



HANDBOOK FOR GRADUATE STUDENTS & ADVISORS

201 Franklin Hall | Revised March 2013



KSU SCHOOL OF JOURNALISM
AND MASS COMMUNICATION



PREFACE

Welcome to the School of Journalism and Mass Communication graduate program in the College of Communication and Information at Kent State University.

This handbook has been prepared to assist you in planning your coursework and the many steps it takes to receive your M.A. in Journalism and Mass Communication. Although we have attempted to answer graduate students' most frequently asked questions, the contents of this handbook are constantly under review and may change at the discretion of the School. It is assumed that you will have other questions as you proceed through your program. When questions arise regarding the interpretation of any of the policies or procedures in this handbook, please refer your questions to the JMC Graduate Coordinator, your academic advisor, or the Associate Director of the School of Journalism and Mass Communication.

Examples of required forms are presented in this handbook. When you are ready to file a form, please download it from the graduate web site (<http://jmc.kent.edu/index.php/Graduate-Academics/graduate-programs.html>) or obtain a copy from the JMC Graduate Coordinator. Please note that forms may be updated at any time, so be sure you are using the most recent version when submitting your work.

It is suggested that you keep this handbook as your reference throughout your graduate studies. Replacement copies are available for download on the graduate web site at: http://jmc.kent.edu/images/Grad_handbook.pdf. Students are responsible for staying informed about any relevant university policies that may change over the course of their graduate study.

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THE MASTER OF ARTS IN JOURNALISM AND MASS COMMUNICATION

The graduate program in the School of Journalism and Mass Communication is intended to serve two types of students: those with the appropriate background to begin professional graduate study immediately and those without such background who need to complete prerequisite coursework before undertaking more advanced classes toward the M.A. degree. The School's mix of theoretical and practical courses will prepare graduates to pursue various careers in journalism and mass communication or to advance to doctoral studies.

The Graduate Studies Committee in the School of Journalism and Mass Communication is responsible for establishing the basic requirements for the master's degree. The requirements are published on the School's website and in the current Kent State University Graduate Catalog. All graduate students should read this handbook and the graduate catalog (<http://www.kent.edu/graduatestudies/catalog.cfm>).

MISSION STATEMENT

The School of Journalism and Mass Communication provides professional undergraduate and master's programs within the liberal arts tradition. We teach students to gather information, to present it clearly, and to think critically within a legal and ethical framework. We recognize our responsibility to serve as a resource for professional practitioners, for media consumers and for Kent State University. This responsibility extends to the identification and inclusion of historically under- represented communities.

THE ROLE AND MISSION OF KENT STATE UNIVERSITY

The mission of Kent State University is to discover, create, apply, and share knowledge, as well as to foster ethical and humanitarian values in the service of Ohio and the global community. As an eight-campus educational system, Kent State offers a broad array of academic programs to engage students in diverse learning environments that educate them to think critically and to expand their intellectual horizons while attaining the knowledge and skills necessary for responsible citizenship and productive careers.

OUR VISION

The School of Journalism and Mass Communication provides professional undergraduate and master's programs within the liberal arts tradition. We teach students to gather information, to present it clearly, and to think critically within a legal and ethical framework. We recognize our responsibility to serve as a resource for professional practitioners, for media consumers and for Kent State University. This responsibility extends to the identification and inclusion of historically under- represented communities.

PROGRAM FEATURES AND GENERAL INFORMATION

ACADEMIC ADVISING

All graduate students have academic advisors who are important to the students' success in achieving academic, career, and research goals. The Graduate Coordinator will assign an academic advisor once a student is enrolled in the basic Intro to Graduate Studies class, based on the student's program concentration. The advisor will assist the student in completing the Tentative Program Plan (TPP) and will discuss matters including selecting courses or choosing between a thesis or professional master's project. Students must have a Tentative Program Plan signed by the student and advisor on file with the School of Journalism and Mass Communication by the end of the first semester of study. The TPP is required to earn a grade in Introduction to Graduate Studies.

The academic advisor will advise the student's selection of courses and could, though not required, supervise (chair committee) the master's project, comprehensive examination or writing of the thesis.

By the end of the second semester, students should submit a final M.A. Program Plan document to the Graduate Coordinator to be placed on file. Final Program Plans must be signed by the student and advisor and approved by the Graduate Coordinator. Students will not be allowed to register for Capstone credit hours (thesis or project) without a signed and approved Program Plan.

GRADUATE ASSISTANTSHIPS

All graduate assistants will be selected by the Graduate Studies Committee of the School of Journalism and Mass Communication. Applications for assistantships will be handled through the Division of Research and Graduate Studies. Specific assignments will be made by the Graduate Coordinator.

Conditions of Appointment

- a. All graduate appointees must remain in good standing in the School and be enrolled as full-time students. Non-degree and guest students are not eligible for appointments. Upon satisfactory progress toward the degree and performance of assigned duties, students may be reappointed. Appointments or reappointments, including tuition scholarships, are not automatic and are based on an evaluation by the assigned instructor.
- b. All graduate appointees must be enrolled in a minimum of eight hours of course work per semester.
- c. Because graduate appointments are intended to provide support to enable students to spend the maximum amount of time in pursuit of graduate studies, it is considered inappropriate for a full-time graduate appointee to be additionally employed. Graduate appointees may not hold an additional appointment at Kent State University that exceeds 20 hours per week.
- d. Students who are awarded assistantships normally can expect to receive two years of support, assuming there is satisfactory progress toward the degree and in the performance of assigned duties. Notification of non-reappointment will be given to students before April 1st each spring semester.

PROGRAM FEATURES AND GENERAL INFORMATION

GRADUATE ASSISTANTSHIPS (CONT'D)

JMC Appointment Category

Graduate Assistants: A graduate assistant assists or performs instruction, research or administrative duties beneficial to the appointee's professional development.

Selection and Reappointment Criteria

The Graduate Studies Committee will decide on appointees based on grade point average, GRE scores, letters of recommendation, and statement of goals, as well as the specific needs of the School.

The Graduate Coordinator will provide students with feedback concerning their first-semester performance, so that problems may be resolved before the reappointment notification date.

Evaluation of a student's performance, progress toward the degree, grade point average, and any other information provided in the graduate assistant's performance review will be considered in the reappointment process.

DEGREE REQUIREMENTS

Kent State's program allows students to concentrate in professional training in Public Relations, Reporting/Editing, and in Media Management. Those with exceptional professional backgrounds may be eligible for a more specialized program of study with approval from the graduate coordinator.

The master's program requires a minimum of 36 hours (including six hours for the thesis option or three hours for the non-thesis option). Students must:

- Maintain a 3.0 cumulative GPA in all coursework.
- Choose between two capstone options: writing a thesis or preparing a professional project.
- Earn a minimum of six hours in Thesis I (one) or a minimum of 3 hours in the non-thesis option. Not take more than four hours of workshop credit to count toward the degree.
- Complete at least 50 percent of coursework at the 60000 level

Also:

- Students in catalog years prior to Fall 2013 may have the option to take a comprehensive exam as a third capstone option. Up to six hours completed as a non-degree or guest student may count toward the degree.

THE COMBINED BACCALAUREATE/MASTER'S PROGRAM ("PLUS 24")

Kent State University offers outstanding students the opportunity to enroll in a Master's program before they complete their undergraduate degrees. When a student is accepted into the Combined Baccalaureate/Master's Program, he/she may apply up to 12 hours of graduate-level coursework toward the completion of the undergraduate degree as well. If a student combines an undergraduate degree in the School of Journalism and Mass Communication with a JMC Master's degree that requires 36 hours of coursework, that student will have both a Bachelor's and a Master's degree with just 24 more credit hours than the Bachelor's degree alone. That's why we call this program "Plus 24."

In order to be eligible to apply for the Plus 24 program, a student must have achieved a GPA of:

- 3.5 after 60 semester hours
- 3.4 after 75 semester hours
- 3.3 after 90 semester hours, or
- 3.2 after 105 semester hours.

A student who wishes to apply for this program must complete all the necessary documents and requirements for admission to graduate study. In addition, the student must complete a document listing all the courses yet to be taken to complete the requirements for the undergraduate degree, including the courses that will be taken at the graduate level and counted toward both degrees. The applicant should meet with an advisor in the School of Journalism and Mass Communication to complete this form.

When the applicant has been admitted to the graduate program in JMC, he/she may register for and take graduate and undergraduate courses in the same semester. The candidate is entitled to participate in the undergraduate graduation ceremony as soon as he/she has completed all the requirements for the undergraduate degree. Also, the candidate will participate in the Master's level graduation ceremony when he/she has completed all the requirements for the Master's degree. The candidate must apply separately to graduate at each level.

Students enrolled in the Plus 24 program are eligible to hold graduate assistantships, even if they have not yet completed the requirements for the undergraduate degree.

Core

Students are required to take a core ranging from 18 to 21 hours, depending on the selected capstone option. The core emphasizes the role of theory, law, and ethics.

Concentrations

Concentrations: In addition to core courses, students will be required to take up to 14 hours of coursework in their selected concentrations. The courses designated in each concentration can be found here: (<http://jmc.kent.edu/index.php/Graduate-Admission/graduate-admission.html>)

CAPSTONE COURSES

ESTABLISHING THE GRADUATE COMMITTEE

Both capstone courses (Thesis or Professional Project) require that the graduate student formally establish a committee. The committee must be established at least one semester before the student expects to graduate.

The director is the most important person on the student's committee and should be carefully selected. The committee director normally should be the academic advisor or a faculty member who has taught the student several courses and who agrees to direct the proposed thesis or project.

Once selected, the committee director will guide or work with the student to select two other members from the graduate faculty. One committee member also may come from outside the School of Journalism and Mass Communication.

Once the committee is verbally constituted, the student then must submit the Notification of the Advisor/Topic/Committee Approval form, <http://jmc.kent.edu/images/writablecommitteestablishment1.pdf>, which includes committee members' names and a tentative title for the thesis or professional project. This committee cannot change without approval from the Graduate Coordinator. Any changes require a new approval form to be submitted to the Graduate Coordinator.

CAPSTONE COURSES

THESIS OPTION

The thesis option is recommended for students interested in pursuing a doctorate or engaging in research. The thesis must report original research where the student discovers knowledge and disseminates it. Because taking the thesis from the proposal to the completed document stage is complex and time consuming, students should undertake this option only after careful planning, extensive thinking and reading on the topic, and in consultation with a faculty member who is willing to serve as thesis director. Students planning to complete a thesis should begin actively working on it no later than three semesters before they plan to graduate. Students taking the thesis option are required to take a research methods course.

Before defending the final thesis, students must have a minimum GPA of 3.0 and completed or registered for at least 36 credit hours (including the six hours of thesis credit) and all required coursework, including any required professional prerequisites.

Students must register for six hours of Thesis I (JMC 60199). Registration for these credit hours can commence during the student's proposal writing process. The student is required to continuously enroll in Thesis each semester, including summer, until all degree requirements are met.

Unlike the project option, theses require submission and acceptance to the College of Communication and Information. Students should consult the "Guidelines for the Preparation of Theses" to ensure standards are met: <http://www.kent.edu/CCI/Advising/upload/CCI-Style-Guide-05-29-12.pdf>.

The successful completion of a thesis requires students plan early to undertake this option. The thesis process should be considered in three stages: pre-planning, the proposal, and the thesis.

I. Pre-Planning

Students considering undertaking a thesis need to begin the pre-planning process during their second semester (or, for students planning to take longer than two years, at least three semesters before they plan to graduate). At this time, students should complete the following tasks:

- Identify a director and committee.
- Work with the director to identify a topic.
- Submit the "Notification of the Director/Topic/Committee Approval Form," signed by the director and committee members, to the Graduate Studies Coordinator for consideration and approval by the Graduate Studies Committee. This form must be submitted at least four weeks before the beginning of the semester in which Thesis I will be taken. If a student cannot meet this deadline, he or she cannot register for Thesis I.
- Once the Notification form has been accepted, the student should begin developing the literature review.

By the end of the pre-planning stage, students should have everything they need in place to write a successful proposal.

CAPSTONE COURSES

THESIS OPTION (CONT'D)

II. Proposal

All theses require a proposal that must be approved by the entire thesis committee. The thesis committee must accept the proposal no later than the semester before the student applies to graduate. Students should not plan to defend either the proposal or the thesis during summer. Summer defenses can be scheduled only with prior faculty approval. Because students should not begin conducting research until the committee accepts the proposal, we encourage students to schedule defenses as early as possible in the semester before they plan to graduate.

As during the pre-planning stage, the student should work with the director and, as appropriate, committee members to develop the proposal. We strongly encourage students to involve the committee as needed to develop a successful proposal. The student and thesis director must identify a suitable location, date, and time for the defense, which is expected to last one to two hours.

The proposal should be considered a binding agreement between the student and his or her committee, establishing the parameters and expectations for the thesis. As such, it should be considered carefully and thoroughly. Once the thesis has been approved, the student is required to meet all of the expectations established within.

Students are expected to deliver the final proposal to the committee and the Graduate Coordinator no later than two weeks before the scheduled proposal defense. If students do not have a final version of the proposal ready at that time, the defense must be rescheduled.

The final proposal should include the following elements:

- An introduction establishing the importance and relevance of the topic
- A literature review that contextualizes the study within broader scholarly research and provides grounding for the research questions
- Clearly defined and articulated research questions that are linked back to the literature
- A detailed methodology section that tells the committee the student's specific data collection processes and procedures
- A schedule for thesis completion, including the expected thesis defense date and the final date for submission to the College of Communication and Information.
Note: that no changes can be made to this schedule without committee approval.
- All students using human subjects are required to obtain and present notification of study approval from the Kent State University Institutional Review Board (IRB).
Note: The IRB must approve all research projects involving the collection of data involving people. Information on the IRB, including required forms, are available on the KSU website. IRB approval is required before any human subject research can be undertaken

Upon approval of the thesis proposal, the director will submit the signed Notification of Approved Thesis form as well as a final draft of the proposal (including any required changes determined in the defense) to the Graduate Coordinator. If necessary, students also should submit a revised IRB approval form that reflects methodological or data collection changes requested by the committee.

CAPSTONE COURSES

THESIS OPTION *(CONT'D)*

III. The Thesis

As soon as the thesis committee approves the proposal, students should begin data collection. The final thesis is expected to be a rigorous and thorough scholarly examination of the student's topic, held to the highest standards in terms of content and form (including writing). It is expected that all theses will be in the format required by the College of Communication and Information before submission to the committee for defense.

The thesis should be defended no later than the tenth week of the semester in which the student expects to graduate in order to allow sufficient time for revision and submission to the College. No defenses will be scheduled during the last two weeks of any semester or term.

The final thesis generally should include the following chapters:

- Introduction
- Literature review
- Research questions and methods
- Findings
- Discussion and conclusion

The Thesis Defense

During the semester(s) in which the thesis is researched and written, the student should meet regularly with the director and, as appropriate, committee members to discuss the research progress and present chapters for approval.

The student and thesis director must identify a suitable location, date, and time for the defense, which is expected to last two to three hours. The Graduate Coordinator should be notified of the date, room, and time for the thesis defense at least three weeks before the defense and no later than the tenth week of the semester in which the thesis will be defended. The Coordinator will publicize the defense on the JMC Graduate Student Listserv and notify the Associate Dean for Graduate Studies.

Students are expected to deliver the final thesis to the committee and the Graduate Coordinator no later than three weeks before the scheduled thesis defense. If students do not have a final version of the thesis ready to go at that time, the defense must be rescheduled.

CAPSTONE COURSES

THESIS OPTION *(CONT'D)*

Following the defense, the results will be reported as either: a.) pass; or b.) fail. In the event of a pass, the thesis committee may indicate changes that must be made in order for the final thesis to be submitted to the School and College. In the event of a fail, the thesis must be re-defended to the entire committee to be passed.

After approval of a “passed” thesis, students are required to submit the following items to the JMC Graduate Coordinator:

- A signed Report of Thesis Defense Oral Examination
- A final hard copy version of the thesis that includes all additions and revisions recommended by the thesis committee
- A list detailing how the revised version addressed concerns raised by the committee, signed by the thesis director

In addition, the student must submit a final electronic version of the approved final thesis to the College of Communication and Information.

The student’s application for graduation will not be approved until all of the steps detailed in this section have been completed. Please note that the application for graduation deadlines must be observed. Current dates are available on the Kent State website (<http://www.kent.edu/academics/resources/academic-calendar.cfm>).

CAPSTONE COURSES

PROFESSIONAL PROJECT OPTION

Professional projects are designed to provide a means for students to demonstrate the application of knowledge and skills learned through study in the School of Journalism and Mass Communication graduate program. The option is recommended for students seeking employment after completing their degree and need a portfolio or work samples to enhance employment opportunities.

Professional projects allow students to research and produce a media product, service, or plan. Final projects must include two elements:

- A research report, including an introduction, literature review, and a detailed description of the processes followed in the creation of the final project.
- A substantive final product suitable for publication on air, in print, online, or distributed for instructional purposes.

Examples include: producing a documentary, writing an in-depth series of investigative articles, creating content prototypes, or the creation of a website.

Students planning to complete a project should begin actively working on it no later than the semester before they plan to graduate.

Before defending the final project, students must have a minimum GPA of 3.0 and have completed or registered for at least 36 credit hours (including the three hours of project credit) and all required coursework, including any required professional prerequisites.

Students must register for three hours of Master's Professional Project (JMC 60396). Registration for these credit hours can commence during the student's proposal-writing process. The student will receive an IP (In Progress) if work is not completed in the initial semester for which the student registers for Project hours.

The successful completion of a project requires students to begin to consider their plan early. The thesis process should be considered in three stages: pre-planning, the proposal, and the thesis.

CAPSTONE COURSES

PROFESSIONAL PROJECT OPTION (CONT'D)

I. Pre-Planning

Students considering undertaking a project need to begin the pre-planning process at least one semester before they plan to graduate. At this time, students should complete the following tasks:

- Enroll in Capstone.
- Identify a director and committee.
- Work with the director and Capstone instructor to identify a topic.
- Submit the “Notification of the Director/Topic/Committee Approval Form,” signed by the director and committee members, to the Graduate Studies Coordinator for consideration and approval by the Graduate Studies Committee. This form must be submitted at least four weeks before the beginning of the semester in which the project will be defended.
- Once the Notification form has been accepted, the student should begin developing the literature review.

By the end of the pre-planning stage, students should have everything they need in place to write a successful proposal.

II. Proposal

All projects require a proposal that must be approved by the entire committee. The project committee must accept the proposal no later the second week of the semester in which the student wishes to defend the final project. We strongly encourage students to defend their proposal the semester before the anticipated final project defense. Students should not plan to defend either the proposal or the thesis during summer. Summer defenses can be scheduled only with prior faculty approval. Because students should not begin working on their deliverable until the committee accepts the proposal, we encourage students to schedule defenses as early as possible.

As during the pre-planning stage, the student should work with the director and, as appropriate, committee members to develop the proposal. We strongly encourage students to involve the committee as needed to develop a successful proposal. The student and project director must identify a suitable location, date, and time for the defense, which is expected to last one to two hours.

The proposal should be considered a binding agreement between the student and his or her committee, establishing the parameters and expectations for the project. As such, it should be considered carefully and thoroughly. Once the project has been approved, the student is required to meet all of the expectations established within.

Students are expected to deliver the final proposal to the committee and the Graduate Coordinator no later than two weeks before the scheduled proposal defense. If students do not have a final version of the proposal ready to go at that time, the defense must be rescheduled.

CAPSTONE COURSES

PROFESSIONAL PROJECT OPTION (CONT'D)

The final proposal should include the following elements:

- An introduction establishing the importance and relevance of the topic
- A literature review that contextualizes the study within broader scholarly research and professional literature
- Clearly defined and articulated outcomes related to the proposed project deliverable
- A detailed “approach” section that tells the committee how the student will meet the aforementioned outcomes
- A schedule for project completion, including the expected defense date and the final date for submission to the School of Journalism and Mass Communication
Note: that no changes can be made to this schedule without committee approval
- Students using human subjects for non-journalism projects may be required to obtain and present notification of study approval from the Kent State University Institutional Review Board (IRB). This decision should be made in consultation with the project director and graduate coordinator
Note: The IRB must approve all research projects involving the collection of data involving people. Information on the IRB, including required forms, is available on the KSU website. IRB approval is required before any human subject research can be undertaken

A well-crafted and thoughtful proposal will form the basis of the project research report.

Upon approval of the project proposal, the director will submit the signed Notification of Approved Project Proposal form, as well as a final draft of the proposal (including any required changes determined in the defense), to the Graduate Coordinator. If necessary, students also should submit a revised IRB approval form that reflects methodological or data collection changes requested by the committee.

III. The Project

As soon as the project committee approves the proposal, students should begin working on the final deliverable. The final project is expected to be a rigorous demonstration of the student’s mastery, held to the highest standards in terms of content and form (including writing).

It is expected that all project research reports will be in the format required by the College of Communication and Information before submission to the committee for defense.

The project should be defended no later than the twelfth week of the semester in which the student expects to graduate in order to allow sufficient time for revision. No defenses will be scheduled during the last two weeks of any semester or term.

CAPSTONE COURSES

PROFESSIONAL PROJECT OPTION (CONT'D)

The Project Defense

During the semester(s) in which the report is written and the deliverable created, the student should meet regularly with the director and, as appropriate, committee members to discuss progress and material for approval.

The student and project director must identify a suitable location, date, and time for the defense, which is expected to last one to two hours. The Graduate Coordinator should be notified of the date, room, and time for the defense at least three weeks before the defense and no later than the ninth week of the semester in which the project will be defended. The Coordinator will publicize the defense on the JMC Graduate Student Listserv and notify the Associate Dean for Graduate Studies.

Students are expected to deliver the final project to the committee and the Graduate Coordinator no later than two weeks before the scheduled project defense. If students do not have a final version of the report AND completed project ready at that time, the defense must be rescheduled.

Following the defense, the results will be reported as either: a.) pass; or b.) fail. In the event of a pass, the committee may indicate changes that must be made in order for the final project to be submitted to the School. In the event of a fail, the project must be re-defended to the entire committee to be passed.

After approval of a “passed” project, students are required to submit the following items to the JMC Graduate Coordinator:

- A signed Report of Project Defense Oral Examination
- A final hard copy version of the project that includes all additions and revisions recommended by the project committee
- A list detailing how the revised version addressed concerns raised by the committee, signed by the project director

The student’s application for graduation will not be approved until all of the steps detailed in this section have been completed. Please note that the application for graduation deadlines must be observed. Current dates are available on the Kent State website (<http://www.kent.edu/academics/resources/academic-calendar.cfm>).

Following the defense, the results will be reported as either: a.) pass; or b.) fail. In the event of a pass, the thesis committee may indicate changes that must be made in order for the final thesis to be submitted to the School and College. In the event of a fail, the thesis must be re-defended to the entire committee to be passed.

CAPSTONE COURSES

PROFESSIONAL PROJECT OPTION (*CONT'D*)

After approval of a “passed” thesis, students are required to submit the following items to the JMC Graduate Coordinator:

- A signed Report of Thesis Defense Oral Examination
- A final hard copy version of the thesis that includes all additions and revisions recommended by the thesis committee
- A list detailing how the revised version addressed concerns raised by the committee, signed by the thesis director

In addition, the student must submit a final electronic version of the approved final thesis to the College of Communication and Information.

The student’s application for graduation will not be approved until all of the steps detailed in this section have been completed. Please note that the application for graduation deadlines must be observed. Current dates are available on the Kent State website (<http://www.kent.edu/academics/resources/academic-calendar.cfm>).

POLICIES

ACADEMIC HONESTY

It is the policy of Kent State University that all students are to perform their academic work according to the standards established by the departments or schools in which they are enrolled. The School of Journalism and Mass Communication deals with publishable works and educates its students for various aspects of publishing and communications professions. Therefore, they should be aware of the following school and university rules and definitions:

Fabricating is to intentionally misrepresent the source or nature of academic work.

Plagiarizing is defined as copying the words, sentences and paragraphs from the work of another without proper credit.

Duplicating work is defined as submitting the same work to more than one professor without the prior knowledge and agreement of all parties involved.

Complete guidelines and definitions regarding plagiarism, cheating and the academic sanctions associated with them are described in the University Policy Register.

USE OF COPYRIGHTED WORK

If any copyrighted material is used in a master's thesis or project in a way that does not constitute a fair use (defined below), the author must obtain written permission from the copyright holders and must include copies of permission letters when submitting the thesis or project (to be bound with the thesis or project).

As provided in the Copyright Act [Title 17 U.S. Code, Section 107]

Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include--

- (1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- (2) the nature of the copyrighted work;
- (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- (4) the effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

POLICIES

GRADES

GPA must be above a 3.0 for good academic standing and for graduation. Any student with a GPA lower than 3.0 is subject to dismissal. A student who has received more than eight hours of “B-” (2.7) or lower or more than four hours lower than “C” (2.0) is subject to dismissal. Grades lower than “C” do not count toward degree requirements. The university policy for academic grades is as follows:

A = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3	F = 0
A- = 3.7	B = 3	C = 2.0	D = 1.0	
	B- = 2.7	C- = 1.7		

In-progress and Incomplete Grades

IP (In-Progress) - The University Handbook defines an in-progress grade as: -- A grade given to indicate that research, individual investigation, or similar efforts are in progress and that a final grade will be given when the work is completed.

IN (Incomplete) - The University Handbook defines an incomplete grade as: -- An administrative mark which may be given to students who are unable to complete the last three weeks of a semester because of factors beyond their control.

Grades related to class attendance and absence:

The KSU handbook defines grades relating to class attendance in the following manners:

NA: Student has never attended a class, and grade is not possible.

NF: The automatic default of the NA grade after one semester, unless administratively removed.

SA: Student stopped attending the class but did not withdraw.

SF: The automatic default of the SA grade after one semester, unless administratively removed.

POLICIES

STUDENT ACADEMIC GRIEVANCE POLICY

(More details available in KSU policy register. Reference 3342-3-07)

In accordance with the KSU Policy Register, graduate students who wish to file academic complaints must do so within 15 days after the problem occurs during the regular semester or summer session or 15 days after the start of the next semester. Students wishing to file a grievance must follow the protocol below:

1. Meet with the professor to discuss and resolve the issue.
2. If the meeting is unsuccessful, the issue should be discussed with the Graduate Studies Coordinator.
3. If the meeting with the Graduate Studies Coordinator does not resolve the issue, the student may then file a formal complaint in writing with the Director of the School of Journalism and Mass Communication and enclose a copy to the Graduate Studies Coordinator.
4. If the JMC Director is unable to bring a resolution to the problem, then the complaint will be referred to the JMC Grievance Committee.
5. The student and the instructor may be requested to appear before the Grievance Committee, after the instructor has responded to the grievance in writing.
6. The JMC Grievance Committee will notify the School Director of its decision.
7. The JMC Director will make a formal recommendation and notify the student.
8. The student has the option of appealing a JMC decision to the Dean of the College of Communication and Information.

TRANSFER OF CREDIT

A maximum of 12 semester hours of graduate credit may be accepted by transfer from accredited institutions(s) if:

1. The work was of “A” or “B” quality;
2. The work fits into the graduate program in the School of Journalism and Mass Communication;
3. An official transcript, with an accompanying explanatory letter, is filed in the JMC Graduate Studies office.
4. The Graduate Coordinator of the School of Journalism and Mass Communication approves the transfer.
5. Transfer credit will be considered only for courses taken within six years of the student receiving a master’s degree at Kent State.
6. All recommendations for transfer of credit are to be made on the Transfer of Credit form and submitted to the College of Communication and Information office.

POLICIES

CHANGE OF DEGREE OR MAJOR

Students who wish to change majors from the School of Journalism and Mass Communication to another program in CCI must complete the top portion of the Change of Degree or Major form, available from Research and Graduate Studies (RAGS) or the CCI Advising Office. The form then should be submitted to the School(s) for processing.

If changing a major to a different academic college, the School of Journalism and Mass Communication will forward the form and student file to the academic department requested by the student. Following acceptance by the intended academic department, the form and file will be forwarded to the new College, which then will indicate its approval or rejection on the form and return the form and file to the College of Communication and Information Office.

TIME LIMITS

A graduate student must register for courses in the School of Journalism and Mass Communication within two years after the student's admission date, in order to retain active status. Failing to do so may require the student to reapply, and all requirements in effect at the time of the reapplication must be met.

A master's degree student in the School of Journalism and Mass Communication should complete the degree within six calendar years after the student's first graduate registration at Kent State University. Any credit being transferred toward meeting degree requirements also should have been earned within the six-year period.

Extension of Time Limits

A student requesting an extension of time limits must fill out the application form and submit it to the Coordinator. The Coordinator forwards it to the Associate Dean with a memo or letter of support.

POLICIES

WITHDRAWAL

From Courses

Students may withdraw from individual courses with financial penalty up to the tenth week of the semester. Specific dates for withdrawal can be found each semester in the Schedule of Classes on “Web for Students.”

From the University

Students who withdraw from the university must complete an Exit Application with the CCI Advising Office and will receive an administrative mark of “W.”

STUDENT ACCESSIBILITY

In accordance with University policy, students who have a documented disability and require accommodation to obtain equal access in JMC courses should contact the office of Student Accessibility Services (SAS) at:

DeWeese Health Center

Phone: 330-672-3391

Fax: 330-672-3763

www.kent.edu/sas

JMC AND KSU GENERAL INFORMATION

Graduate students will receive notices of important announcements through the JMC Graduate Students Listserv and through the students' kent.edu account. Grad students should check Kent email on a regular basis by logging on to: <http://flashline.kent.edu>. Students are added to the JMC graduate student listserv after being admitted into the program.

Most information about the School of Journalism and Mass Communication can be found on the School's web site at: <http://www.jmc.kent.edu> or by calling: 330-672-2572.

Technical Computer Problems: Contact the Helpdesk at <http://helpdesk.kent.edu/> or 330-672-HELP.

Kent State University Library and Media Services: <http://library.kent.edu>

APPENDIX A

COUNTDOWN TO GRADUATION

10. Acceptance in graduate program
9. First semester course registration
8. Tentative Program Plan filed and academic advisor assigned
7. Program Plan Document submitted
6. Completion of 80 percent of coursework with 3.0 GPA
5. Establishment of capstone committee
4. Project or Thesis proposal hearing
3. Application for graduation
2. Thesis or Project oral defense
1. Graduation (within six-year deadline)

APPENDIX B

NOTIFICATION OF DIRECTOR/TOPIC/COMMITTEE ESTABLISHMENT

School of Journalism and Mass Communication | Kent State University

Student: _____

Date: _____

Seeking Approval for: Thesis Professional Project

Working Title: _____

Director¹: _____

Committee²: _____

Committee: _____

Date of Approval: _____

Graduate Coordinator: _____

Comments: _____

Note 1: Directors should complete the form, “Notification of Approved Thesis Topic” or “Notification of Approved Project and Prospectus,” following the prospectus meeting and submit it to the graduate coordinator no later than the semester prior to anticipated graduation. A copy of this form should be placed in the student’s file.

Note 2: Any changes to the committee membership listed above must be approved by the Graduate Coordinator, following consultation with the Graduate Studies Committee. The working title of the thesis or project may change through the time of the prospectus meeting, as may initial thoughts about methodology, following consultation with the thesis/project committee. There should not be significant changes to the title or methodology after a successful prospectus defense.

APPENDIX C

CHECKLIST FOR THESIS PROPOSAL ELEMENTS

1. Statement of the problem and justification for the proposed study; limitations of the work to be completed and research questions or a tentative hypothesis for the study.
2. Context of the problem and description of the literature review of relevant materials; theoretical framework, definitions of terms and statement of basic assumptions to the study.
3. Methodology, including a description of research design, data collection, method of collection and data analysis.
4. Appendices (proposed and samples).
5. Tentative References

APPENDIX D

NOTIFICATION OF APPROVED THESIS TOPIC

The graduate student will file this form with the College or Independent School office no later than the semester preceding that in which the candidate expects to receive a master's degree. Please present the information in typewritten form. If any of the information on this form changes, a new form must be filed.

Name: _____

Date: _____

Local Address: _____

Telephone No.: _____

Student No.: _____

Degree Program (e.g., M.A., M.S., MFA): _____

Department or School and area of concentration: _____

Proposed title of Thesis: _____

Are human subjects involved in this research?

If yes, date of approval by the Kent State University Institutional Review Board: _____

Members of the thesis committee: *Name (typed or printed) Department Signature*

Advisor

APPROVED: _____
Advisor Date

Graduate Coordinator Date

Chair/Director Date

College Dean Date

Please attach a paragraph including a clear statement of the problem to be undertaken and the procedure or methodology to be used in the research.

APPENDIX F

SIGNATURE PAGE FOR THESIS

Thesis written by
Susan K. Sample
B.A., Arizona State University, 2010
M.A., Kent State University, 2013

APPROVED BY:

Advisor

Director, School of Journalism and Mass Communication

Dean, College of Communication and Information

APPENDIX G

CHECKLIST FOR PROFESSIONAL PROJECT PROPOSAL ELEMENTS

1. A working title that is concise but describes the nature of the project.
2. A project description that indicates the project's content in terms of importance, platform, if applicable, and use.
3. A research report (literature review) that provides the context, perspective and need for the project.
4. A statement of the project's goals and objectives that include details such as the purpose or significance and intended use.
5. A statement of the procedure for producing the project. Your statement should describe the general process for project development, as well as its specific design.
6. A description of material or technology to be used to develop the project that includes software and hardware.
7. A time line or work plan that outlines procedures and time frame for producing the project.
8. Depending on the type of project approved, a Human Subject Review application must be completed.

APPENDIX H

NOTIFICATION OF APPROVED PROJECT TOPIC

The graduate student will file this form with the College or Independent School office no later than the semester preceding that in which the candidate expects to receive a master's degree. Please present the information in typewritten form. If any of the information on this form changes, a new form must be filed.

Name: _____

Date: _____

Local Address: _____

Telephone No.: _____

Student No.: _____

Degree Program (e.g., M.A., M.S., MFA): _____

Department or School and area of concentration: _____

Proposed title of project: _____

Are human subjects involved in this research?

If yes, date of approval by the Kent State University Institutional Review Board: _____

Members of the project committee: *Name (typed or printed) Department Signature*

_____	_____
Advisor	
_____	_____
_____	_____
_____	_____

APPROVED: _____
Advisor Date

Graduate Coordinator Date

Chair/Director Date

College Dean Date

Please attach a paragraph including a clear statement of the problem to be undertaken and the procedure or methodology to be used in the research.

APPENDIX I

REPORT OF PROJECT FINAL DEFENSE

Name of Candidate: _____
Last First Middle

Local Address: _____

Area of Concentration: _____

Exact title of project: _____

Signatures of examining committee:

<i>Name (typed or printed)</i>	<i>Signature</i>	<i>Pass</i>	<i>Fail</i>	<i>Date</i>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

FINAL RESULT: **PASS** **FAIL**

**Attach comments or specified conditions if student fails.*

Graduate Program Coordinator Date

Chair/Director Date

College Dean Date

APPENDIX J

SIGNATURE PAGE FOR PROFESSIONAL PROJECT

Master's Professional Project by
Johnny B. Good
B.S. The Ohio State University, 1990
M.A., JMC, Kent State University, 2020

APPROVED BY:

_____	_____
Professional Project Director	Date
_____	_____
Committee Member	Date
_____	_____
Committee Member	Date
_____	_____
Director, School of Journalism and Mass Communication	Date