human communication involves theory, research, and practice of human interaction among individuals, groups, institutions, and cultures, using quantitative, qualitative, rhetorical, and critical approaches.

The Doctor of Philosophy (Ph.D.) program in communication is designed to establish and maintain high standards of scholarly activity, while providing excellence in academic instruction at both the theoretical and applied levels. The doctoral program encompasses the full range of quantitative, qualitative, rhetorical, and critical approaches, in which each student is focused through a personal Plan of Work.

The research interests and methodological approaches of the faculty are diverse. Faculty members and graduate students have written extensively on computer-mediated communication, communication history, critical and cultural studies, dispute resolution, health and risk communication, interpersonal communication, journalism studies, media effects, media studies, organizational communication, public relations, and rhetorical theory and criticism. The program is committed to research and scholarship on the interrelations of theory, research, practice, experience, strategy, and ethics.

The department offers a broad array of graduate courses, which range from the development of hands-on skills to exploration of theory, a focus on practice and application to analysis of state-of-art research, and a survey of broad areas of research to narrow study of specialized topics. Most graduate courses are offered in Manoogian Hall in the evening.

Alumni of the program are skilled researchers, practitioners, creative artists, critical consumers, and thoughtful observers of communication processes. While many serve as scholars and educators throughout the country and world, others occupy positions as communication and creative professionals in business and industry, government, and academia.

## **B. Overview of the Ph.D. Program**

The department offers a graduate degree program leading to the Ph.D. in Communication. The topics of faculty research cluster into five general areas:

- Democratic Participation and Culture
- Identity and Representation
- Media, Society, and Culture
- Risk, Crisis, and Conflict
- Wellness, Worklife, and Relationships

Students typically choose one or two closely related clusters as a specialization for doctoral study.

## **II. ADMISSION**

All Ph.D. admission decisions are made by the Graduate Committee, chaired by the Director of Graduate Studies, in close consultation with the faculty members who hold Graduate Faculty status and are eligible to be doctoral advisers. Admission decisions are contingent on faculty members' acceptance of new advisees.

### **A. Requirements**

Admission to the Ph.D. program in Communication is contingent upon admission to the Graduate School of Wayne State University ([gradschool.wayne.edu](http://gradschool.wayne.edu)). Admission is competitive and is based on an applicant's entire academic record. *The stated requirements are minimum standards for consideration and do not guarantee admission.* Applicants should be aware that application materials are subject to close review and that evidence of academic misconduct, including plagiarism, can be grounds to deny admission.

*Admission is only applicable for the semester admitted.* An admitted student who is not able to register for classes for the admitted semester will be withdrawn from the program and will have to reapply. Applicants must be officially admitted to the program before enrolling in coursework.

Admission to the Ph.D. program requires that the applicant at the minimum have (a) an undergraduate degree in communication or a closely related field, (b) an M.A. degree in communication or a closely related field, (c) a 3.5 GPA on a 4.0 scale for the M.A. degree, (d) strong writing and analytical skills, and (e) Graduate Record Examination (GRE) Verbal Reasoning, Quantitative Reasoning, and Analytical Writing scores at the 50th percentile. Applicants should note that students admitted to the program typically have grade-point averages and GRE scores higher than the minimum.

In cases where an applicant holds a graduate degree in an area of study other than communication, the applicant may be admitted to the master's program until a sufficient background for doctoral study is demonstrated. The determination of sufficiency is rendered at an appropriate time by the Director of Graduate Studies, normally after the completion of 12 to 15 graduate hours in communication.

Students are admitted to the doctoral program in the fall term only. The application form and all supporting documents are due by *January 15* of the admission year

## **B. Application**

1. ***Required Application Materials.*** The Ph.D. application requires a completed application form, transcripts, GRE scores, statement of purpose, writing sample, and letters of recommendation. Applicants should complete the online Application for Graduate Admission ([wayne.edu/admissions/graduate](http://wayne.edu/admissions/graduate)) and upload these items to the application site:

- Official transcripts from each college and university previously attended. Official transcripts must be sent directly from the degree-granting institution to the Office of Graduate Admissions. Unofficial transcript for the M.A. degree should be uploaded prior to the document being officially sent to Graduate Admissions. Information for international applicants for the verification of their degrees is available here: [wayne.edu/admissions/graduate/applying/international](http://wayne.edu/admissions/graduate/applying/international).
- Graduate Record Exam (GRE) scores. Scores must be within five years of the date of proposed admission. Unofficial scores should be uploaded before they are officially sent to Graduate Admissions (institution code 1898).
- A 2- to 3-page academic statement of purpose. Applicants should present their academic background and preparation for doctoral-level scholarship, specific research interests, and professional goals. Evidence of unique perspectives the applicant could bring to the program, or of motivation and persistence in pursuit of academic goals, should clearly relate to the field of study. Applicants should also identify the faculty members in the department whose scholarship most closely fits their own research interests and thus can act as potential Ph.D. advisers. Applicants should be aware that not all members of the faculty hold Graduate Faculty status and can be advisers, and not all Graduate Faculty members take new advisees every year. Applicants should also note that a faculty member must accept an applicant as an advisee to be admitted to the program.
- A sample of written scholarship, such as a term paper, M.A. thesis, manuscript in progress, conference paper, or published journal article or book chapter.

- Three letters of recommendation from persons qualified to assess the applicant's scholarly potential. These also must be submitted through the online system.

An academic curriculum vitae or professional resume is recommended but not required. International applicants whose native language is not English or applicants whose undergraduate degree is not from an English-speaking country are also required to submit official Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) scores to the Office of Graduate Admissions. Scores must be within five years of the date of proposed admission. Unofficial scores should be uploaded to the online application site prior to the official scores being sent. The minimum acceptable score is 100 on the TOEFL Internet Based Test (iBT) and 7 on the IELTS.

**2. Application by Current Wayne State University Graduate Students.** Current Wayne State University graduate students wishing to apply to the doctoral program need to apply online through [gradapply.wayne.edu](http://gradapply.wayne.edu). Such applicants must also submit the paper Change of Graduate Status form ([comm.wayne.edu/files/changeofstatus.pdf](http://comm.wayne.edu/files/changeofstatus.pdf)).

**3. Application for Graduate Assistantship.** Applicants interested in applying for a Graduate Assistantship (see more below) must complete a Department Graduate Assistantship Application for New Students ([comm.wayne.edu/grad-forms/grad-assistantship-app-new.pdf](http://comm.wayne.edu/grad-forms/grad-assistantship-app-new.pdf)) and submit it as part of the online application (upload under Additional Documents) or as part of the Change of Graduate Status application packet by *January 15*. Students who have been in fellowships or other assistantships before should use the application form for current students (see [comm.wayne.edu/graduate/forms](http://comm.wayne.edu/graduate/forms)).

**4. Admission Without MA degree.** Occasionally applicants may be admitted to the Ph.D. program without an awarded M.A. degree. Such applicants must ensure that they complete all remaining requirements of their M.A. degree and be awarded the degree by the end of the fall semester of admission and no later than the end of the winter semester of the academic year of admission. If extenuating circumstances are present, a request for a time extension until the end of the spring/summer semester may be made to the Director of Graduate Studies. Admitted students who do not have an awarded M.A. degree before the start of the second academic year in the Ph.D. program will be dismissed from the program.

### **III. FINANCIAL SUPPORT**

#### **A. Graduate Assistantships**

The department offers a limited number of competitively awarded Graduate Assistantships to students enrolled in the Ph.D. program each year. The Graduate Assistantship (GA) position typically is a 9-month/academic year Graduate Teaching Assistantship (GTA) or a 12-month/calendar year Graduate Student Assistantship (GSA), and infrequently a 9- or 12-month Graduate Research Assistantship (GRA). Occasionally, GA appointments are made for one academic semester only.

All GA positions carry a monthly stipend (semester, 9-month, or 12-month appointment), a tuition scholarship for up to 10 credits per regular (fall and winter) semester, and the option of annual subsidized medical, vision and dental insurance. Tuition scholarship for up to 3 credits may also be available to Graduate Assistants for the spring/summer term, depending on availability of funds with the Graduate School and the department.

Graduate Assistants should note that tuition payment is not disbursed for any courses dropped or withdrawn after the semester deadlines and that they will be required to pay this tuition bill.

All GA position awards require students to be available physically on-site at Wayne State University and the Department. The duties Graduate Assistants perform include teaching undergraduate courses (GTA position), assisting the Basic Course/Public Speaking Director (GSA), coaching debate or forensics (GTA), television or film production (GSA), and assisting faculty members on grant-funded research projects (GRA). Usually, students apply for a particular type of assistantship; sometimes the specific duties of an assistantship are assigned later in the admission process owing to the teaching, coaching, media production, and other needs of the Department. GRA duties are assigned by the faculty member whose research grant is funding the student.

GTA positions are awarded to students who have demonstrated potential for effectively teaching communication classes at the university level. GSA positions for assisting the Basic Course/Public Speaking Director are awarded to students who have demonstrated effective teaching of the public speaking course in the Department for at least one year. Coaching assistantships, also treated as GTA, are awarded to students who have experience in and a demonstrated commitment to intercollegiate debate and forensic competition. GSA positions in media production at the University Television and the department's Midtown Television Studio are awarded to students who have experience in or a demonstrated potential for television and film making. GRA positions are funded by research grants obtained by faculty members and are typically awarded to students recommended by the grant recipients.

The majority of GA appointments for an upcoming academic year (August-May) or calendar year (August-August) are made by May 15, but no later than July 1, of the preceding year. However, vacancies may occur throughout the year.

Graduate Assistants typically take 3 courses (9-10 credits) and are required to register for at least 6 credits every regular semester. However, those who have completed all required doctoral credits, including dissertation credits, may register for less than 6 credits.



GA positions for doctoral students are renewable after the initial one-year appointment, depending on good academic standing as indicated by satisfactory progress in the program (such as timely completion of coursework), record of scholarly accomplishment (such as GPA and scholarly presentation record), and competent fulfillment of assistantship responsibilities (such as effective teaching). Assistantships are generally renewed twice, for a total of three years, with a fourth year of funding usually available on a competitive basis. Renewal of assistantships is not automatic. Students seeking to renew an assistantship, or to move (for example) from a fellowship or research assistantship to a teaching assistantship, must submit the Application for Graduate Assistantship for Current Students ([comm.wayne.edu/grad-forms/grad-assistantship-app-current.pdf](http://comm.wayne.edu/grad-forms/grad-assistantship-app-current.pdf)) to the graduate academic adviser or the Graduate Office mailbox by January 15.

The usual maximum term of funding, including assistantships and fellowships, is four years. Additional years of funding beyond a fourth are occasionally possible, contingent on availability of GA positions and good academic standing.

All GA positions in the Department are covered by the Department Graduate Assistant Work Rules and Policies (see [comm.wayne.edu/grad-forms/gaworkrules.pdf](http://comm.wayne.edu/grad-forms/gaworkrules.pdf)). Most, but not all, of the GA positions in the Department are covered by the University Graduate Employee Organizing Committee (GEOC) Agreement (for detailed information, see [wayne.edu/gradschool/funding/assistantships-geoc](http://wayne.edu/gradschool/funding/assistantships-geoc)).

Applicants to the doctoral program interested in applying for a GA position must complete a Department Graduate Assistantship Application for New Students ([comm.wayne.edu/grad-forms/grad-assistantship-app-new.pdf](http://comm.wayne.edu/grad-forms/grad-assistantship-app-new.pdf)) and submit it as part of the doctoral application. Continuing doctoral students interested in applying for a GA position must complete the Application for Graduate Assistantship for Current Students ([comm.wayne.edu/grad-forms/grad-assistantship-app-current.pdf](http://comm.wayne.edu/grad-forms/grad-assistantship-app-current.pdf)) and submit it to the Director of Graduate Studies. The deadline for both applications is *January 15*.

All GA appointments are made by the Graduate Committee, chaired by the Director of Graduate Studies, in consultation with the Department Chair. The Department Chair makes the final decision on all GA appointments.

### **B. Thomas C. Rumble University Graduate Fellowship**

The Rumble Fellowship is a competitive academic-year university fellowship that includes a living allowance, tuition scholarship, and subsidized medical, vision and dental insurance. The fellowship is awarded to incoming students at the beginning of the doctoral program and continuing students who are in the dissertation phase and in their fourth year in the program. If it is awarded at the beginning of a student's program, the student becomes eligible for up to three years of Graduate Assistantship funding, assuming good academic standing in the program. Students may not receive the fellowship more than once.

For incoming students, the Graduate Committee, chaired by the Director of Graduate Studies, in consultation with the Department Chair nominates the candidates for the fellowship from among the pool of applicants. For continuing students a competition for the fellowship is announced and students in the dissertation phase in good academic standing can apply. The Graduate Committee, chaired by the Director of Graduate Studies, in consultation with the advisers of the students and the Department Chair, selects the candidates for the fellowship from among the pool of applicants.

### **C. Other Funding Through the Graduate School**

The Graduate School offers several competitive scholarships and fellowships for which both incoming and continuing students are eligible. These include the Graduate Professional Scholarship and the King-Chavez-Parks Future Faculty Fellowship. Information about these and additional funding opportunities is available on the Graduate School website ([wayne.edu/gradschool/funding](http://wayne.edu/gradschool/funding)).

### **D. Dissertation Research Funding**

Ph.D. candidates who have a dissertation prospectus approved by the Department and the Graduate School can apply for competitive funding to support their dissertation work. Applications *must* be made prior to the beginning of any work that requires any funding support.

The Graduate School offers the Thesis/Dissertation Research Support grant for eligible expenses related to dissertation work (<https://gradschool.wayne.edu/awards/research-support>). Students receiving the grant must apply to the Department for matching funds by submitting an application for the Department of Communication Dissertation Fellowship ([comm.wayne.edu/grad-forms/dissertation-fellowship-application.pdf](http://comm.wayne.edu/grad-forms/dissertation-fellowship-application.pdf)). The Department typically uses this fellowship to match the funding received through the Graduate School Thesis/Dissertation Research Support grant; however, on rare occasions the Department may award the Fellowship even when no funding from the Graduate School is received. Students should contact the Director of Graduate Studies prior to submitting the Graduate School and department applications, and students should receive department approval before applying to the Graduate School. The department disburses its funds only after the Graduate School approves the application.

The Graduate School also offers the Summer Dissertation Fellowship, ([gradschool.wayne.edu/funding/summer-dissertation-award](http://gradschool.wayne.edu/funding/summer-dissertation-award)) which provides summer support (June-August) to recipients while they work full-time on their dissertations. The fellowship is awarded to Ph.D. candidates who anticipate defending their dissertations within the academic year following the fellowship period.

The Humanities Center offers the Doctoral Dissertation Fellowship to doctoral students doing work in the humanities and the arts ([research2.wayne.edu/hum/studentfunding/dotoraldissertation/guidelines.html](http://research2.wayne.edu/hum/studentfunding/dotoraldissertation/guidelines.html)). Although the designation of humanities is broadly defined, students should contact the Humanities Center prior to submitting an application to confirm the eligibility of their dissertation project.

## **E. Travel Support**

The Graduate School and the Department provide travel funds for the professional and scholarly activities of graduate students. Both these funds are handled by the Department through the Graduate Student Travel Fund Award. The funds are limited and preference is given to students in the doctoral program. This award is available to help fund travel to conferences and professional meetings for presentation of work that has been competitively accepted after peer review. The application form is available on the Department website ([comm.wayne.edu/grad-forms/graduate-travel-application.pdf](http://comm.wayne.edu/grad-forms/graduate-travel-application.pdf)). Contact the Director of Graduate Studies for more information.

Students should work closely with the department's administrative staff in the travel funding process. Students should ensure that they are entered in the TravelWayne system each year and that the appropriate staff member is an "expense delegate." Estimated expenses should be entered into the system before travel.

The College also offers support for professional travel through the Harriet Kanter Award for Student Development. See the College website for details ([cfpca.wayne.edu/scholarships.php](http://cfpca.wayne.edu/scholarships.php)).

The Humanities Center offers travel support for graduate students doing work in the humanities and the arts. For more information, see the Center's website ([research2.wayne.edu/hum/studentfunding/graduatetravel/guidelines.html](http://research2.wayne.edu/hum/studentfunding/graduatetravel/guidelines.html)).

## **F. External Sources of Financial Support**

Doctoral students are encouraged to seek funding from sources outside Wayne State University, such as private foundations and government funding agencies. A list of resources for identifying such funding sources is available on the Graduate School website ([wayne.edu/gradschool/funding/external](http://wayne.edu/gradschool/funding/external)). The Graduate School also provides financial incentives for competing for externally funded fellowships ([gradschool.wayne.edu/awards/incentives](http://gradschool.wayne.edu/awards/incentives)). Applicants can also check with their current employers to see if tuition support is an option; see [wayne.edu/bursar/accounts-receivable/sponsored\\_program\\_list.pdf](http://wayne.edu/bursar/accounts-receivable/sponsored_program_list.pdf)

## **G. Financial Aid**

Graduate students may also be eligible for loans or the Federal College Work Study Program. The Office of Student Financial Aid ([wayne.edu/financial-aid](http://wayne.edu/financial-aid)) located in the University Welcome Center assists students seeking financial assistance to attend Wayne State University.

Students receiving a Graduate Assistantship, Rumble Fellowship, or other funding from the university are responsible for investigating the implications of this funding for their financial aid eligibility.

## **H. International Students**

International students are responsible for ascertaining that all necessary documents that allow them to legally work on the Wayne State University campus, such as the F-1 student visa and Employment Authorization Document (EAD), are valid and current. International students should meet with the appropriate staff of the Office of International Students and Scholars (OISS; [oiss.wayne.edu](http://oiss.wayne.edu)) when they first arrive at the university and then periodically as needed to ensure their eligibility.

## **IV. ELEMENTS OF THE PH.D. PROGRAM**

### **A. Adviser**

All incoming doctoral students are assigned an adviser at the time of admission based on their research interests, preferences of doctoral advisers mentioned in their application materials, and faculty member acceptance of that role. The adviser's name appears on the letter of admission issued by the Department.

The adviser helps with selection of courses and assists with filing a Plan of Work (see below). *Students must not begin any graduate coursework until they have consulted with the adviser.* If classes are begun without seeking advice, students may find later that the classes may not be required in their program. *In addition, not every class is offered each term, or even every year.* The adviser will be able to help plan ahead for the coursework required for the program.

The adviser guides the progress in the program and the successful completion of the doctoral coursework, qualifying examination, dissertation prospectus, and dissertation. The adviser will also help with completing forms and meeting deadlines. Students should seek advice at the beginning of their program and as needed, or suggested by the adviser, throughout the program.

Students are allowed to change advisers on a case-by-case basis. The adviser may be changed by requesting a faculty member with Graduate Faculty status to serve as the new adviser, informing the current adviser, and completing a Change of Adviser Form ([comm.wayne.edu/grad-forms/graduate-change-of-advisor-petition.pdf](http://comm.wayne.edu/grad-forms/graduate-change-of-advisor-petition.pdf)). Students desiring an adviser change should first consult with the Director of Graduate Studies who will discuss the request with the current adviser and the proposed adviser. The final decision to approve the adviser change is contingent on the outcome of this discussion.

### **B. Program Credit Requirements**

The Ph.D. degree requires at least 90 credits beyond the bachelor's degree. These 90 credits are distributed as follows:

- A maximum of 30 graduate credits may be transferred from a M.A. or other graduate-level coursework (see below)

- A minimum of 30 graduate credits to be taken as doctoral coursework for doctoral credits in 7000-level and above courses
- A minimum of 30 credits to be taken for dissertation credits.

The Ph.D. requirement of one year of residence is met by completion of at least 6 graduate credits of coursework, not counting dissertation credits, in each of two successive regular (fall, winter) semesters. The spring/summer semester is excluded from the definition of successive regular semesters.

Doctoral students are required to complete 30 credits of doctoral coursework in residency at Wayne State University. At least 20 credits must be coursework taken in the Department. Credits earned for working on the dissertation do not satisfy this requirement.

The 30 doctoral coursework credits in 7000-level and above courses may include COM 7000: Introduction to M.A. Studies in Communication and COM 8000: Introduction to Ph.D. Studies in Communication. COM 9991-9994, the courses that make up the doctoral dissertation credits, cannot be counted toward coursework credits, nor can COM 7990: Directed Study-M.A.; COM 9990: Pre-Doctoral Candidacy Research; or COM 9995: Candidate Maintenance Status-Doctoral Dissertation Research and Direction.

### **C. Coursework**

Students must meet with their adviser to identify appropriate courses to fulfill the various degree requirements by developing a Plan of Work (see below).

**1. Registering for Classes.** Students must register for classes using web registration available via Academics ([academica.wayne.edu](http://academica.wayne.edu)). AccessID and password are required. The online Schedule of Classes is available at [classschedule.wayne.edu](http://classschedule.wayne.edu). Detailed information regarding registration procedures and policies is available in the Graduate Bulletin ([bulletins.wayne.edu](http://bulletins.wayne.edu)).

Students should make a concerted effort to register in a timely manner. By doing so an accurate enrollment figure is established that can protect classes from cancellation and ensure that students get the classes of their choice.

**2. Course Numbering.** Any course numbered 1000-4999 is solely for undergraduate students; graduate students may take such courses for background but under no circumstances can these be counted toward a graduate degree.

Courses numbered 5000-6999 are for undergraduate and graduate students, although some 5000 level classes are restricted to undergraduates, and graduate students require permission of the adviser and course instructor to enroll. Courses numbered 7000 and above are solely for graduate students. Doctoral students should take 7000-level and above courses only, though a very limited number of classes at the 6000 level can be allowed.

**3. Course Load.** Students pursuing the doctoral degree full time take 3 courses (9-10 credits) in a regular (fall, winter) semester; a minimum of 8 credits are required for full-time status. The Office of Student Financial Aid ([wayne.edu/financial-aid](http://wayne.edu/financial-aid)) may have a different policy concerning full-time status, and students receiving financial aid must contact this office directly. Six credits is generally the minimum for student assistants. Students devoting full time to graduate study, with no employment or personal obligations, are allowed to register for up to 16 credits per semester, although this is extremely unusual.

**4. COM 8000 and COM 7810.** All incoming doctoral students are required to take COM 8000: Introduction to Ph.D. Study in Communication in the first fall term of enrollment. This course provides an introduction to doctoral education and the different approaches to the study of communication. See more below under Grades.

Incoming doctoral students are also required to take COM 7810: Seminar in Communication Education in the first fall term of enrollment. Exceptions may be made for those who meet *both* the following criteria: (i) taken an equivalent course at another university within the last five years, and (ii) taught communication courses at the university level for at least two semesters during the last three years.

New doctoral students are also required to register in their first year for a zero-credit course in research conduct with the Graduate School. Some online education in responsible scholarly conduct is part of this process ([gradschool.wayne.edu/postdoc/research-conduct](http://gradschool.wayne.edu/postdoc/research-conduct))

**5. Directed Study.** Students interested in in-depth study of a specific research topic may wish to arrange for a directed study by taking COM 7991: Directed Study-Ph.D. with a full-time faculty member. Students must obtain the consent of the adviser and ensure that the Directed Study is noted on the Plan of Work or added to the coursework through a Change to Plan of Work form. A maximum of 6 credits of Directed Study are allowed.

To register for a Directed Study, students must submit the following to the Director of Graduate Studies: (a) Petition and Authorization for Directed Study form ([comm.wayne.edu/grad-forms/directed-study-petition.pdf](http://comm.wayne.edu/grad-forms/directed-study-petition.pdf)) to which should be attached (i) course description, objectives, and learning outcomes, (ii) course assessments, (iii) course reading list, and (iv) course semester schedule, and (b) completed Course Override form ([reg.wayne.edu/students/forms.php](http://reg.wayne.edu/students/forms.php)) for COM 7991. These must be submitted *before the registration deadline for the semester* to allow for approval and setting up the Directed Study course.

## **D. Plan of Work**

Unlike undergraduate programs that provide rigid requirements, the doctoral program allows students to create an individualized set of courses that helps them develop their scholarly interests and skills and thereby become an expert in an area of study. The plan of work for the coursework is the contractual agreement that makes this possible.



The Department has created a multi-year rotation of its graduate courses ([comm.wayne.edu/grad-forms/graduatecoursesrotation.pdf](http://comm.wayne.edu/grad-forms/graduatecoursesrotation.pdf)) that should be used to plan the coursework.

The plan of work for coursework requires completion of three forms:

- Department Coursework Worksheet (initial and final) ([comm.wayne.edu/grad-forms/phd\\_worksheet.doc](http://comm.wayne.edu/grad-forms/phd_worksheet.doc)).
- Graduate School Plan of Work form ([wayne.edu/gradschool/phd/forms](http://wayne.edu/gradschool/phd/forms)).
- Graduate School Transfer of Credits form ([wayne.edu/gradschool/phd/forms](http://wayne.edu/gradschool/phd/forms)). This form is to be completed if graduate credits are being transferred from graduate coursework not done at Wayne State University. A separate Transfer of Credits form must be done for each institution from which credits are to be transferred.

The student and adviser should jointly complete these forms. An initial Department Coursework Worksheet must be submitted in the second semester of coursework (within 18 credits). Completing the Coursework Worksheet early in a student's program is important to ensure that students enroll in required courses when they are available as well as courses that will fulfill the degree requirements. The final Department Coursework Worksheet, Graduate School Plan of Work and Graduate School Transfer of Credit forms must be filed no later than the end of the third semester of coursework (within 27 credits).

The initial Department Coursework Worksheet should be directly submitted to the Director of Graduate Studies. The final Department Coursework Worksheet, Graduate School Plan of Work form, and Graduate School Transfer of Credit form (if applicable) should all be submitted to the Graduate Secretary for approval by the Director of Graduate Studies, and final approval of the Plan of Work and Transfer of Credit by the Graduate School.

In preparing the Plan of Work and Transfer of Credit forms, students and advisers should be particularly attentive to the following policies.

**1. Transfer Credits.** As many as 30 graduate credits may transfer into the Ph.D. program if they carry regular letter grades of B or better and are appropriate to the planned doctoral program of study. Transfer credits cannot be used to reduce the minimum requirement for Ph.D. residence credits. Transfer credits should be from accredited institutions, and a copy of the transcript showing the courses to be transferred is required.

**2. Tool Courses.** Tool/Methods courses ensure that students develop research competence for completing their dissertation work and achieving professional objectives. A minimum of five courses are required. Two courses from the M.A. or other graduate coursework may count toward satisfying the five-course Tool requirement.

Doctoral students may have one Tool course waived by demonstrating reading and writing proficiency, as determined by appropriate tests, in a language germane to their dissertation research (for example, French if the dissertation involves the study of French-language texts).

**3. Outside Minor [Cognate].** The doctoral program also requires the completion of a minimum of 9 credit hours of coursework outside the department for an Outside Minor. Normally, these courses do not include Tool courses. The Outside Minor should consist of coursework that bears a direct relationship to the primary content of the doctoral program of study. Courses transferred for doctoral credits from an M.A. or other graduate coursework can be used to fulfill the Outside Minor requirement.

Doctoral students in the department have often selected outside minors in Political Science, English, Education, Management, Marketing, Psychology, Anthropology, Sociology, and Instructional Technology among others. Not all courses have to be from a single academic unit, but they must make thematic sense and help to focus the program of study.

Students who have completed all required coursework but have not yet taken the Qualifying Examination (see below) may take additional courses. They may also take COM 9990: Pre-Doctoral Candidacy Research after obtaining the permission of the adviser and the Director of Graduate Studies. A maximum of 12 credits of COM 9990 are allowed.

**4. Dissertation Credits.** The Graduate School requires all doctoral students to take four Doctoral Research and Direction courses (COM 9991, COM 9992, COM 9993, and COM 9994) toward dissertation credits. Students must register for exactly 7.5 credits for each course for a total of 30 credits. Students must enroll in these four courses in consecutive academic year semesters. If a student fails to register for any one of the four consecutive semesters, the student will be considered withdrawn from the Ph.D. program. To return to the program after withdrawal for non-registration, the student must seek reinstatement and pay all Candidate Status fees for semesters missed up to a maximum of four.

Students may take other courses concurrently with the dissertation credits. Students who have completed all four Doctoral Research and Direction courses but have not completed the dissertation requirements must register in the Candidate Maintenance Status course (COM 9995; 0 credits) in any semester in which they are using university resources until all degree requirements are met. Students should email the [phdstudents@wayne.edu](mailto:phdstudents@wayne.edu) address to register for 9995.

## **E. Grades**

**1. Minimum GPA.** Graduate students must maintain a minimum 3.0 *cumulative* grade point average (GPA), which is equivalent to the letter grade B, across all doctoral coursework to graduate; this is a University requirement. If a grade of B- (= 2.67 GPA) or lower is received in a graduate course, the course will count toward the degree, but the grade must be offset with a grade of B+ (= 3.33 GPA) or higher in another graduate course to maintain the minimum 3.0 cumulative GPA.



**2. Failing Grades and Probation.** Grades of B- and below are considered failing grades at the graduate level. One grade of B- or lower in any class will result in a meeting with the adviser. Students with a second grade of B- or lower will not be allowed to continue in the program without approval from both the adviser and the Director of Graduate Studies. In the event of a second grade of B- or lower the student must provide a written explanation to the Director of Graduate Studies and make an appointment with both the adviser and the Director of Graduate Studies to discuss the deficiency *before enrolling in any additional courses*. Registration for subsequent coursework will be allowed *only* if the adviser and the Director of Graduate Studies are satisfied that continuance in the program is warranted.

*Should a student receive a B- or lower grade in a third graduate course, or two grades of C or below, a hold is placed on all future registration and the student can be dismissed from the program and denied admission to any further courses in the Department.*

Students whose cumulative GPA falls below 3.0 are put on probation. After receiving a probation status, a student has two consecutive regular semesters to obtain the necessary grades to increase the cumulative GPA to 3.0 or higher and be removed from the status. *Should a student remain on probation for a third consecutive regular semester, a hold is placed on all future registration and the student will be dismissed from the program and denied admission to any other programs in the Department.*

**3. Grade in COM 8000.** COM 8000 must be passed *with a grade of B or better* during the first fall term of enrollment in the Ph.D. program. COM 8000 can be taken no more than twice. On a case-by-case basis, students who fail to meet the grade requirement during their first term may not be allowed to register for any courses other than COM 8000 until a passing grade in the course is achieved. COM 8000 is offered in the fall term only. Failure to secure a grade of B or better in COM 8000 after the second attempt will result in dismissal from the Ph.D. program.

**4. Retaking Courses with a Failing Grade.** Students who wish to retake a course in which they have received a grade of B- or lower must submit the Petition to Repeat a Graduate Course form ([comm.wayne.edu/grad-forms/petition-repeat-graduate-course.pdf](http://comm.wayne.edu/grad-forms/petition-repeat-graduate-course.pdf)) signed by the faculty adviser to the Director of Graduate Studies for approval before retaking the course. A grade of B- or lower in COM 8000 requires the course to be repeated (see above). Students may retake a maximum of two courses.

The original grade in the repeated course remains on the transcript but only the new grade is used for computation of the total credits taken and the cumulative GPA. Students should consult with the Office of Student Financial Aid ([wayne.edu/financial-aid](http://wayne.edu/financial-aid)) to find out if they can receive university financial aid for repeating a course.

**5. Grade of Incomplete.** Two grades of Incomplete (I) are permitted in the doctoral coursework. More than two such grades will lead to an assessment of unsatisfactory progress in the program. A grade of Incomplete is rarely granted. Students seeking an Incomplete must discuss this request in a timely manner with the course instructor, inform the adviser, and complete the Incomplete Contract form ([comm.wayne.edu/files/incompletecontract.pdf](http://comm.wayne.edu/files/incompletecontract.pdf)) and submit it to the Director of Graduate Studies for approval. Students should note that the completion of all remaining course requirements for the removal of the Incomplete must be done *by the date required by the course instructor*. Students should also be aware that all grades of I turn to a grade of F if all requirements for the removal of the Incomplete are not completed within one calendar year of the receipt of the I grade.

**6. Plagiarism and Academic Dishonesty.** Students are held to the Code of Student Conduct and Academic Misconduct as outlined in the University Student Code of Conduct and Academic Integrity documents ([doso.wayne.edu/student-conduct-services.html](http://doso.wayne.edu/student-conduct-services.html)). Plagiarism and academic dishonesty are examples of student misconduct, which can result from, among other things: stealing or using someone else's work or ideas and presenting them as your own; using part or all of another student's work and presenting it as your own; submitting a paper or other work that someone else has written; using information from the World Wide Web/Internet without citing the source or sources; having someone else do your work for you; having your work edited to the point that it is no longer your work; buying a paper or other assigned work from any source; submitting anything that is not your own work; and submitting the same work for more than one class without the express permission of the instructors involved.

All students are expected to display the highest level of honesty and integrity in academic life. As such, every student must abstain from cheating, avoid the appearance of cheating, and desist from assisting or otherwise making it possible for others to cheat (any intentional act of dishonesty in the fulfillment of academic course or program requirements is academic cheating). Students must give credit for ideas or materials that have been taken from another source. To copy and submit intentionally or unintentionally the ideas of others, without acknowledging the author/creator, is regarded as plagiarism.

Student misconduct, based on an instructor's policy, can result in grade reduction or a failing grade on an assignment, grade reduction or a failing grade for a course, probation in the academic program, or expulsion from the University. Applicants to the program should be aware that application materials are also subject to scrutiny and that evidence of academic misconduct can be grounds to deny admission.

## F. Qualifying Examination

**1. *Selecting the Doctoral Committee for the Qualifying Examination.*** The student and the adviser should jointly select the student's doctoral committee. The committee must consist of at least four full-time faculty; at least three from the Department of Communication, including the adviser, and at least one from a different department, who normally represents the Outside Minor/ Cognate. At least two members of the committee must have graduate faculty status, one of whom must be the adviser. This committee guides the student's progress and administers the Qualifying Examination. Often, but not always, this committee continues as the dissertation committee. Occasionally, a student may select two co-advisers rather than a single adviser. In such a case, the committee must consist of five members, with four members from the department and one member from outside the department. At least two members of the committee must have graduate faculty status, one of whom must be one of the co-advisers. On rare occasions, a student in consultation with the adviser and the Director of Graduate Studies may seek to include a committee member from outside Wayne State University. This member would be a fifth person on the committee, which would also include three members from the department and one member from outside the department. At least two members of the committee from within the university must have graduate faculty status, one of whom must be the adviser.

As soon as the committee is finalized, students must notify the department of their committee selection by submitting the completed Ph.D. Qualifying Examination Committee form ([comm.wayne.edu/grad-forms/qualifying-exam-committee-form.pdf](http://comm.wayne.edu/grad-forms/qualifying-exam-committee-form.pdf)) to the Graduate Office for approval by the Director of Graduate Studies.

**2. *Scheduling the Qualifying Examination.*** The Qualifying Examination is arranged on a rolling basis throughout the academic year. The schedule for the examination is determined by the student in consultation with the adviser and the examination committee. Students should be aware that faculty members may not be available during the spring/summer term for advising, consultation, or participation in committees as they are not normally under contract during this period.

The Qualifying Examination cannot be undertaken until the Graduate School Plan of Work and Graduate School Transfer of Credits (if applicable) forms have been approved by the Graduate School and any grades of I (incomplete), F, or Y in the doctoral coursework removed. Students on probation are not allowed to take the Qualifying Examination until the probation is removed.

Students can take the Qualifying Examination only after completing whatever preparatory work may be deemed appropriate by the adviser, in consultation with the examination committee. This may involve writing a pre-prospectus, an annotated bibliography, responses to pre-examination questions, or some similar document. Students should work closely with the adviser during this time to ensure that they are adequately prepared for the examination.

The Qualifying Examination has two parts, written and oral (see more below). The Oral Examination part of the Qualifying Examination can be taken only after at least 50 credits of graduate coursework (transfer credits and doctoral coursework credits combined) required for the doctoral degree have been completed.

### ***3. Registering for Dissertation Credits in the Qualifying Examination Semester.***

Students can register for the first dissertation credits course, COM 9991, after passing the Qualifying Examination and achieving candidacy. More frequently, students who have completed the minimum 60 credits of graduate coursework (transfer credits and doctoral coursework credits combined) required for the doctoral degree register for the first dissertation credits course, COM 9991, during the semester in which they begin the Qualifying Examination. For full-time students, this is often in the fifth semester (beginning of the third year) of the program. To register, the student should ask the adviser to send an email endorsing this registration to the Director of Graduate Studies for approval. If approved, the Director will send an email to the student, who should forward the entire email exchange to the Graduate School at [phdstudents@wayne.edu](mailto:phdstudents@wayne.edu) for final approval.

Students must remain aware that they must pass the Qualifying Examination and submit the appropriate forms (see Qualifying Examination and Candidacy sections below) for department and Graduate School approval by the *last day of the examination period* for that semester to proceed with registering for the next set of dissertation credits. If this is not done, students will not be permitted to register for subsequent dissertation credits in the following semester.

***4. Parts of the Qualifying Examination.*** The purpose of the Qualifying Examination is to certify that doctoral students have acquired the necessary expertise in an area of study and can integrate, apply, and discuss what has been learned to contribute to the knowledge in the field. As such, students should begin preparing for the Qualifying Examination well in advance of the examination.

The Qualifying Examination consists of two parts, a written examination and an oral defense that follows the written part. The adviser arranges both the written and oral parts of the examination.

The examination covers theory, tool/methods, and content/research area specializations, informed by the student's doctoral coursework and area of dissertation project. The examination reflects students' humanities or social science scholarly orientation. All members of the committee contribute to creating and assessing the examination.

The written part has three options: *take-home open-book questions*, *sit-down closed-book questions*, and *manuscript preparation*. Students, in consultation with and approval of the adviser and the examination committee, choose one option for the written examination that best fits their academic and career goals. The option chosen cannot be changed once the examination begins.

The oral part is an oral defense of the written examination. This part of the examination usually includes a discussion of the plans for the dissertation project.

Students are allowed two attempts at the Qualifying Examination. The second attempt is final, and students who fail this attempt are dismissed from the program. The examination committee must remain the same for both attempts.

To maintain satisfactory progress in the program, students choosing the sit-down or take-home options should plan to take the examination early in the first semester after doctoral coursework is completed. Students are allowed to take further courses during or after the examination, in consultation with the adviser.

These written examinations consist of a minimum of four questions. The examination normally includes one question on theory, one question on research methods, and two questions on content areas, one of which normally is the Outside Minor/Cognate. A fifth question covering theory, methods, or a content area may be included if the committee deems it necessary. Each question may have one or more subparts, and questions reflect students' humanities or social science scholarly orientation.

The adviser, in consultation with the student and the examination committee, determines the specific topics on which the student will be examined in the take-home and sit-down options. Normally, each member of the committee writes a full question or substantively contributes to one. The adviser, in consultation with the student and the examination committee, determines which committee members write which questions. Committee members should consult with the adviser when preparing their questions. The adviser should instruct the committee members that the examination questions must not be shared with the student prior to the examination. The adviser should collect the questions from all the committee members and arrange their distribution to the student.

For either the sit-down or the take-home option, the full set of questions along with the examination schedule must be emailed by the adviser to the Director of Graduate Studies, and a hard copy should be left with the Graduate Office for placing in the student's file in the department, at least 24 hours before the beginning of the examination. Copies of the full answers are stored electronically by the graduate office.

### *Options for the Written Examination*

*Take-home Option.* The take-home open-book written examination option requires answering essay-type questions and is conducted over a maximum of 14 days, including weekends. Students have up to 48 hours to answer each question. The adviser, in consultation with the student, should prepare an examination schedule that notes the dates and times for the distribution of the questions and the receipt of the answers.

Advisers should distribute the questions to the student as timed-release documents through the "Comm Qualifying Exams" course on Canvas. The Graduate Office will provide the details when the adviser and student submit the exam schedule.

The student should pick up each question from the Canvas course at the scheduled time. Answers are uploaded to that course by the scheduled time; as a backup in case of system failure, students should also email each answer to their adviser or the graduate academic adviser. The student must ensure that each answer is submitted within the 48-hour period allowed. Answers submitted late may be penalized, including, but not limited to, an evaluation of a fail. Advisers do not normally accept late answers but may do so at their discretion if there are documented extenuating circumstances. The adviser should acknowledge receipt of each answer to the student by email in a timely manner. The adviser is also responsible for assessing the Unicheck output and informing the committee of the results.

Normally, the answer to each question runs 12-20 pages, excluding references (all double-spaced, 11- or 12-point font size, 1-inch page margins). Students are expected to provide in-text citations and a complete reference list or bibliography. Students should keep in mind that longer answers may not necessarily reflect higher quality.

*Sit-down Option.* The sit-down closed-book written examination option requires answering essay-type questions and is conducted over a maximum time period of 8 working days. Students have 4 hours to answer each question. The examination is conducted in the department on a working day during normal business hours. Students are not allowed to use notes or similar material and do not have access to any online resources. The adviser, in consultation with the student, should prepare an examination schedule that notes the dates and times for the distribution of the questions and the receipt of the answers.

The sit-down examination is taken in the department on a department computer for which internet access is temporarily disabled. The student and adviser will check with the office staff to determine a suitable examination room and to ensure that a department computer is available at the designated times.

The student and adviser will arrange in advance how the questions are distributed. Advisers may use the Canvas/email method of posting questions and receiving answers, or each question may be left on an approved flash drive at the main desk, to be returned with the student's answer. The adviser submits the answers for a plagiarism check and distributes them to the committee.

The student must ensure that each answer is submitted no later than the 4-hour period allowed. Answers submitted late may be penalized, including, but not limited to, an evaluation of a fail. Advisers do not normally accept late answers but may do so at their discretion if there are documented extenuating circumstances.

Normally, the answer to each question runs 6-12 pages (all double-spaced, 11- or 12-point font size, 1-inch margins). Students are expected to provide brief author-only in-text citations but not a reference list or bibliography. Students should keep in mind that longer answers may not necessarily reflect higher quality.

*Manuscript Preparation Option.* The manuscript preparation option requires a student to independently design and execute a research project, which can be a social-scientific data-based study or a rhetorical/critical approach artifact analysis, and prepare a manuscript detailing the project. The manuscript must meet professional standards suitable for conference presentation and/or journal publication. The focus of the manuscript must be consistent with the student's area of dissertation research and methodological orientation as indicated through the coursework.

This manuscript does not take the place of the dissertation prospectus but may be related to it with regard to topic, theory, and method. The length of the manuscript should not exceed 50 pages including title page, references/bibliography, tables, figures, and appendices.

Students choosing this option will normally begin the process in their third semester of coursework. To maintain satisfactory progress in the program, the final manuscript should be submitted to the committee toward the end of the semester in which they complete their doctoral coursework, but no later than the beginning of the semester following the completion of the coursework. Normally, students should not exceed three full semesters of work on the manuscript.

The manuscript preparation option requires the steps below:

(i) Students should submit a 3- to 4-page project overview paper, bibliography relevant to the project, and timeline for project completion to the adviser. After the adviser approves, the student arranges a meeting of the doctoral committee to secure formal approval of the project. The committee's advice and approval are important before the student invests too much time or effort on the project.

After the parameters of the project are established to the satisfaction of the adviser and the committee, the adviser should write a memorandum to the Director of Graduate Studies indicating approval of the project along with the student's project overview, bibliography, and timeline.

(ii) In consultation with the adviser and doctoral committee, the student should develop a detailed proposal. Students must request a meeting with the committee to secure a formal approval of the detailed proposal.

*Students should be aware that the proposal is expected to demonstrate both breadth and depth of knowledge of the theory, research, and methods related to the project topic.*

(iii) If necessary, students should complete the request for permission to use human participants and secure approval of the project from the university Institutional Review Board (IRB). Research conducted for the project that entails the participation of, or collection of data from, people or animals requires the approval of the IRB ([irb.wayne.edu](http://irb.wayne.edu)). An IRB submission requires prior completion of an online research ethics training program. It is important to complete the IRB paperwork and submit it well in advance of the planned research because the review process can be lengthy. Students and advisers should be aware of the IRB's prereview option in cases that require full board review.

The Department Chair or designee must approve the completed protocol before it is submitted to the IRB. **No data can be collected until formal approval is received.**

(iv) Students should work independently, but in regular consultation with the adviser, to execute the project.

(v) At project completion, students should prepare a manuscript detailing the full project in a writing and formatting style appropriate to the social science or humanities orientation of the project.

#### *Evaluation of the Written Examination*

Upon submission of all written answers or the manuscript, the adviser should conduct a plagiarism check using the Unicheck plagiarism check software available through Canvas. The adviser should send an electronic copy of the answers or manuscript to committee members along with a note describing the results of the plagiarism check. Should committee members prefer a hard copy of the answers or manuscript, they are welcome to print out the documents.

The adviser and the committee members *may need up to two weeks to read the answers or manuscript*. Each committee member should evaluate each answer or the manuscript using the following scale:

- High Pass: The student demonstrates a command of facts, names, terms, and concepts, as well as the ability to analyze, synthesize, and evaluate in the answer or manuscript.
- Pass: The answer or manuscript is complete and acceptable.
- Low Pass: There is concern about the adequacy of the answer or manuscript.
- Fail: The answer or manuscript is inadequate either in command of facts, accuracy, and completeness, or in some combination.



Each committee member must provide an evaluation for each answer or for the manuscript along with any comments to the adviser (typically via email) in a timely manner, *but no later than two weeks* after the student has submitted the last written answer or manuscript. The evaluation must be done in writing using the appropriate Qualifying Examination Written Part Evaluation form, available at the "Comm Graduate Programs" Canvas nonterm course. (Forms differ slightly depending on the option.) The adviser must distribute the form to the committee members after filling out the student, committee member, and other information as needed.

The adviser must convey the committee evaluation and the comments to the student in writing (typically via email) in a timely manner, *but no later than three weeks after the student has submitted the last written answer or manuscript*, unless otherwise arranged with the student. The adviser must collate all the evaluations and comments into a single document and send this, rather than the individual committee member evaluation forms, to the student. The adviser must leave a hard copy of the summary committee evaluation and comments in the student file prior to the oral defense.

When the evaluation of all answers or manuscript is a high pass or pass from all committee members, or one answer receives a low pass from one committee member or the manuscript receives a low pass from one committee member, the committee should proceed to the oral defense of the examination.

In case one answer or the manuscript receives a fail from one committee member, or one answer or the manuscript receives a low pass from two or more committee members, or two or more answers receive a low pass from one or more committee members, the adviser should consult with the full committee and the Director of Graduate Studies. After discussing the nature and extent of the deficiencies, and after asking for a committee vote to determine the majority, the adviser should take one of the following three actions:

- Inform the student of the concerns in writing and proceed to the oral defense part of the examination process.
- Have the student rewrite the fail or low pass answer(s) using the original questions or new questions, or in case of the manuscript, have the student rewrite the problematic sections of the document. The rewrite must take place *within 4 weeks of the date of sending the committee evaluation to the student*. The committee should go to the oral defense part of the examination process when the rewrite is assessed as high pass, pass, or low pass.

A student may be passed in the written part if there is not more than one negative vote. Abstentions shall be considered negative votes.

If the committee evaluates the rewrite as a fail, the committee can decide to go to the oral defense or declare the student as having failed the Qualifying Examination at the first attempt. If the outcome is a fail, the adviser should prepare the Report on Oral Examination form indicating the result (see more below). At this time, the student can elect to retake the entire written examination or resubmit the entire manuscript after revision for a second attempt (see next).

- Declare the student as having failed the Qualifying Examination in the first attempt. The student can elect to retake the entire written examination or revise most or all of the manuscript for a resubmission for a second attempt. The retake of the written examination or the resubmission of the manuscript may not be done until at least four months have passed but must be held within one calendar year following the end of the first written examination or submission. Normally, the retake of the written examination is done with new questions, which may have overlap with the original questions. The research topic for the manuscript resubmission normally remains the same. The same examining committee must preside over both examinations and manuscripts evaluation. *No rewrites of individual answers or parts of the manuscript are allowed for the second attempt.* The committee should go to the oral defense part of the examination process when the assessment is a high pass, pass, or low pass.

A student may be passed in the written part if there is not more than one negative vote. Abstentions shall be considered negative votes.

If the committee evaluates the retake or resubmission as a fail, the committee can decide to go to the oral defense or declare the student as having failed the Qualifying Examination at the second attempt. If the outcome is a fail, the adviser should prepare the Report on Oral Examination form indicating the result (see more below). The second attempt at the written examination or manuscript submission will be considered final and the student is dismissed from the program at this time.

When the committee judges the student as having failed the Qualifying Examination in the first attempt or the second attempt of the written part, the adviser should prepare the Report on Oral Examination form ([wayne.edu/gradschool/phd/forms](http://wayne.edu/gradschool/phd/forms)) indicating the result. The form should be signed by the student, adviser, and committee and submitted to the Graduate Office for department approval by the Director of Graduate Studies and final approval by the Graduate School.

Students are not allowed to change their chosen option for the written part of the examination and must continue with the original option in case of a rewrite or retake.

Upon satisfactory completion of the written part of the Qualifying Examination, the adviser, in consultation with the committee and the student, should schedule the oral defense.

#### *Oral Defense of the Written Examination*

The oral defense of the written examination should be completed as soon as possible after the written part has been successfully passed, *but no later than four weeks after the student has submitted the last written answer or the manuscript*, unless otherwise arranged with the student. The maximum period allowed between the last written answer or manuscript submission and the oral examination is 60 days.

In the oral examination, the committee members may explore any deficiencies in the written part, while providing the student with an opportunity to expand and clarify the content of the answers or manuscript. This part of the examination also includes a discussion of the plans for the dissertation project.

Passing the oral examination indicates passing the Qualifying Examination, and failing the oral examination indicates failing the Qualifying Examination.

Two documents are needed for the oral defense. The student should prepare the Report on Oral Examination form ([wayne.edu/gradschool/phd/forms](http://wayne.edu/gradschool/phd/forms)) and bring it to the oral defense. The form is signed by the student, adviser, and committee at the end of the oral defense and submitted to the Graduate Office for department approval by the Director of Graduate Studies and final approval by the Graduate School. The student should also prepare and bring the Candidacy form to the oral defense. (See the Candidacy section below for more.) **Handwritten forms should not be submitted.**

The department recommends that the adviser be responsible for the conduct of the oral examination and act as the moderator of the proceedings.

At the conclusion of the oral examination, the committee has three options for evaluating the student's performance, which should be noted on the Report on Oral Examination form by the adviser:

- Certify the student as having passed the Qualifying Examination.
- Certify the student as having failed the Qualifying Examination.
- Defer a decision for a period not to exceed 30 days.

A student may be passed in the oral examination if there is not more than one negative vote. Abstentions shall be considered negative votes.

When the judgment of the committee is that the student failed the oral examination and hence the Qualifying Examination, a second attempt at the Qualifying Examination requires retaking both the written part (above) and the oral defense part of the examination. If the student elects to do a retake, the adviser should convey to the student the committee's specific recommendations for undertaking a second attempt at both parts of the examination. A second attempt at the written part *may not start until at least four months have elapsed but must be held within one calendar year following the end of the first oral examination*. Students are not allowed to change their chosen option for the written part of the examination for the retake. The same examining committee must preside over both examinations. The second attempt at the examination will be considered final, and in case of an evaluation of a fail for either the written part or the oral defense, the student is dismissed from the program.

Occasionally, when the judgment of the committee is that the student failed the oral examination and hence the Qualifying Examination, the committee can recommend just a second oral examination without retaking the written part of the examination. If the student elects to appear for a second oral examination, the adviser should convey to the student the committee's specific recommendations concerning the second examination. A second attempt at the oral examination *may not be held until at least four months have elapsed but must be held within one calendar year following the first oral examination*. The same examining committee must preside over both examinations. The second attempt at the oral examination will be considered final, and in case of an evaluation of a fail, the student is dismissed from the program.

The committee may defer a decision when the conduct of the oral examination is questionable or when the committee members are deadlocked as to the acceptability of the student's performance on the examination. After deferring a decision, the adviser should immediately meet with the Director of Graduate Studies for resolution of the disagreement. If no resolution is found, the adviser, in consultation with the Director of Graduate Studies, should meet with the Graduate School for a final resolution.

If, during the oral examination, any inappropriate incident occurs or any serious controversy among members of the committee develops, the adviser should intervene, excuse the student, resolve the issue, and secure assent as to the procedure before recalling the student and resuming the examination. If the issue cannot be resolved satisfactorily, the oral examination should be recessed or postponed, and the problem immediately referred to the Director of Graduate Studies. If no resolution is still found, the adviser, in consultation with the Director of Graduate Studies, should meet with the Graduate School for a final resolution.

A student must pass both the written and oral parts of the Qualifying Examination to be certified as having passed the Qualifying Examination and advance to candidacy.

## **G. Candidacy**

A doctoral student is admitted to the status of a doctoral candidate upon (a) approval of the Plan of Work and Transfer of Credit (if applicable) by the Graduate School, (b) completion of at least 50 credits of coursework toward the doctoral degree, and (c) successful completion of the Qualifying Examination (both written and oral).

Upon successful completion of the oral defense part of the Qualifying Examination, in addition to the Report on Oral Examination, the adviser and the committee should sign the Candidacy form ([wayne.edu/gradschool/phd/forms](http://wayne.edu/gradschool/phd/forms)). The form should be prepared in advance by the student to be ready for signatures at the end of the oral examination. The student should attach a copy of the most recent Ph.D. transcript to the form. The signed Candidacy form and the transcript, along with the signed Report on Oral Examination form, should be submitted to the Graduate Office for department approval by the Director of Graduate Studies and final approval by the Graduate School.

Students must submit the Report on Oral Examination and the Candidacy forms to the Graduate Office *no later than the last day of exam period* for that semester in order to proceed with dissertation credits after COM 9991. If this is not done, students will not be permitted to register for the remaining dissertation credits in the following semester. Students whose candidacy status receives approval can register for the remaining dissertation credits (COM 9992, COM 9993, COM 9994) in the next three consecutive semesters by emailing [phdstudents@wayne.edu](mailto:phdstudents@wayne.edu) with their name, AccessID, BannerID, the course number, and the semester of registration.

## H. Doctoral Dissertation

As part of the degree requirements for the Ph.D., students must complete 30 credits of Doctoral Dissertation Research and Direction by registering for exactly 7.5 credits for each of COM 9991, COM 9992, COM 9993, and COM 9994. If students have not defended the dissertation after completing COM 9994, they should register for COM 9995: Candidate Maintenance Status each semester, which allows access to University resources.

**1. Dissertation Committee.** Often, but not always, the Qualifying Examination committee continues as the Dissertation Committee. The requirements of committee membership composition for both committees remain the same. See *Selecting the Committee for the Qualifying Examination* section above for the requirements.

**2. Changing the Dissertation Committee.** Changes to the Dissertation Committee membership are allowed at the option of the student and adviser. Students should first discuss the proposed changes with the adviser and then with the Director of Graduate Studies to ensure that the changed committee will meet all requirements. After this meeting, students can formally request the changes by completing the Change in Dissertation Committee Request form ([wayne.edu/gradschool/phd/forms](http://wayne.edu/gradschool/phd/forms)) and submitting it to the Graduate Office for department approval by the Director of Graduate Studies and final approval by the Graduate School.

Students should note that changes to the dissertation committee are not common. Normally, a committee change reflects a change in the dissertation project's use of a research tool or theoretical perspective, or the availability of a committee member.

**3. Dissertation Prospectus.** All candidates for the Ph.D. must prepare and defend a dissertation prospectus. The prospectus outlines the dissertation research in sufficient detail to demonstrate to the Dissertation Committee that the project has potential to make a relevant contribution to the field of study and that the student can carry it out. Normally, the prospectus will propose a research problem, review relevant literature, specify questions and/or hypotheses, present a thorough method of inquiry, and state modes of analysis.

Students should work closely with the adviser to determine the nature and scope of the Dissertation Prospectus. The requirements for a prospectus vary according to disciplinary conventions, committee suggestions, and adviser expectations.

Only when approved by the adviser is the Dissertation Prospectus made available to the Dissertation Committee. The committee may need two to four weeks to read and evaluate the prospectus. One or more committee members, in consultation with the adviser, often recommend changes to the prospectus before scheduling the prospectus meeting.

**4. Dissertation Prospectus Meeting.** The prospectus meeting is devoted to questioning the student on the focus, scope, significance, and methodology of the proposed dissertation project based on the prospectus document. The student defends and justifies, as needed, the proposed project.

Before the prospectus meeting, the student must prepare two forms: the Ph.D. Prospectus and Record of Approval form ([wayne.edu/gradschool/phd/forms](http://wayne.edu/gradschool/phd/forms)) and the Conflict of Interest form ([wayne.edu/gradschool/phd/forms](http://wayne.edu/gradschool/phd/forms)).

At the end of the prospectus meeting, the committee has three options for evaluating the proposed dissertation project:

- Approved. May include minor changes.
- Approved, with some substantive changes. The adviser is responsible for ensuring that the changes are carried out by the student.
- Not approved, fundamental problems that require a major revision. The student implements the changes required by the committee in consultation with the adviser. A second prospectus meeting is required for the revised prospectus document.

If approved, the adviser and committee members sign the Ph.D. Prospectus and Record of Approval form and the Conflict of Interest form.

If the dissertation project *does not* require collection of data from people or animals, the two signed forms along with a copy of the prospectus should be submitted to the Graduate Office for department approval by the Director of Graduate Studies and final approval by the Graduate School. If the dissertation project *does* require collection of data from people or animals, the student should retain the two signed forms until the letter of approval of the project from the Institutional Review Board (IRB) for research with human participants is obtained (see Institutional Review Board approval below). The two signed forms, IRB approval letter, and a copy of the prospectus should be submitted to the Graduate Office for department approval by the Director of Graduate Studies and final approval by the Graduate School.

On occasion, the adviser in consultation with the committee may require a pre-prospectus meeting to clarify the nature, scope, and details of the dissertation project before a defense.

The committee also evaluates the prospectus defense for program assessment (learning outcome 1, reviewing the literature to identify research questions). These assessments are deidentified, and data are used only in the aggregate; they are not used to evaluate individual students or advisers. Advisers can find evaluation rubrics at [comm.wayne.edu/graduate/forms.php](http://comm.wayne.edu/graduate/forms.php) or at the Comm Graduate Programs course on Canvas.

**5. Institutional Review Board Approval.** Research conducted for a dissertation that entails the participation of or collection of data from human participants or animals requires the approval of the University Institutional Review Board (IRB) that oversees all human subjects and animal research conducted at the university ([wayne.edu/gradschool/policies/guidelines-research](http://wayne.edu/gradschool/policies/guidelines-research)). The student, in consultation with the adviser, should identify the appropriate review category for the proposed dissertation project and obtain the corresponding IRB application form from the IRB website ([irb.wayne.edu](http://irb.wayne.edu)).

The student should fill the IRB form in consultation with the adviser. Students who did not complete the required training in research conduct during their M.A. programs usually complete the training during the first-year research course. The completed paperwork must be submitted to the Department Chair for review and approval before it is submitted to the IRB. Students should be aware that the process can take two to six weeks or longer, depending on the type of review and any revisions asked by the Chair and the IRB.

This letter of IRB approval along with the Ph.D. Prospectus and Record of Approval and Conflict of Interest forms, and a copy of the approved prospectus, must be submitted to the Graduate Office for department approval by the Director of Graduate Studies and final approval by the Graduate School (see Dissertation Prospectus Meeting above).

Students must remain aware that no data can be collected until the letter of approval from the IRB is received and the prospectus approval from the Graduate School is obtained.

**6. Writing the Dissertation.** Students must remain in close and regular contact with the adviser while writing the dissertation. It is the responsibility of students to ensure that all committee members are aware of the progress of the dissertation and have been able to read and comment on all the chapters of the dissertation.

Students should note that the strong academic convention is to submit all written work first to the adviser and to present it to the other committee members only after the adviser approves. Only when all committee members agree to the readiness of the dissertation document can the final defense of the dissertation be initiated.

**7. Final Dissertation Defense.** When the dissertation is ready to be presented and defended, a final dissertation defense is scheduled. At the defense, the Dissertation Committee probes and questions the candidate on any aspect of the dissertation project.



The student must be registered in COM 9994 or COM 9995 in the semester the final defense of the dissertation is scheduled. In addition, the student must file an Application for Degree online through Academics no later than the last day of the registration period for the semester in which completion of the degree requirements is expected. The student should also note that to be on the roster for Commencement, all requirements need to be completed, including all relevant paperwork and the revision and submission of the final dissertation, by the date noted on the Graduate School website for that semester. Each semester the Graduate School establishes a Ph.D. completion deadline, by which time all work must be completed and all required documents submitted, if the Ph.D. degree is to be awarded that semester. Any revisions stemming from the final defense of the dissertation must be finished by the completion deadline for the semester. See the Graduate School website for the Degree Completion Deadlines and Requirements ([wayne.edu/gradschool/phd/deadlines-requirements](http://wayne.edu/gradschool/phd/deadlines-requirements)) and Final Defense ([wayne.edu/gradschool/phd/defense](http://wayne.edu/gradschool/phd/defense)) pages for additional information.

Normally, the final dissertation defense consists of the *Public Lecture Defense* meeting. On occasion, the adviser and committee may recommend that a *Pre-Dissertation Defense* meeting be held before the Public Lecture Defense.

The student should finalize the date for the Public Lecture Defense meeting, and the Pre-Dissertation Defense meeting if that is the case, in consultation with the adviser first and then with the rest of the committee. The student should be aware that after the adviser gives permission for the dissertation document to be distributed to the committee members, they may need two to four weeks to read the document. The student should also be aware that faculty are not normally under contract during the spring and summer terms and might not be available during these periods for advising, consultation, or participation in committees.

The Final Dissertation Defense requires completion of several forms and submissions.

(a) The student should ensure completion of five things:

- Submit the dissertation document to the Graduate School for a format check ([wayne.edu/gradschool/phd/format](http://wayne.edu/gradschool/phd/format) and [wayne.edu/gradschool/phd/publishing](http://wayne.edu/gradschool/phd/publishing)).
- Prepare the Final Defense Report form ([wayne.edu/gradschool/phd/forms](http://wayne.edu/gradschool/phd/forms)).
- Work closely with the adviser to submit the dissertation document for a plagiarism check using the Unicheck software in the Canvas nonterm course called “Comm Qualifying Exams.” The student should also work closely with the adviser to revise the dissertation document as needed based on the results of the plagiarism check until the adviser is satisfied and signs the plagiarism check certification on the Final Defense Report form. As of fall 2018, the first page of the Unicheck report (showing the percentage) should be submitted to the graduate school.
- Prepare the Conflict of Interest form ([wayne.edu/gradschool/phd/forms](http://wayne.edu/gradschool/phd/forms)).
- Prepare an announcement/flyer for the Public Lecture Defense meeting. The Public Lecture Defense meeting is open to the general university community and will be publicized by the Graduate Office using the announcement indicating the time, date, and location of the meeting.



The adviser and committee members should sign Part 1 of the Final Defense Report form indicating approval of the content of the dissertation for the Public Lecture Defense, and the Conflict of Interest form. *Committee members must be aware that signing Part 1 of the Defense form indicates their assessment that the dissertation is ready for the Public Lecture Defense.*

The student should submit the Final Defense Report form (Part I signed), signed Conflict of Interest form, and the announcement for the Public Lecture Defense to the department Graduate Office for approval by the Director of Graduate Studies and final approval by the Graduate School. The student should keep in mind that the two signed forms and the announcement need to be sent to the Graduate School *at least two weeks in advance* of the Public Lecture Defense for approval. If this is not done in time, the Public Lecture Defense cannot take place.

The Final Defense Report form and the Public Lecture Defense announcement are returned to the adviser by the Graduate School after approval. At this time, the Graduate School also sends the adviser the Graduate Examiner's Report form. Part II of the Final Defense Report form and the Graduate Examiner's Report form are completed at the end of the Public Lecture Defense.

If a Pre-Dissertation Defense meeting is held, the Final Defense Report form (Part I) and the Conflict of Interest form may be signed at the end of this meeting. See more below.

(b) If the adviser and committee recommend a *Pre-Dissertation Defense*, this meeting must be held *at least two weeks* before the Public Lecture Defense meeting. It is recommended that this meeting be held three to four weeks prior to the Public Lecture Defense to give the student time to undertake any changes to the dissertation required in advance of the Public Lecture Defense.

At the end of the meeting, the committee has three options in general for evaluating the dissertation document:

- Approved. May include minor changes.
- Approved, with some changes. The adviser is responsible for ensuring that the changes are carried out by the student in a timely manner.
- Not approved: major changes that require a substantial revision. The student implements the changes required by the committee in consultation with the adviser. A second pre-dissertation defense meeting may be required for the revised dissertation document.

If approved, the adviser and committee members sign Part 1 of the Final Defense Report form and the Conflict of Interest form.

The student should submit the Final Defense Report form (Part I signed), signed Conflict of Interest form, and the announcement for the Public Lecture Defense to the Graduate Office for department approval by the Director of Graduate Studies and final approval by the Graduate School.

(c) The *Public Lecture Defense* typically consists of two phases. The first phase is the public lecture presentation of the dissertation project by the student, at which members of the public may be present. Once the presentation is complete, guests may ask questions of the candidate. During the second phase, guests will be excused and the committee conducts the oral defense, the purpose of which is to ask questions, seek elaboration, and explore the student's breadth and depth of understanding of the dissertation project.

Before the public presentation begins, the student and guests will be excused and the committee will deliberate in private. Similarly, at the end of the meeting the student will be excused and the committee will deliberate in private.

The defense proceedings will be moderated by the adviser, who is also the Graduate Examiner representing the Graduate School. At the conclusion of the oral defense after the student has been excused, the adviser will poll the committee members for their evaluation, which can take one of three options:

- Pass. The student successfully defended the dissertation. This may still require revisions to the dissertation document.
- Fail. The student failed to adequately defend the dissertation.
- Defense of the dissertation was inconclusive.

If the defense was inconclusive, the adviser should immediately discuss the problem with the Director of Graduate Studies. If no resolution is achieved, the adviser and the Director of Graduate studies should within 48 hours of the defense meeting discuss the case with the Graduate School for resolution of the problem.

If the student fails the defense, Part II of the Final Defense Report form should be signed by the adviser and all committee members. The adviser should also complete and sign the Graduate Examiner's Report form. The signed Part II of the Final Defense Report form and the Graduate Examiner's Report form must be submitted to the Graduate Office for sending to the Graduate School *within 48 hours of the meeting*. The adviser and committee may recommend that the student be given the opportunity for a second defense. If a second defense is recommended, the adviser and committee will submit to the student, Director of Graduate Studies, and Graduate School a written description of the areas of weakness and what the student must do to correct the weaknesses. *The second defense cannot be held earlier than four months after the first defense but must be held within one calendar year following the first defense*. The second defense shall be considered final.

Upon a successful defense, Part II of the Final Defense Report form should be signed by the adviser and all committee members. The adviser and all committee members should also sign two copies of the dissertation document title page; one page remains in the Department and the other goes to the Graduate School. Please note that *only* original signatures are accepted on the title page. The adviser should also complete and sign the Graduate Examiner's Report form. If any changes to the dissertation document are required, the *Revisions to Dissertation Required* box should be checked on the Final Defense Report form. In such a case, the adviser has the option of not signing the dissertation title page until the student has made all required revisions. The signed Part II of the Final Defense Report form and the Graduate Examiner's Report form must be submitted to the Graduate Secretary for sending to the Graduate School *within 48 hours of the meeting*. At this time, if all signatures have been placed on the copies of the dissertation document title page, one copy should also be sent to the Graduate School.

After the defense, the student has until the posted deadline for that semester to submit the final dissertation document to the Graduate School through the online system ([wayne.edu/gradschool/phd/defense](http://wayne.edu/gradschool/phd/defense)), and if it was the case, one copy of the dissertation document title page signed with original signatures by the adviser and all committee members. It is the adviser's responsibility to make sure that the student completes all the revisions agreed to during the defense. The student must continue to work closely with the adviser during this period. The student should make certain that the format and appearance of the dissertation is within the guidelines of the Graduate School. A student who is unable to submit the document(s) by the posted date for that semester will be taken off the graduation roster for that semester. No extensions will be granted. A student who does not complete the requirements during the semester the defense took place can submit the materials in a semester following and be certified for graduation for that semester.

The committee also evaluates the dissertation defense for program assessment (learning outcome 2, conducting a study). These assessments are deidentified, and data are used only in the aggregate; they are not used to evaluate individual students or advisers. Advisers can find the evaluation forms at [comm.wayne.edu/graduate/forms.php](http://comm.wayne.edu/graduate/forms.php) or at the Comm Graduate Programs course on Canvas.

## **I. Time to Degree, Time Limitations, and Time Extensions**

Students full-time in the Ph.D. program normally take two years to complete coursework. The Qualifying Examination and prospectus follow; ideally, full-time students should complete the prospectus and dissertation within the next two years.

Students have seven years to complete requirements for the Ph.D. degree. The 7-year period begins at the end of the first semester of coursework in the doctoral program. For example, students who completed their first semester of doctoral coursework at the end of fall 2016 have until December 31, 2023, to complete all degree requirements.

*Extensions to this limit will be supported only if the Dissertation Prospectus has been approved by the Graduate School by the time of the request.* Students seeking a time extension must ask the adviser to complete and submit the Time Extension Request form ([wayne.edu/gradschool/phd/forms](http://wayne.edu/gradschool/phd/forms)). Normally, the student completes the form in consultation with the adviser and arranges to obtain the signatures of the adviser, all committee members, and the Director of Graduate Studies. It is recommended that students meet with the Director of Graduate Studies prior to completing the form. The Time Extension Request form must be submitted *before the 7-year time limit expires*. A typical time extension is one calendar year.

Approval of a time extension beyond the 10-year mark requires revalidation of credentials by retaking the written Qualifying Examination. An oral defense of the written Qualifying Examination and/or additional coursework may also be required by the adviser in consultation with the Dissertation Committee. The maximum total time for earning the Ph.D. degree, including all time extensions and any required revalidation, is 12 years, and no time extensions are granted after that.

## **J. Annual Review and Individual Development Plan**

All doctoral students receive an annual review of their progress in the program and career preparation. The review has three parts: Student self-study ([comm.wayne.edu/grad-forms/phd\\_annual\\_review\\_student.doc](http://comm.wayne.edu/grad-forms/phd_annual_review_student.doc)); adviser review; and graduate faculty review led by the Graduate Committee and the Director of Graduate Studies. The purpose of this review is to provide students with feedback to help them achieve their academic and professional goals. In addition, these reviews enable the department, college, and university to make decisions about awards, fellowships, and scholarships.

The review takes place in March and April of every year and covers the previous academic year. The review has three evaluation categories: satisfactory; satisfactory with some concerns; and unsatisfactory. The criteria for evaluation include three broad categories: progress in the program (for example, taking qualifying examination within one semester of finishing coursework; scheduling a dissertation prospectus defense within one semester of passing the qualifying examination; maintaining a cumulative GPA of at least 3.0); career preparation (for example, conference submission and presentation, publication submission, and evidence of teaching skill); and service and citizenship (such as visibility and participation in department activities; reviewing conference submissions; professional behavior with students, colleagues, staff, and faculty). A satisfactory evaluation is given to students who maintain expectations of progress in the program, have at least one conference presentation, and participate actively in department and professional activities.

The Graduate School requires all doctoral students to submit an annual Individual Development Plan (IDP; [wayne.edu/gradschool/phd/idp](http://wayne.edu/gradschool/phd/idp)) to assist development of their career plans and trajectories. The plan is submitted online, normally toward the end of the academic year, and is approved by the adviser and Director of Graduate Studies.

## **K. Student Contact Information and Email**

The Department of Communication maintains contact information based upon initial admission information. Students are responsible for notifying the department of any mailing address, telephone, and email address changes. In addition, students are expected to use their Wayne State University email account. All official email correspondence will be sent to students' Wayne State University email address. The Computing & Information Technology department ([computing.wayne.edu](http://computing.wayne.edu)) has instructions on how to forward Wayne State email to other accounts.

All doctoral students who register for courses in their semester of admission are added to the department's Ph.D. email listserv with their Wayne State University email address. This list is used by the department for announcements, news, work opportunities, and similar notifications. Students are expected to regularly check their Wayne State University email.

## **L. Withdrawal from Program and University**

Students wishing to withdraw from the doctoral program must send an email to the Director of Graduate Studies. The email should note whether the withdrawal is only from the Ph.D. program in the Department of Communication or from both the Ph.D. program and the University. The email should also note the semester in which the withdrawal will take effect. The Director will notify the Graduate School, which after approval will notify Student Records.

## **V. OBTAINING M.A. DEGREE FROM Ph.D. COURSEWORK**

Students who decide to withdraw from the Ph.D. program after finishing coursework may petition the Director of Graduate Studies to have their doctoral coursework credits count toward an M.A. degree. The petition should specify the M.A. concentration and include the M.A. plan of work and corresponding curriculum checksheet for the concentration. Students who have obtained an M.A. degree from the Department of Communication at Wayne State University are eligible to apply, but the concentration for their second M.A. degree must be different from the concentration for the first M.A. degree. Students who fail the Qualifying Examination at the first attempt and decide to withdraw from the program are eligible to apply; students who fail the Qualifying Examination at the second attempt are dismissed from the program and are not eligible to apply.

Only doctoral courses with a grade of B or higher taken at Wayne State University within 6 years of the proposed M.A. degree award date can be used toward the degree. Students should be aware that additional coursework beyond the doctoral credits already taken may be required to fulfill the requirements of their chosen M.A. concentration. The Graduate Committee approves the petitions. If approved, an M.A. Communication degree with a specified concentration will be awarded.

## **VI. DEPARTMENT ACTIVITIES, AWARDS, AND RESOURCES**

### **A. Department Colloquia and Events**

The department sponsors several colloquia, programs, and other events designed to promote discussion and awareness of communication scholarship, practice, and creative works. The department encourages doctoral students to participate in these activities regularly and to be active members of the department community in other ways. Students should note that graduate education is not restricted to academic courses. A good measure of learning derives from participation in academic extracurricular activities and in service opportunities to the department, college, university, profession, and community. Students are notified about these events through the Department's Ph.D. listserv.

### **B. Graduate Student Orientation**

Before and during the first week of classes of the fall semester, the department and the Graduate School hold mandatory orientations for new graduate students and Graduate Teaching Assistants. Current students are also welcome to attend these orientations.

### **C. Department Research Resources**

The department maintains two laboratories on the fourth floor and one on the fifth floor of Manoogian Hall. Labs are set up to enhance both qualitative and quantitative procedures. The department also maintains a research participant pool, based largely on Com 1010 and Com 3300 but open to other communication and political science classes, that offers extra credit to students in enrolled classes who take part in research projects. Graduate teaching assistants are encouraged to have their classes placed in the participant pool.

Students who want to use department laboratory resources for research should contact the research participant pool coordinator to ensure that they are added to the Canvas nonterm course for scheduling and equipment management. They should also familiarize themselves with procedures for checking out laboratory keys or equipment.

Students whose research involves human participants should be sure that their certification in research ethics is current and should have a "researcher" account in the SONA participant management system. Researchers are responsible for ensuring that extra credit is granted in a timely manner for students who earn it and that records are kept appropriately in cases where a claim for extra credit is questioned.

### **D. Graduate Student Research/Creative Activity, Teaching, and Service Awards**

The Department of Communication offers annual awards to graduate students as recognition of excellence in research/creative activity, teaching, and service. Each award comes with a stipend and a certificate. The awards for the previous academic year are presented at the Welcome Back Luncheon held at the start of an academic year.

The department's Graduate Committee makes the final selection of awardees. Faculty members should make nominations for the awards to the Director of Graduate Studies. A faculty member may nominate multiple students for the different categories as well as nominate an individual student for multiple categories.

The Graduate Student Research/Creative Activity Award recognizes excellence in research and/or creative activity by a master's or doctoral student in the Department of Communication. The award is based on works, such as articles, conference papers, or videos/films shown at festivals, that were produced in the last 12 months and represent a body of quality work in the graduate program. Coursework assignments, M.A. essays or theses, and doctoral dissertations, unless published or presented/shown at a conference/festival, are excluded from consideration. The award is open to all current graduate students who are in good standing in the M.A. and Ph.D. programs in the department. Normally one award is given, and preference is given to doctoral students.

The Graduate Student Elizabeth G. Youngjohn Teaching Award recognizes excellence in undergraduate classroom instruction and mentoring demonstrated by a masters or doctoral student in the Department of Communication. The award is based on a student's teaching evaluations, classroom observations, and teaching materials in the last 12 months. The award is open to current graduate students who are in good standing in the M.A. and Ph.D. programs in the department who teach as a Graduate Teaching Assistant or part-time faculty. Normally one award is given, and preference is given to doctoral students who are graduate teaching assistants.

The Graduate Student Service Award recognizes excellence in department, university, and professional service by a master's or doctoral student in the Department of Communication. The award is based on a student's comprehensive record of service to the department, college, university, profession, and community in the last 12 months. The award is open to all current graduate students who are in good standing in the M.A. and Ph.D. programs in the department. Normally one award is given out, and preference is given to doctoral students.

### **E. Graduate Student Association**

The Department of Communication Graduate Student Association (GSA) ([comm.wayne.edu/graduate/student-association.php](http://comm.wayne.edu/graduate/student-association.php)) represents the graduate students in the Department. The GSA holds regular meetings, speaks on behalf of students' needs, and encourages a sense of community among students. A representative of the GSA attends meetings of the faculty and the Graduate Committee.

### **F. Graduate Program Staff and Other Resources**

The key staff for the Graduate Program are the Graduate Academic Adviser, Dispute Resolution Program Academic Director, Master's Program Director, and Director of Graduate Studies. Students may contact any of them with questions and concerns. The department website ([comm.wayne.edu](http://comm.wayne.edu)) provides their contact information, and the Graduate Office email address, [comm.grad@wayne.edu](mailto:comm.grad@wayne.edu), is monitored by several staff.

The department website also offers information about the graduate programs and links to resources. Department forms are available at [comm.wayne.edu/graduate/forms.php](http://comm.wayne.edu/graduate/forms.php).

## VII. DEGREE REQUIREMENTS

Students must consult with their adviser to ensure that all degree requirements are met in a timely manner. The Plan of Work must conform to the requirements listed below unless specific adjustments have been approved by the adviser and the Director of Graduate Studies.

The Ph.D. degree requires at least 90 credits beyond the bachelor's degree. These 90 credits include (1) a maximum of 30 graduate credits transferred from a M.A. or other graduate-level coursework; (2) a minimum of 30 graduate credits taken as doctoral coursework in 7000 level and above courses; and (3) 30 credits taken for dissertation credits.

Department coursework requirements are provided as a worksheet. Students must complete this Ph.D. Coursework Worksheet ([comm.wayne.edu/files/phd\\_worksheet.doc](http://comm.wayne.edu/files/phd_worksheet.doc)) and use it to develop the Plan of Work. The completed worksheet must be turned in with the Plan of Work and Transfer of Credit (if applicable) forms for it to be processed.

The Ph.D. coursework requirements are:

- COM 8000: Introduction to Ph.D. Studies in Communication
- COM 7810: Seminar in Communication Education (can be waived)
- At least five Tool/Methods courses. Up to two graduate-level transfer courses may be applied. Foreign language reading and writing proficiency as determined by appropriate tests can count as one Tool course, if the adviser judges the language directly relevant to the dissertation project.
- At least four Content courses in the Department of Communication that together constitute a research area specialization.
- Additional elective content courses as needed to achieve minimum 60 credits of coursework (includes up to 30 credits transferred from prior graduate-level coursework, if applicable).
- Content courses (minimum 9 credits) outside the Department of Communication that together constitute a Minor/Cognate.
- 30 dissertation credits (COM 9991, COM 9992, COM 9993, COM 9994, each 7.5 credits, taken in consecutive semesters).
- Successful completion of the written and oral parts of the Qualifying Examination.
- Successful presentation and defense of the Dissertation Prospectus.
- Successful presentation and defense of the Doctoral Dissertation.



## Acknowledgement of Ph.D. Degree Handbook Policies and Procedures

*I have read the Department of Communication Doctor of Philosophy Handbook and have familiarized myself with the policies and procedures governing the doctoral degree program. I also understand that I must familiarize myself with the policies, procedures, and directives from the Graduate School as detailed in the Graduate Bulletin and the Graduate School website.*

*I understand that deviations from the Department of Communication or Graduate School policies and procedures may interfere with reasonable and normal academic progress and, in extreme circumstances, may result in my dismissal from the program. I further understand that I am to maintain regular contact with my academic adviser so that I may complete my degree in a timely manner.*

---

Student Name and Access ID (Please Print)

---

Signature and Date

*Please sign and return this form to the Graduate Office of the Department of Communication by October 31.*

*For office use only:*

---

Received by and date