

THE *Doctoral* HANDBOOK

GRADUATE STUDIES AND RESEARCH

2023-2024



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INTRODUCTION

The University of Florida College of Journalism and Communications (CJC) is dedicated to excellence in its Ph.D. program in mass communication. The program offers a rigorous course of study in an ideal setting for a quality educational experience.

Proud of its award-winning student body and faculty, CJC boasts the diversity made possible by one of the largest enrollments in the country. More than 150 students engage in graduate and advanced studies on campus, joining over 900 online master's students and 2,300 total undergraduates. More than 50 graduate faculty members in the college teach, conduct research, and provide service.

The University of Florida, with 16 colleges on a single campus, ranks as one of the nation's most comprehensive research institutions. External funding for research support exceeds a billion dollars per year, placing the university among the top 5 public institutions. The university enrolls more than 60,000 students, including more than 16,000 graduate/professional students. They come to the university from every state in the union and more than 130 countries.

Supporting programs have great strength in law, history, psychology, political science, economics, and area studies, among others. UF's Latin American Studies Center and African American Studies Center rank among the best in the nation.

Gainesville is home to excellent museums, performing arts, craft breweries, restaurants, and live music. Yet it remains small enough, at a population of 134,000, to provide a suitable environment for concentrated study.

For recreation, Alachua County residents enjoy eight state parks with more than 100 miles of trails for biking, birding, and hiking, combined with crystal-blue freshwater springs for cooling off. Surf and sandy beaches of the Atlantic may be reached in an hour-and-a-half drive, while the top-rated fishing and seafood of the Gulf Coast lie only an hour west. The major theme parks and metropolitan areas of Orlando and Tampa are only two hours away. // // //

COLLEGE COMMUNICATION

The [graduate studies webpage](#) is located within the college's [website](#) and provides information including:

- current student forms and information,
- the graduate student directory with contact information and pictures of current students,
- course offerings, and
- links to the UF Graduate School and other valuable information

Graduate student and faculty mailboxes are located on the second floor in room 2104, near the Dean's Office.

The CJC, the UF Graduate School, and other UF offices communicate with students through their GatorLink email accounts. Please use your GatorLink (@ufl.edu) as your primary email source for the university and this college. Important notices are sent via email to students as needed. Notices sent to students from the Division of Graduate Studies will appear from "UF CJC - Grad Division" as the sender. Students should mark this contact as a "safe sender" to ensure all academic communications are received. The UF CJC Graduate Studies and Research Divisions can also be found on [Facebook](#) and [Twitter](#).

To communicate with the Division of Graduate Studies, students should email gradstudies@jou.ufl.edu so that all correspondence can be reviewed efficiently and saved in the student's file for future reference. // // //



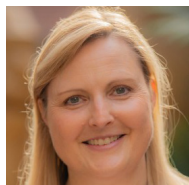
PROGRAM STAFF

The Division of Graduate Studies is responsible for all academic-related activities for CJC graduate students. This includes recruitment and admissions, curriculum development, policy implementation, assistantship processing, course scheduling and registration, milestone tracking, degree certification, etc.

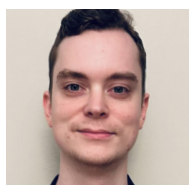
Students are encouraged to contact program staff with any questions or concerns throughout the program.

Offices for the Division of Graduate Studies are located on the second floor of Weimer Hall. Students may contact staff in-person, via phone (352-392-6557), or via email (GradStudies@jou.ufl.edu).

STAFF



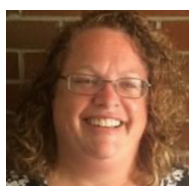
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COMING SOON!
Admissions Officer

FACULTY

CJC graduate faculty members are listed online, along with the undergraduate departments in which they hold appointments. Brief bios, recent publications, and news items are featured to illustrate research approaches and academic interests. Students must conduct research within the boundaries set by faculty expertise.

Doctoral Faculty may be found [here](#), and all Graduate Faculty may be found [here](#).

DIVISION OF RESEARCH

The Division of Research is located on the second floor of Weimer Hall, in the same suite as the Division of Graduate Studies. Dr. Marcia DiStaso is the Associate Dean of Research, and her team is responsible for all grant and research activity within the college.

RESOURCES

WEBSITE

JOU.UFL.EDU/GRADUATE

EMAIL

GRADSTUDIES@JOU.UFL.EDU

MAILING ADDRESS

College of Journalism and Communications
University of Florida
2096 Weimer Hall
1885 Stadium Road
PO Box 118400
Gainesville, FL 32611



This handbook is intended to help students understand how to approach graduate studies in our college, so please read it carefully. The policies detailed here are set by the CJC Graduate Faculty. The handbook is supplemented with updates on the CJC graduate program [webpage](#), as well as via emails and other communications.

This handbook is intended to be read in conjunction with the [UF Graduate Catalog](#) and the [UF Graduate Handbook](#).

GENERAL INFORMATION

Students graduate under the UF Graduate Catalog, the UF Graduate Handbook, and the CJC Doctoral Handbook in effect at the time of their initial enrollment as a degree-seeking student at UF, provided they maintain continuous enrollment. Students who do not maintain continuous enrollment will use the catalog and handbooks in effect at the time enrollment is resumed.

It is the responsibility of the graduate student to become informed and observe all regulations and procedures required by CJC and the program the student is pursuing, as well as all regulations and procedures required by the UF Graduate School. Ignorance of a rule does not constitute a basis for waiving that rule.

In addition, students should be familiar with the requirements in the publications listed below:

THE UF GRADUATE SCHOOL WEBSITE AND CATALOG

The [UF Graduate School's website](#) contains university policies, critical dates and deadlines, course descriptions, graduate catalogs and handbooks, student resources, and more. Students are responsible for familiarizing themselves with the website and the resources available.

GRADUATE SCHOOL LISTSERV AND YOUR GATORLINK EMAIL

The UF Graduate School maintains a [listserv](#) for all UF graduate students to communicate the latest information on academic policy and deadlines, financial aid news, and professional development opportunities. All active graduate students are automatically included in the listserv; students are not able to opt out. The UF Graduate School and this college will only communicate through your GatorLink email account. Your GatorLink credentials will also be required to log in to most essential [UFIT](#) services, including Canvas courseware, ONE.UF for registration, Zoom, etc.

THE UNIVERSITY CALENDAR

The calendar is published on the [UF Graduate School website](#) and on the [Office of the University Registrar's website](#). It is the responsibility of the student to know and abide by the university's calendar, dates, and deadlines.

GRADUATE SCHOOL EDITORIAL OFFICE

The Editorial Office in Grinter Hall oversees the thesis/dissertation process, offering help and guidance to ensure students' theses and dissertations meet UF's high standards and are ready for electronic submission and digital archiving. Staff members answer questions about format and reference systems; tables, figures, and equations; and copyright and documentation issues. The office also provides referrals to editors and formatters for hire. Staff members do not examine or critique content, scholarship, research methods, or writing style, which is the responsibility of the student and their supervisory committee.

FORMS

Forms required by this college are available [online](#) or in the graduate division [Google Drive](#). For assistance with forms, please contact gradstudies@jou.ufl.edu.

MISCELLANEOUS PETITIONS

Students must adhere to all policies and procedures outlined in this handbook. Students may petition to receive exemption from a core course, to continue in attendance after failing to meet criteria spelled out in a conditional admission or probation status, or to deviate from any other rules or regulations regarding graduate study. The petition form (available upon written request from the graduate division) will be placed in the student's academic file as a written record of action. The chair of the supervisory committee or, if the committee has not yet been named, the academic advisor, typically must act on the petition before it is reviewed.

Any time the student receives permission to deviate from usual policy governing the doctoral program, a signed and dated written confirmation of the action is advised. A copy of the confirmation should be placed in the student's academic file, and the student should maintain a copy. Failure to place documentation of deviation from the usual policy into the file may delay graduation.

Students who wish to petition for changes in grades they have received may do so through the College Grade Appeals Committee. The chair of the committee should be contacted regarding procedure. Students may obtain the chair's name through the office of the Dean of the college. // //

ACADEMIC HONESTY

All graduate students in the College of Journalism and Communications are expected to conduct themselves with the highest degree of integrity. It is the students' responsibility to ensure they know and understand the requirements of every assignment. At a minimum, this includes avoiding the following:

PLAGIARISM

Plagiarism occurs when an individual presents the ideas or expressions of another as their own. Students must always credit others' ideas with accurate citations and must use quotation marks and citations when presenting the words of others. A thorough understanding of plagiarism is a precondition for admittance to graduate studies in the college.

SELF-PLAGIARISM

Self-plagiarism is defined as an author's re-use of portions of their own earlier work without citing the original content. So, for instance, it would be considered self-plagiarism if a student copied a literature review they wrote for one paper and re-used it in another related paper without substantial alteration. Obviously, when writing multiple papers on a similar topic, it is likely that many of the same articles will be cited more than once. However, to avoid self-plagiarism, each new literature review should be written independently so that the same sentences are not repeated in more than one paper. Of course, direct quotes from other authors' works may be used in multiple papers, so long as they are cited properly in each paper. And students may make reference to their own work in a subsequent paper – simply cite that earlier paper, just as one would cite a paper written by another scholar.

Many students find the concept of self-plagiarism confusing because, after all, if you wrote the original paper, how can it be “stealing” to re-use your own words? The problem is that when readers pick up a new paper by a scholar whose previous work they have read, they expect all the material to be new. They do not expect to see “recycled” material. Certainly, a journal editor who agrees to publish your article expects that he or she would not be able to find identical or nearly identical material in articles you've published earlier. Plus, more and more journals are running articles through plagiarism checkers, and it could be embarrassing for you to have an editor contact you about not publishing a piece due to self-plagiarism.

Self-plagiarism, therefore, can damage your reputation as a scholar because it is unethical and may violate copyright law. During your graduate program, you may want to write more than one paper on the same or a similar topic. When you do, you should discuss your plans – and any previous papers you've written using similar materials – with the professor in the class. Although it is expected that your work in later classes will build on work you've done in previous classes, most professors follow a fairly strict “no recycling” policy in relation to your re-use of portions of earlier papers, even if you were the sole author of the earlier paper.

What types of materials must be cited to avoid plagiarism?

In short, everything. Any material you use, from any source, MUST be properly cited. If you yourself did not write the material – and if you did not write the material the way it appears in the paper – you must give credit to the original author or source. This includes material from scholarly publications, newspapers, magazines, advertising, press releases, television programs, webpages, conference papers, speeches, etc.

There are many free online tutorials, trainings, and simulations on plagiarism. Here are a few suggestions:

- ➔ [**What Every Grad Student Needs to Know About Avoiding Plagiarism**](#)
- ➔ [**How to Avoid Plagiarism**](#)
- ➔ [**How to Recognize Plagiarism: Tutorials and Tests**](#)

CHEATING

Cheating occurs when a student circumvents or ignores the rules that govern an academic assignment, such as an exam or class paper. It can include using physical or electronic notes in an exam, submitting the work of another as one's own, or reusing a paper a student has composed for one class in another class. If students are not sure about the rules that govern an assignment, it is their responsibility to ask for clarification from the instructor.

MISREPRESENTING RESEARCH DATA

The integrity of data in mass communication research is a paramount issue for advancing knowledge and the credibility of our professions. For this reason, any intentional misrepresentation of data, or misrepresentation of the conditions or circumstances of data collection, is considered a violation of academic integrity.

Misrepresenting data reported in a thesis or dissertation is a clear violation of the rules and requirements of academic integrity and honesty.

ACADEMIC HONESTY VIOLATIONS

Any violation of the Academic Honesty section of this handbook will result in a case being filed with the Dean of Student's Office. Thus, the case will be investigated by the Student Conduct and Conflict Resolution Committee, there will be a hearing, and the committee will decide on sanctions. As stated in the Graduate School's student handbook, "plagiarism is punishable by expulsion. If detected after a degree is awarded, UF may revoke the degree."

BEHAVIORAL EXPECTATIONS

The University of Florida encourages the intellectual and personal growth of its students as scholars and citizens. As an educational institution, the university recognizes that the transmission of knowledge, the pursuit of truth, and the development of individuals requires the free exchanges of ideas, self-expression, and the challenging of beliefs and customs.

To maintain an environment where these goals can be achieved safely and equitably, the university promotes civility, respect, and integrity among all members of the community. Students are expected to exhibit high standards of behavior and concern for others.

Please review the [Student Conduct Code](#) for more information.

PURPOSE OF DOCTORAL PROGRAM

The Ph.D. degree is a research degree. The program is designed to develop knowledge, attitudes, and skills so graduates can make important contributions to understanding communication. Faculty members help students lay the foundation for a lifetime of significant, creative work.

The doctoral program prepares students for a variety of opportunities in mass communication and related fields. Graduates are expected to teach at colleges and universities; conduct research for organizations in advertising, journalism, public relations, media production and management, science and health communication, and other communication fields; do consulting; and conduct research and contribute to policy in government and private organizations. CJC doctoral students gain valuable experience in both teaching and research. Assistantships help prepare students for academic and other research positions. Students in the program have consistently been among the nation's leaders in winning top-paper awards at national and regional scholarly meetings. // // //



DEGREE REQUIREMENTS

A student's Ph.D. program of study is tailored to serve the individual. Within broad general distribution requirements, the student's program is constructed to provide preparation for lifelong contributions to the field of communication.

Although the program of study is tailored to the individual student, all students must adhere to certain policy and distribution expectations as outlined in this handbook.

The doctoral degree requires 90 credit hours beyond the bachelor's degree, completion of oral and written examinations, and successful oral defense of a doctoral dissertation. Doctoral students, fitting together their goals and the college's Ph.D. curriculum, will prepare a **degree plan** as well as an Individual Development Plan (IDP) during their first year. As part of the plans, the students name a supervisory committee to assist them in their studies. Students have an annual evaluation to help them assess their progress and make updates to their IDP. When courses have been completed, students take a qualifying examination and become, on passing the examination, formal candidates for the doctoral degree. Students then complete the dissertation and have a final oral examination. Each requirement is discussed below. Additional information on requirements is given in the **Graduate Catalog**.

RESIDENCY

The University of Florida requires a period of concentrated study during a doctoral program. Students must complete—on the Gainesville campus—at least 30 credits in one calendar year or 36 credits in no more than four semesters within a period of two calendar years. A doctoral student who will not be registered at the university for a period of more than one semester must request written permission from the academic advisor for a leave of absence for a designated time period.

TIME LIMITS, DEGREE PROGRESS, AND DISMISSAL

As a general guideline, full-time doctoral students are expected to complete the program within four academic years. To do so, it is recommended that Qualifying Exams be completed during the student's third academic year.

The recommended timelines may be flexible as long as the student is making adequate progress towards completion of the degree, which is monitored and determined by the Division of Graduate Studies. If a student is considered to not be making progress towards successful completion of the degree, a notice will be sent from the Associate Dean of Graduate Studies with a recommended plan for remaining in good academic standing. Taking courses that do not count in the degree plan, taking courses that are unrelated or irrelevant to the student's course of research, and repeating courses unnecessarily are a few examples of actions that could lead to a student's lack of progress.

As a policy, the Graduate Committee set a time limit of four years from matriculation in the doctoral program to the semester of the qualifying exam for students in a full-time status. There is a time limit of eight years from matriculation in the doctoral program to the semester of the qualifying exam for part-time students. If a student does not complete the qualifying exam in the applicable time period, it would be suggested they leave the program.

Students have five calendar years after the qualifying exam to finish the degree or the qualifying exam must be repeated. Students who cannot meet that time limit due to extenuating circumstances will be allowed to petition the Graduate Committee and Graduate School for an extension. Students must continue to make adequate academic progress towards completion of the degree during the five-year timeframe as determined by the Associate Dean of Graduate Studies.

Students who fail to make adequate academic progress throughout the program may face academic penalties such as probation, suspension, and/or dismissal.

For further discussion, see the GPA, Grades, and Probation and Suspension section of this handbook, as well as the dismissal policy in the UF Graduate School Handbook.

CREDIT REQUIREMENTS AND TRANSFER OF CREDITS

Credit requirements may be met through a combination of master's and doctoral study. The UF Graduate School requires, for the doctoral degree, a minimum of 90 semester credits beyond the bachelor's (or the equivalent of the U.S. bachelor's). No more than 30 hours of a master's degree can be transferred to a doctoral program. These credits must reflect current or recent knowledge in the field or a supporting studies field. These courses also must have been completed recently enough so that material remains timely. In any case, the courses must have been completed within the seven years immediately prior to admission. The block of up to 30 credits must be approved by your academic advisor and transferred into the program using the appropriate paperwork. No credits beyond the 30 credits of the master's degree will be accepted into the 90 total required credits. All credits beyond the master's must be completed at UF.

The Transfer of Credits form is available on the [website](#) and in the graduate division's [Google Drive](#) and should be completed during the first term of enrollment in the Ph.D. program.

CJC faculty recognize that departures from credits listed in various categories may be required in individual cases. The distribution requirements provide a general model for planning a program that combines the necessary depth for original contributions to understanding communication with the breadth that will enhance the student's personal life and professional activities. Departures from the model must be approved by the student's supervisory committee and the Associate Dean for Graduate Studies. Degree plans are subject to further review and approval by the Graduate School during the graduation degree audit. **Students are responsible for ensuring their degree plan meets the Graduate School requirements.**

A doctoral student cannot receive credit toward their degree for an undergraduate class. Doctoral students are required to take any undergraduate courses needed for their program of study as an audit or for credit that does not count in the total required credits for the Ph.D. Undergraduate articulation courses must be passed with a C or better, and grades will count towards the students' GPA. **Undergraduate courses may not be taken as MMC 6905 (Independent Study).** Formal appeals to this policy must be made in writing to the CJC Graduate Committee.

DEGREE PLAN

The degree plan is determined individually for each student under the guidance of a supervisory committee chaired by the student's academic advisor. Graduate coordinators and course instructors from supporting departments are consulted during development of the degree plan. Specific goals of the student are considered in developing the plan. Students will submit a proposed degree plan during their first term of study, and students will review and update their degree plans every spring semester when Annual Evaluations/Individual Development Plans are completed. All changes to the degree plan must be approved by the supervisory committee chair.

The final degree plan, signed by the committee chair, should be submitted to the Division of Graduate Studies (gradstudies@jou.ufl.edu) before the student registers for MMC 7979 and/or schedules qualifying exams. Degree plans can be found on the [website](#). Students are responsible for ensuring their degree plan meets the degree requirements at both the college and graduate school level, particularly in tracking approved transfer credits, credits applied to other degrees, certificates, etc.

REGISTRATION

To enable your registration, it is required that you go to ONE. UF and complete the Registration Preparation requirement and update your emergency contact information **every term** prior to your registration start time. You will have a "registration preparation hold" until it is completed. The "registration preparation hold," as well as any other holds on the student's account, must be cleared before registration can occur.

Registration instructions can be found on the University Registrar's [website](#). If you need assistance with registration, please email gradstudies@jou.ufl.edu.

TIP: When viewing the [Schedule of Courses on ONE.UF](#), use Mass Communication as the graduate "department." Don't choose JM, MPMT, ADV, or PR— those are all undergraduate courses.



MINIMUM REGISTRATION

In the fall and spring terms, a full-time load is 9-12 credits or more. In the summer, a full-time load is 6-9 credits or more. If registering in a term, ***in no case may a student register for fewer than three credits in either the fall or spring semesters or two credits in the summer semester.***

Graduate assistants must register for a full-time load each term; however, the full-time requirement is reduced for graduate assistants, based on the appointment's FTE. The most common assistantships have an FTE of .25-.74 and require the following registration: 9 credits for fall, 9 credits for spring, and 6 credits spanning the summer term (cannot take all 6 in Summer A or all 6 in Summer B). Students on appointment are financially liable for credits in excess of the required number. If a student on appointment drops below the required registration at any time in the semester, the student becomes financially liable for the entire registration.

Students who do not register properly are not permitted to remain on appointment. The student is responsible for knowing the registration requirements and assistantship policies. Graduate Assistants who plan to register for less than the required load must submit a petition directly to the dean of the Graduate School; the petitions will not be supported by the college. Students should review the [Graduate School website](#) for additional information.

Unless otherwise dictated by assistantship or other enrollment requirements, students who will graduate in a fall or spring term must register for at least 3 credits of MMC 7980 in their final term of study, and August graduates must register for at least two credits during a summer term.

DROPPING OR ADDING COURSES

At the beginning of a semester, during the drop/add period, students may drop or add courses to their schedule with no fee penalty. After the drop/add period, however, students are expected to complete all courses for which they are enrolled. Students may be administratively dropped from a class if they miss the first week's meetings unless they notify the instructor before the first week and have an acceptable excuse such as a medical or family emergency.

After the drop/add period, students can no longer drop a class and replace it with something else with no added tuition or fees. Students will be responsible for tuition and fees for the class they drop as well as the added class.

Students who find it necessary to add and/or drop a course after the drop/add period should follow the procedure described on [ONE.UF](#). International students must receive approval from the UF International Center to drop a course following the drop/add deadline. Excessive drops are not allowed. Ordinarily, more than two drops are considered excessive. If the student is on a graduate assistantship, dropping credits during the semester may result in the termination of the assistantship.

REMEMBER: Students are TUITION and FEE LIABLE for all courses on their schedule at the end of the drop/add period. Tuition and fees will not be refunded for courses dropped after the drop/add deadline.

Students should refer to the "Dates and Deadlines" page of the Office of the University Registrar's [website](#) for registration deadlines each term.



ANNUAL EVALUATION (INDIVIDUAL DEVELOPMENT PLAN)

Each doctoral student is reviewed annually during the spring semester. This annual evaluation is often referred to as the Individual Development Plan (IDP). This review is conducted by the student's advisor and shared with the student for comment. To facilitate this evaluation, the student will submit evaluation materials and a current curriculum vita to the advisor. The evaluation will include the student's coursework completions, research accomplishments, teaching or research assignment performance, dissertation progress, and overall level of progress toward the doctoral degree. After the student has a chance to review and comment on the evaluation, the advisor will submit a copy to the graduate division (gradstudies@jou.ufl.edu), and it will become available for review by the entire graduate faculty of the College of Journalism and Communications.

The Division of Graduate Studies is advised of potential problem evaluations. Students who seem unlikely to complete the program or who appear to hold little promise of contributing to the field will be advised of alternatives to studying in the doctoral program and may face potential dismissal under the UF Graduate School's Dismissal Policy.

A hold will be placed on each doctoral student's account at the start of each spring semester and will not be removed until the Annual Evaluation/IDP is completed. The hold will prevent the student from registering for any future enrollment.

ADMISSION TO CANDIDACY AND DEGREE CERTIFICATION

Once coursework is completed (or near completed as some circumstances may allow), students will begin taking MMC 7979 to prepare for Qualifying Exams.

Once Qualifying Exams are completed, students will be officially Admitted to Candidacy and will begin registering for MMC 7980 to complete the dissertation. Once all degree requirements are met, including completion and clearance of the dissertation, the student will be eligible for degree certification.

For additional information, students should review the remaining sections of this handbook. // // //



DISTRIBUTION REQUIREMENTS



Distribution Requirements are designed to encourage depth and breadth of knowledge. The distribution requirements described here are also outlined on the degree plan document. Students should discuss their degree plans and course selections with their committee chair.

Five types of courses are required: **(1)** core courses, **(2)** specialization courses, **(3)** methodological course, **(4)** supporting courses, and **(5)** dissertation research. Of these courses, at least five must qualify as advanced courses (see “Advanced-Level and Advanced-Eligible Courses” section for details). No more than two of these Advanced Courses may be taken as Independent Study, and at least three must be taken in the college. Communication Colloquium, Seminar in Mass Communication Teaching, and dissertation research credits do not qualify as advanced for this purpose.

CORE COURSES

Core courses provide students with a foundation for teaching and conducting research in communication. One semester of Communication Colloquium is required and must be taken in the student’s first fall semester. Mass Communication Perspectives is also required and must be taken in the student’s first fall semester. One semester of Seminar in Mass Communication Teaching is required and may be taken in either the first fall or first spring semester. The Grant Writing course is required in the second fall semester.

To achieve the depth and breadth of background required for exemplary research and teaching, students work with their advisors and committees to determine the need for any additional core courses.

SPECIALIZATION COURSES

Specialization Courses consist most commonly of the College of Journalism and Communications’ specialized content courses and research seminars in the student’s area of interest. Students, in consultation with their advisors and committee members, will determine the specialization courses appropriate to each individual degree plan.

In addition, all students are strongly encouraged to take **MMC 6400 Mass Communication Theory** if they have not completed an equivalent course in the recent past. The course emphasizes social science theoretical conceptualizations of mass communication. Specific course numbers, titles, and credits for some of the possible specialization courses offered for master’s and doctoral students by the college are listed [online](#). Prerequisites for all courses are described in the [Graduate Catalog](#).



METHODOLOGICAL COURSES

The Ph.D. is a research degree. As such, a thorough knowledge of the appropriate methods of inquiry in the pursuit of answers to mass communications questions is essential. At least two methodology courses must be taken within the College of Journalism and Communications.

Additionally, knowledge of descriptive and inferential statistics, at least through regression, can be an important tool for doctoral students. CJC Graduate Faculty approved a motion that all doctoral students must have at least one **graduate level** statistics class. The student's advisor and supervisory committee will assist the student in selecting appropriate coursework in statistics. In some instances, students may utilize coursework previously taken at the master's level to meet this requirement.

In addition to basic statistics, all doctoral students must take MMC 6421, Research Methods in Mass Communication, unless otherwise recommended by their chair after passing a methods test, two more quantitative or two more qualitative courses, and an additional method-specific course to have depth in two methods. All beginning doctoral students will take a research methods proficiency assessment during their first semester to determine with their chair if MMC 6421 will be required.

SUPPORTING COURSES

The interdisciplinary nature of communication suggests that a student may need to complete courses in disciplines outside the College of Journalism and Communications. Supporting studies strengthen understanding of ideas and methodology important to the student's dissertation research. Courses taken will vary depending on the student's research interests and intellectual preparation. Some courses may come from master's study. A minimum of 9 credit hours of coursework must be taken outside the college.

Students who need greater depth of knowledge to pursue their research interests will take articulation courses in preparation for advanced supporting studies. For example, a student with an interest in probing psychological questions in research will need a firm grounding in the basics of psychology, a student who intends to write a dissertation in history of mass communication must have a broad acquaintance with history, and so forth. But some departments offer special introductory graduate-level survey courses more suited to meet the needs of new doctoral students. Check with faculty and other students.

Students are expected to complete at least one research seminar in their supporting studies. The seminar will add perspective to understanding of research substance and method.

DISSERTATION RESEARCH

At least 18 credits of dissertation research are required. To register for dissertation research credits, students should be within six credit hours of completing all required coursework for the degree (apart from MMC 7979/MMC 7980) and must be preparing to take qualifying exams within three semesters of initially registering for MMC 7979. Students must be registered for at least three credits of MMC 7979 during the term they take the qualifying exam (at least two credits if taken during summer). After passing the examination, students are admitted to candidacy and will then register for dissertation research under MMC 7980, Research for Doctoral Dissertation, in subsequent semesters. // // //



DISTRIBUTION REQUIREMENTS	MINIMUM COURSES	MINIMUM CREDITS	TOTAL
CORE COURSES (INSIDE THE COLLEGE)			
Mass Communication Perspectives	1	4	
Communication Colloquium	1	2	
Seminar in Mass Comm Teaching	1	3	
Grant Writing	1	3	
TOTAL MASS COMMUNICATION CORE CREDITS			12
SPECIALIZATION COURSES			
Mass Communication Theory (strongly encouraged)	1	3	
Mass Communication Specialty Courses (usually taken within the college)	3	9	
TOTAL SPECIALIZATION CREDITS			12 - 20
METHODOLOGICAL COURSES			
Graduate Level Statistics	1	3	
Research Methods in Mass Communication	1	3	
Two Qualitative or Two Quantitative Courses	2	6	
Additional Methods Course	1	3	
TOTAL METHODOLOGICAL CREDITS			15 - 20
SUPPORTING COURSES			
Supporting Courses (outside the college)	3	9	
Other Supporting Courses	5	15	
TOTAL SUPPORTING CREDITS			23+
DISSERTATION RESEARCH			
Before the Qualifying Exam, MMC 7979			
After the Qualifying Exam, MMC 7980			
TOTAL DISSERTATION RESEARCH CREDITS			18 - 24
GRAND TOTAL REQUIRED CREDITS			90

COURSES CONT.

Additional Course-Related Policies. Students must review the following policies and understand how these courses fit in their distribution requirements.

ADVANCED-LEVEL AND ADVANCED-ELIGIBLE COURSES

Students must complete at least five advanced courses, with at least three within the college. No more than two of these courses may be taken as independent study. These hours may not include 7979/7980 course hours. Based on faculty syllabi, the graduate faculty teaching each course determine which courses in the College of Journalism and Communications qualify as advanced-level or advanced-eligible prior to each semester in consultation with the Associate Dean for Graduate Studies and graduate committee, as necessary.

Advanced-level courses. Advanced-level courses require the completion of a scholarly paper of academic conference quality that advances knowledge in the field. A ready-for-submission grant proposal may count in lieu of a publishable paper if criteria are stated clearly in the course syllabus. Co-authored work is acceptable if the course is designed in such a way that each student participating in a collaborative project is accountable for their individual contribution and can be assessed on their individual performance. However, no more than three of the five required advanced courses may entail co-authored work to fulfill the advanced-course requirement (i.e., a minimum of two advanced courses must require single-author projects).

Advanced-eligible courses. A professor may teach a course in such a manner that some students will meet the advanced-course requirement and others in the same section will not. In such cases, the syllabus must clearly indicate the higher expectations and specific assignments required for those taking the course for advanced-level credit.

Advanced-eligible courses also may allow students the option to meet the advanced course criteria in one of two ways:

- An advanced-eligible course may be designed so that students bring prior work or data to a course for the purposes of completing a full-length conference or journal submission by the end of the term.

The prior work must not have been used to fulfill a prior advanced-course requirement.
- Students may begin to satisfy the advanced-level course requirement in an advanced-eligible course by completing a fully developed extended abstract, preregistered study plan, or detailed research proposal with well-documented and approved plans for submission for publication within one year.

Final confirmation of the course counting for advanced-level credit will occur when the student's instructor verifies paper submission indicating the course meets the advanced criteria and whether the paper or project was co-authored or single authored.

Signed degree plans must be submitted to the graduate division (gradstudies@jou.ufl.edu) for confirmation and record-keeping.

A list of advanced offerings within the college is available in the graduate division each semester. Courses outside the college may also be considered advanced-level, based on course syllabi, with approval of the student's committee chair.



LANGUAGES

Students emphasizing international communication may need to demonstrate proficiency in at least one, and possibly two, languages other than English. Other students may be required by their supervisory committees to demonstrate a reading knowledge of at least one foreign language, depending on their research interests.

INDEPENDENT STUDIES

The graduate program has four courses (other than advanced research and doctoral research) that do not normally involve classroom participation. The four are COM 6940—Supervised Teaching (S/U grade), MMC 6905—Individual Work (letter-graded), MMC 6910—Supervised Research (S/U grade), and MMC 6949—Internship (S/U grade). Consult the [Graduate Catalog](#) for details about these courses. Students may take a maximum of six credits of Individual Work (e.g., MMC 6905) during their career with an additional three if approved by the Graduate Committee. The maximum number of credits for COM 6940 and MMC 6910 is five in the academic career (not all in one semester).

If a student wants to be registered for a non-classroom course, the appropriate, completed form (available on the webpage and the graduate division [Google Drive](#)) must be approved by the supervising professor, advisor, and Associate Dean for Graduate Studies. After receiving the appropriate approvals, the student will be registered by the graduate division administration. Students must submit completed and signed registration forms at least two weeks in advance of the registration deadlines to avoid late fees.

MMC 6905: INDIVIDUAL WORK

Letter-Graded

Maximum Credits: three in a single term; six in academic career or nine with an approved petition.

Proposals must include:

- the sub-topics to be studied,
- the resources to be used,
- the requirements for completion, and
- the method of evaluation (basis on which the work will be graded).

Typically, students taking Individual Work must conduct original research. Building on an exhaustive search of the literature, students must make an original contribution to the understanding of mass communication. The finished products ideally would be accepted for publication or presentation at a conference. Regular meetings with the course instructor must be scheduled.

The course instructor **MUST** be a graduate faculty member. Any exceptions to this rule must be approved by the Associate Dean for Graduate Studies. Graduate students cannot be the instructor of record for any independent study courses.

MMC 6910: SUPERVISED RESEARCH

S/U Graded

Maximum Credits: three in a single term; five in academic career

Proposals must include:

- the goal of the activity,
- the specific duties to be fulfilled,
- how often and for how long the student will confer with the instructor, and
- the method of evaluation.

COM 6940: SUPERVISED TEACHING

S/U Graded


Maximum Credits: three in a single term; five in academic career

Proposals must include:

- the goal of the activity,
- the specific duties to be fulfilled,
- how often and for how long the student will confer with the instructor,
- the method of evaluation, and
- the name/number of the course.

The student and instructor should also be aware of the following expectations for students taking COM 6940:

- The student is there for class observation and does not have to attend every lecture.
- The instructor should provide tutoring in grading techniques with no actual grading responsibilities for the student, as well as discuss the process with the student.
- The student is not required to spend more than 3 hours per credit per week.
- Unlike TAs, this should be more of a learning experience to help the student, not primarily to provide assistance to faculty members.
- The student is allowed to present up to 10% of lectures.
- TAs may not receive credit for the class to which they are assigned.

The student should discuss the required information with the person supervising the course and present the completed form and accompanying details for the supervisor's approval. 

QUALIFYING EXAMINATION

The purpose of the qualifying exam is to test a student's knowledge of core competency areas. The exam evaluates each student's comprehensive understanding of the field, as well as the student's insight, creativity, and clarity of expression.

At the conclusion of courses in the Ph.D. program, each student must pass a comprehensive qualifying examination. The Graduate Committee set a time limit of four years from matriculation in the doctoral program to the semester of the qualifying exam. If a student does not complete the qualifying exam in that time period, it would be suggested they leave the program, and the student may face dismissal under the Graduate School's Dismissal Policy.

The examination covers mass communication, both the field as broadly conceived and the specific approach followed by the student. It also covers the supporting studies. The written part of the examination is followed by orals. In addition to passing the qualifying exam, the student must have the dissertation proposal approved before being admitted to Candidacy. The supervisory committee has the responsibility of deciding whether the student is qualified to continue work toward the Ph.D. degree.

PRELIMINARY PREPARATIONS (PRIOR TO THE TERM OF EXAMS):

Degree Plan and Initial MMC 7979 Registration

Students are required to submit a current degree plan to the Division of Graduate Studies (GradStudies@jou.ufl.edu) when initially registering for MMC 7979. The degree plan must be signed by the committee chair and must show completion of all courses in the degree plan aside from the dissertation research section. In some circumstances, students may be able to register for MMC 7979 with up to 6 credit hours of coursework still pending if the degree plan indicates the projected completion of those credits. While students may register for MMC 7979 prior to completion of all non-dissertation research credits, students may not schedule qualifying exams until all non-dissertation research coursework is completed.

All "No Grade" and "Incomplete" grades must be resolved prior to scheduling qualifying exams. All 5 Advanced courses must be completed prior to scheduling qualifying exams. Students must be prepared to take qualifying exams within three semesters of initially registering for MMC 7979.

Prospectus

A prospectus is a preliminary document that is used primarily to inform potential committee members of the research topic and to solicit their participation. The document outlines the student's proposed topic, its importance and relevance, the literature to be covered, methodology, and expected findings. The length varies as directed by the committee chair.

Supervisory Committee

The supervisory committee plays a crucial role in doctoral studies. The committee assists the student in developing and carrying out a program of study and executing the dissertation. After reviewing the student's prospectus and program of study, committee members indicate their agreement to serve on the committee by their signature on the [supervisory committee form](#).

The committee must have at least four members, at least two of whom come from inside the college (including the chair) and are full-time, active doctoral faculty members. The committee must also have at least one member from outside the college. All outside members must be UF doctoral faculty members. If a student wishes to include a committee member who is not on UF graduate faculty, they may add that person as a Special Member. Special Members cannot serve as chair, co-chair, or outside committee member. Special members also do not count toward the minimum required number of committee members (4). To complete the Special Member process, please contact gradstudies@jou.ufl.edu.

The committee is not "official" until the [supervisory committee form](#), complete with all signatures, has been submitted to the graduate division (gradstudies@jou.ufl.edu) and processed. Students can view their official committee information by navigating to MyUFL > Main Menu > Quick Links > GIMS. Additional instructions can be found on the [UF HR Training webpage](#).

Preparation for the Exam

Once the committee is formed, the student may begin preparing for the exams. The student must schedule an initial meeting with the entire committee prior to the semester of the qualifying exam. To provide the committee with adequate information for the development of appropriate written examination questions, each student should submit to the committee chair syllabi, course descriptions, and paragraphs describing the parameters of the study area established for each question in consultation with the appropriate committee member(s).

The course descriptions need to include required readings for each course taken during the coursework portion of the program. Students will be held responsible for the coursework they were required to complete as a prerequisite to the doctoral program. All of these materials – syllabi, course descriptions, and paragraphs describing each question area – must be submitted to the chair no later than the beginning of the semester planned for the qualifying examination.

In addition to the paragraphs describing each question, the student must submit a reading list of current journals and journal articles, books, and other appropriate documents for each question, prepared in consultation with the individual committee members and chair. The reading list is meant to act as a study guide so that the student and the committee agree on necessary preparation. Committee members may add additional readings to your list.

SCHEDULING QUALIFYING EXAMS (THE TERM OF EXAMS):

Registration and Scheduling Exams

Students must be registered for at least three credits of MMC 7979 if taking qualifying exams in fall or spring. Students taking qualifying exams in summer must be registered for at least two credits of MMC 7979.

Additionally, the student's committee must be formalized and a degree plan, signed by the chair, must be submitted to the Division of Graduate Studies. Students who have not completed five advanced courses or who have "I" or "NG" grades on their record will not be permitted to schedule qualifying exams.

Students must meet with the committee chair to discuss the written exam dates, the method of exam (in-person or remote), the oral exam defense date, and the proposal dates. This information should be submitted to GradStudies@jou.ufl.edu at least one week prior to the start of the exams.

Components of the Qualifying Exam

A graduate student does not become a candidate for the Ph.D. degree until granted formal admission to candidacy. Such admission requires the approval of the student's supervisory committee, the Associate Dean for Graduate Studies, and the Dean of the Graduate School. The approval must be based on (1) the academic record of the student, (2) the opinion of the supervisory committee concerning overall fitness for candidacy, (3) an approved dissertation topic, and (4) a qualifying examination.

The University of Florida requires that the examination be both written and oral. In the College of Journalism and Communications, written and oral portions are considered as parts of one unified examination. The qualifying examination and admission to candidacy, in full, requires completion and approval of the following components:

(1) WRITTEN PORTION OF THE EXAMINATION

Answers to the written portion of the examination must be written. Oral examinations are forbidden as substitutes for an, or all, of the written portion.

The student's supervisory committee members, under the direction of the chair, are responsible for the development of the questions for the written portion of the qualifying examination in accordance with the policies of the university and the college. The supervisory committee prepares the exam questions within the context of the individual student's program.

The written portion is divided into four parts and focuses on the student's coursework and readings. There must be one part each on (a) mass communication in general, (b) the specific aspects of mass communication on which the student focused, (c) research methods central to the study of those specific aspects of mass communication, and (d) supporting studies taken outside the college.

While there is no formal question regarding the dissertation proposal, the faculty will ask the student questions designed to increase the student's understanding of the dissertation topic or resolve understanding outstanding issues in the proposal.

Any foreign language examination requirement will be met outside of the qualifying examination.

For the written portion of the examination, students may choose an in-person or remote version:

In-Person Option for Written Portion

- The in-person exams must be completed within Weimer Hall.
- The proposed exam dates must be submitted to the Division of Graduate Studies at least one week prior to the date of the first exam.
- Students will be allowed four hours for each exam. All four exams must be completed within ten business days of the first exam date.
- The committee chair must provide the questions to the Division of Graduate Studies for administration of the exams.
- Students will be required to sign the Academic Integrity Statement prior to sitting for exams. This document will be sent to the student via DocuSign for electronic signature.
- Students must answer the questions from memory. No external aids of any kind (including electronic or written notes, books or references, external memory devices, cell phones, study aids, etc.) are allowed during the exam. Any exceptions must be approved by a petition to the Associate Dean of Graduate Studies one month prior to beginning the exams. Only one automatic exception, which does not require a petition, will be made for the legal methodology

question, which tests the student's ability to use the law library, legal research databases, and occasionally the internet. Resources must be approved by the student's committee.

- At the conclusion of the exams, copies of the student's exam responses will be provided to the committee and the Division of Graduate Studies.

Remote Option for Written Portion

- The remote exams will be completed in a location agreed upon by the student and the chair.
- The proposed exam dates must be submitted to the Division of Graduate Studies at least one week prior to the date of the first exam.
- Students will be allowed eight hours for each exam. All four exams must be completed within ten business days of the first exam date.
- The committee chair or a grad division delegate will send the student each question via email at a specific, agreed upon start time. The student will have eight hours from the agreed upon start time to complete each question and return their response via email.
- Students will be required to sign the Academic Integrity Statement prior to sitting for exams. This document will be sent to the student via DocuSign for electronic signature.
- The exam will be open book/open notes with no aid from other individuals or unauthorized sources.
- At to conclusion of the exams, copies of the student's exam responses will be provided to the committee and the Division of Graduate Studies.

In the event a student become ill or incapacitated during their qualifying examination and cannot continue, the student must immediately contact the exam administrator within the Division of Graduate Studies. The examination will be immediately suspended, and the student will reschedule the exam for a later date. The committee member who wrote the question(s) for the part that was suspended will submit a new set of questions to the Division of Graduate Studies to ensure integrity of the process. If the student's illness or incapacitation impacts the ten-day timeline, the Associate Dean of Graduate Studies may expand the timeline.

Any student who turns in their exam late will automatically fail their qualifying exams. They will have to wait an additional semester to re-take the exams. In extenuating circumstances, students may submit a petition to the Graduate Committee. When the student is eligible to re-take the qualifying exams, the Associate Dean of Graduate Studies, in consultation with the committee, will decide on the process for re-taking the exam(s).

Student responses are evaluated by the student's supervisory committee following the policies of the university and the college and within the context of the individual student's program. There will be no separate faculty evaluation for the written portion of the examination. Rather, the committee will decide whether a student passes or fails the qualifying examination after the oral portion of the exam. The chair will discuss the results of the

written portion of the exam with members of the committee and separately with the student prior to proceeding with the oral defense.

A copy of the written questions and responses for every qualifying examination must be on file in the Division of Graduate Studies but is not available for public inspection.

(2) ORAL PORTION OF THE EXAMINATION

The oral portion of the examination (the oral defense) must take place within 30 calendar days of the student completing the written portion of the examination. All defenses must take place within CJC; students may contact GradStudies@jou.ufl.edu to request a conference room booking. The student and the chair or co-chair are required to be in the same physical location. All other committee members can participate via advanced communication technology. If there is an extreme extenuating circumstance that prevents the chair or co-chair from being able to be in the same physical location, another CJC committee member must be in the same physical location as the student. Any additional situations will be considered by petition to the Associate Dean of Graduate Studies.

Only with advance notification and permission of the Associate Dean for Graduate Studies can a graduate faculty member substitute for another committee member. Justification for the substitution must be submitted in writing to the Associate Dean and must contain a reasonable timeframe for the substitute to review and prepare for the oral portion of the examination.

Only in extraordinary situations would a substitution be approved less than one month prior to the oral portion of the examination. No substitutions are permitted for the committee chair or the external member. If a substitution is denied, the oral portion must be cancelled and rescheduled when all committee members are present.

All defenses are public, and attendees may join in person or via remote telecommunication methods, if established. If all committee members are meeting in person, no remote telecommunication methods are required to be established. If remote telecommunication methods are necessary or requested, the method must be established by an administrator from the Division of Graduate Studies. Under no circumstances is the student allowed to establish the telecommunication methods/links. No recordings are allowed.

A major purpose of the oral exam is to allow the student, in response to faculty, to answer questions that arose as a result of the written responses to exam questions. The supervisory committee chair may meet with the committee before admitting the student to the oral portion of the exam, and a committee member may request such a meeting, which request shall be honored by the chair.

The oral portion of the examination will be evaluated by the entire supervisory committee following the policies of the university and the college and within the context of the individual student's program. The supervisory committee has the responsibility at this time of deciding whether the student is qualified to continue work toward the Ph.D. degree.

At the conclusion of the oral portion of the examination, the entire committee must agree that the student has passed, conditionally passed, or failed each of the four parts of the examination separately. If a conditional pass is assigned for any portion of the exam, the student must complete additional requirements, as assigned by the committee, to remove the conditional status. This work must be completed within a reasonable time period determined by the committee.

Any failure must be reported to the Graduate School, and the student must wait at least one semester for a retake if a retake is recommended by the student's committee and approved by the Graduate School. The following rules were approved by the Graduate Faculty on April 28, 2014, and pertain to outright fails, not just to the need to rework a question before approval:

- Students cannot change the chair or a member of their committee following the qualifying exam except by petition to the Graduate Committee, and there is no guarantee that the petition will be approved.
- Only one member can be changed, not the entire committee.
- The student will receive a pass or fail for each question and the proposal. The vote must be unanimous on each question, or it is considered a fail.
- Students can retake the exam only one time.
- The student will retake only the questions they failed. The questions will be different on the retake.
- The questions will be taken under the same circumstances as the original testing.

(3) PROPOSAL SUBMISSION AND DEFENSE

The proposal is normally made up of the first three chapters of the dissertation—the introduction, the literature review, and the methods. In the case of a three-article dissertation, students should consult with their chairs for proposal requirements.

The student must submit a dissertation proposal, approved by the chair, to the committee no later than four calendar months after completion of the written portion of the examination.

An oral proposal meeting must be scheduled within 30 calendar days of submitting the proposal to the committee.

All defenses must take place within CJC; students may contact GradStudies@jou.ufl.edu to request a conference room booking. The student and the chair or co-chair are required to be in the same physical location. All other committee members can participate via advanced communication technology. If there is an extreme extenuating circumstance that prevents the chair or co-chair from being able to be in the same physical location, another CJC committee member must be in the same physical location as the student.

Any additional situations will be considered by petition to the Associate Dean of Graduate Studies.

Only with advance notification and permission of the Associate Dean for Graduate Studies can a graduate faculty member substitute for another committee member. Justification for the substitution must be submitted in writing to the Associate Dean

and must contain a reasonable timeframe for the substitute to review and prepare for the oral portion of the examination. Only in extraordinary situations would a substitution be approved less than one month prior to the oral portion of the examination. No substitutions are permitted for the committee chair or the external member. If a substitution is denied, the oral portion must be cancelled and rescheduled when all committee members are present.

All defenses are public, and attendees may join in person or via remote telecommunication methods, if established. If all committee members are meeting in person, no remote telecommunication methods are required to be established. If remote telecommunication methods are necessary or requested, the method must be established by an administrator from the Division of Graduate Studies. Under no circumstances is the student allowed to establish the telecommunication methods/links. No recordings are allowed.


The proposal must be approved before the student is admitted to candidacy.

ADMISSION TO CANDIDACY (AFTER PASSING EXAMS AND PROPOSAL):

When a student has successfully completed all components of the qualifying examinations, the Admission to Candidacy form will be submitted to the Graduate School by the Division of Graduate Studies.

Students will be admitted to candidacy after the committee approves the written portion of the examinations, the oral portion of the examinations, AND the dissertation proposal. The date the last of these items is approved will be the admission to candidacy date.

Between the admission to candidacy date and the graduate date of the degree, there must be a minimum of two semesters. The semester in which the student is admitted to candidacy is counted, provided that the admission to candidacy date occurs before the midpoint of the term. For example, if a student plans to graduate in the spring term, the admission to candidacy date must be prior to the midpoint date of the previous fall term. If the admission to candidacy date is after the midpoint date of the fall term, the student will not be eligible to graduate until the following summer term.

Failure to adhere to the qualifying exam policies and procedures, including the required timeline, may lead to academic penalties from failing the examinations up to and including dismissal according to the Graduate School's Dismissal Policy. If a student has extremely extenuating circumstances that may merit a deviation from the policies, the student may submit a petition to the Associate Dean of Graduate Studies for review. Some petitions may need approval from the CJC Graduate Committee and/or the Graduate School. 

DISSERTATION

The dissertation contributes to mass communication knowledge. It conveys results of original research on a topic approved by the supervisory committee.

All students are required to submit dissertations in electronic form. The [Editorial Office](#) provides details on electronic dissertation workshops, submission procedures, and deadline dates. Electronic dissertations may be viewed on the [UF Libraries webpage](#).

THREE-ARTICLE OPTION

An alternate option is the [three-article option](#) — three separate articles that have a common introduction and discussion that tie the articles together. If interested in this option, please review the link and discuss with your chair.

FINAL ORAL EXAMINATION

In the final oral examination, the supervisory committee assesses the dissertation for originality and contribution to knowledge.

All defenses must take place within CJC; students may contact GradStudies@jou.ufl.edu to request a conference room booking. The student and the chair or co-chair are required to be in the same physical location. All other committee members can participate via advanced communication technology.

If there is an extreme extenuating circumstance that prevents the chair or co-chair from being able to be in the same physical location, another CJC committee member must be in the same physical location as the student.

Any additional situations will be considered by petition to the Associate Dean of Graduate Studies.

Only with advance notification and permission of the Associate Dean for Graduate Studies can a graduate faculty member substitute for another committee member. Justification for the substitution must be submitted in writing to the Associate Dean and must contain a reasonable timeframe for the substitute to review and prepare for the final oral examination. Only in extraordinary situations would a substitution be approved less than one month prior to the oral portion of the examination. No substitutions are permitted for the committee chair or the external member. If a substitution is denied, the oral portion must be cancelled and rescheduled when all committee members are present.

All defenses are public, and attendees may join in person or via remote telecommunication methods, if established. If all committee members are meeting in person, no remote telecommunication methods are required to be established. If remote telecommunication methods are necessary or requested, the method must be established by an administrator from the Division of Graduate Studies. Under no circumstances is the student allowed to establish the telecommunication methods/links. No recordings are allowed.

All work for the doctorate must be completed within five calendar years after the qualifying examination, or this examination must be repeated.

PARTICIPATION IN GRADUATION CEREMONIES

A doctoral student may not participate in the graduation ceremony in a semester prior to the completion of the dissertation. Only after the student has successfully defended the dissertation and the oral portion of the examination process is the student eligible to participate in the college and university graduation ceremonies and to be “hooded” by a member of the student’s supervisory committee as a part of the formal process for conferring the doctoral degree. [////](#)

GPA AND GRADES

UNSATISFACTORY PROGRESS

Any student may face academic penalties if progress toward completion of the degree becomes unsatisfactory to the college or the Dean of the Graduate School. The UF Graduate School defines unsatisfactory progress as failure to maintain a cumulative overall GPA of 3.0 (B) or a cumulative major GPA of 3.0 (B). Students who declare a minor must maintain a 3.0 GPA in the minor. Grades of Incomplete may lead to a GPA problem.

The college has defined unsatisfactory progress more severely than the Graduate School. Beyond considering a GPA of less than 3.0 as unsatisfactory, the college also considers grades below B- as unsatisfactory progress. See Probation and Suspension below.

COMPUTING GPA

The Graduate School computes two GPAs for all students, overall and major. For students with a minor, the Graduate School also computes a minor GPA. The major GPA includes only graduate courses in the college. In computing the overall GPA, the Graduate School counts all courses at the 5000 level or above and 3000/4000 level outside the major taken while the student has been classified as a 7, 8, or 9 at UF.

Courses receiving grades of satisfactory/unsatisfactory (S/U) are excluded in GPA computation, as are correspondence courses and courses at the freshman and sophomore (1000/2000) levels. The Graduate School also excludes any courses at the junior and senior (3000/4000) levels if in a student's major. Hours at the 1000/2000 level may not count toward residency or toward the total credits required for a degree. Courses designated with a grade of H (used only in special situations when the work is expected to be developed over a period of time greater than a single term) are excluded until such time as grade changes are processed. All H grades must be cleared prior to graduation. The grade of H is not a substitute for a grade of S, U, or I. Courses for which H grades are appropriate are noted in their catalog descriptions and must be approved by the Graduate Curriculum Committee and the Graduate School.

Students may repeat courses in which they earn failing grades. The grade points from both the first and second attempts will be included in the computation of the GPA, but the student will receive credits only for the second attempt. When computing the GPA, the Graduate School does not round up fractions. Thus, a 2.99 GPA fails to meet the 3.0 requirement.

UF GRADUATE GRADE SCALE

GRADE	POINTS	VALUE for grad students	COUNTS in average?
A	4.00	Passing	Yes
A-	3.67	Passing	Yes
B+	3.33	Passing	Yes
B	3.00	Passing	Yes
B-	2.67	Passing	Yes
C+	2.33	Passing	Yes
C	2.00	Passing	Yes
C-	1.67	<i>Failing</i>	Yes
D+	1.33	<i>Failing</i>	Yes
D	1.00	<i>Failing</i>	Yes
D-	0.67	<i>Failing</i>	Yes
E	0.00	<i>Failing</i>	Yes
H	0.00	<i>Deferred</i>	No
I	0.00	<i>Failing</i>	Yes
I*	0.00	<i>Incomplete</i>	No
NG	0.00	<i>Failing</i>	Yes
NG*	0.00	<i>No Grade Reported</i>	No
S	0.00	Passing	No
U	0.00	<i>Failing</i>	No
W	0.00	<i>Withdrawn</i>	No
WF	0.00	Failing	Yes

INCOMPLETE OR UNSATISFACTORY GRADES

“I*” and “I” grades are incomplete grades, assigned if students do not complete work in a course by the end of the semester.

Incomplete grades are not to be used to extend deadlines except in cases with extenuating circumstances and documented rationale approved via an Incomplete-Grade Contract (see below and the CJC graduate program [webpage](#) for the contract form).

Instructors are not required to assign incomplete grades. Incomplete grades may only be given at the discretion of the instructor and in compliance with the terms in the contract. Incomplete grades start as an I* on student transcripts and do not count in the grade point average for 150 days. If students do not complete the requirements of the incomplete grade contract within 150 days, I* grades will turn into I grades and count in the grade point average as failing grades.

All I grades must be resolved before a graduate degree can be awarded by the Graduate School, and CJC requires Ph.D. students to resolve all I grades prior to taking qualifying exams. To resolve an I* or I grade, students must complete course work, not retake the course.

If the student receives an I, U, or NG grade while on probation, it constitutes a violation of probationary or conditional status and the student will be suspended.

Incomplete grades cannot be given for a graduate level S/U course.

Courses in which students receive grades of U or NG do not meet the Graduate Council’s standard of satisfactory performance. Accordingly, such grades either must be changed or the Graduate School must approve a petition setting forth the reasons why the student should be allowed to graduate with the U grade on the record.

Incomplete Grade Contract

The Incomplete Grade Contract should be used in every instance of assigning an incomplete grade. The procedure is described in detail on the form, which is available on the CJC graduate program [webpage](#) and the graduate division’s [Google Drive](#).

The form should be completed and filed with the graduate division before the end of the semester in which the incomplete grade is given. To have the grade updated from an incomplete to a letter grade, the course instructor must submit a request to gradstudies@jou.ufl.edu.

PROBATION AND SUSPENSION

Students may be placed on probation if their progress becomes unsatisfactory. The Associate Dean for Graduate Studies will attempt to contact any student whose grade point average has fallen below a 3.00 truncated GPA. However, the student bears the responsibility of determining whether the grade point average as calculated by the UF Graduate School is sufficient to remain on regular status.

Any student who earns a truncated GPA less than 3.0 and/or receives a C+, C, C-, D+, D, D-, E, I, N or U grade will be placed on probation, except for courses taken from the Levin College of Law, undergraduate statistics course, or articulation classes. For these courses, any student receiving one grade that is a C-, D+, D, D-, E, I, N or U will be placed on probation.

Any courses where a student earns a C-, D+, D, D-, E, I, N or U must be retaken; otherwise, the course will not count in the degree plan. An I or N grade would signify an incomplete or no grade that has not been resolved, so that grade is a non-passing grade. I* or N* grades recorded on the student record indicate the non-punitive initial-term receipt of an I or NG. A grade of I* or N* is not considered a failing grade for the term in which it is received, and it is not computed in the grade point average. However, if the I* or N* has not been changed after 150 days, it will be counted as a failing grade and used in computation of a student’s grade point average.

If a student is placed on probation, they will need to work with their committee chair or advisor to devise a plan to improve their grades and achieve an accumulative truncated GPA of 3.00. They will need to submit the plan to the Associate Dean for Graduate Studies, and that plan must be approved by the first day of the next semester for the student to maintain registration.

If a student satisfies that plan in the term of probation and achieves accumulative truncated GPA of 3.00 or above as calculated by the UF graduate school, the probation flag will be lifted. If a student satisfies that plan in the term of probation but does not achieve cumulative truncated GPA of 3.00 or above as calculated by the UF graduate school, the probation period will be extended until the truncated 3.0 GPA is achieved.

If the plan is not satisfied, they will be suspended for one term. Students may only have one semester with grade(s) that is/are a C+, C, C-, D+, D, D-, E, I, N or U. If the student has more than one semester with grade(s) of C+, C, C-, D+, D, D-, E, I, N or U, the student will also face suspension. These semesters do not need to be consecutive semesters of enrollment. When a student is suspended, the student’s records will be flagged, and the student will not be allowed to enroll in any courses for one semester.

If a student satisfies the probation plan but the situation arises in future terms, the student will not be granted another probation term, they will be suspended.

Students on suspension are not eligible to hold a graduate assistantship.

Students will be allowed only one suspension. If another suspension is necessary, the student will be removed from the program.

PLEASE NOTE: a student who does not register for three consecutive semesters must apply for readmission to the program and acceptance is not guaranteed. // // //

TUITION AND FUNDING

Tuition is assessed by the University Bursar's Office, and tuition rates are based on several factors including residency status. All applicants who qualify for Florida residency status must ensure residency is established prior to registration. An individual claiming in-state residency status must have established and maintained a legal Florida residence for at least 12 months prior to the first day of classes in the semester for which in-state residency status is sought. A student's residency status as established during the application process will continue until they graduate unless a change of residency is requested.

Most students admitted to the doctoral program are offered four years of employment as a graduate assistant with an accompanying tuition waiver. Renewal of the assistantship is contingent upon favorable term-by-term evaluation of performance of assigned duties and responsibilities, the needs of the college's departments, and availability of funds. Good academic standing is required.

Likelihood of support is enhanced by the size of the college's endowment, which now ranks among the very largest for journalism and mass communication programs.

Students may apply for many types of funding, among them fellowships, loans, and grants for research and travel. Additional funding sources may be available for applicants with particular qualifications. Applicants should stay in contact with the CJC graduate division, the Graduate School, and the [Office of Student Financial Aid and Scholarships](#) to check for new funding/financial aid opportunities.

ASSISTANTSHIPS AND FELLOWSHIPS

Consideration for assistantship and fellowship is part of the original application process and no additional application is required. Most assistantships carry tuition waivers. The Division of Graduate Studies is able to offer a select number of graduate assistantships through specific funding from the UF Graduate School. This program is aimed at recruiting the most nationally competitive applicants and carries a slightly higher stipend level.

Graduate assistantships of .25 FTE (10 hours weekly) or more are eligible to enroll in the GatorGradCare health insurance program for a small annual premium. Information can be found on the [UF HR Benefits](#) webpage.

The Graduate School also provides fellowships, such as the Grinter Fellowship. The Grinter Fellowship, named after a former

dean of the Graduate School, pays up to \$4,000 a year for up to three years. The College of Journalism and Communications uses the Grinter Fellowship to supplement doctoral teaching and research assistantship stipends.

TEACHING AND RESEARCH EXPERIENCE

Duties vary. Teaching assistants often instruct students in labs, for example in writing, reporting, or production. Many teaching assistants assume responsibility for entire courses after a term of training and mentoring as a TA with a faculty member. The university requires students holding teaching assistantships to attend a teaching workshop and meet minimum language requirements.

Research assistantships involve a progression of duties from basic research through supervising entire small-scale studies.

TUITION WAIVERS

Doctoral students on assistantships more than quarter time and less than three quarter time, will receive a tuition waiver in the semester they are on an active assistantship. Typically, this waiver covers the tuition portion for required registration, 9 credits in fall and spring and 6 credits in summer (if on a 12-month appointment). Students are responsible for the fees portion of the charges, including but not limited to miscellaneous fees (building, capital improvement trust fund, student financial aid, activity and service, athletic, and health [limited service]). The percentage waived depends on graduate student union negotiations and funding levels. Students also will be responsible for any excess credits taken beyond the required registration. If a student's registration drops below the required registration at any time in the semester, the student will become financially liable for the entire registration's tuition and fee charges. Tuition waivers are generally included with fellowships more than \$4,000 per semester.

LOANS

Doctoral students may be eligible for one of a variety of loan programs. Check with the [Office of Student Financial Aid and Scholarships](#) for details. Students should communicate the details of all funding (including assistantship and fellowships) with financial aid officers to avoid being over-awarded.

WORK LIMITATIONS FOR GRADUATE STUDENTS

Funding is not guaranteed. In the cases where graduate students are funded in part or in whole by the college, they are limited to working a combined full-time equivalency (FTE) of .50 FTE, or 20 hours a week, during the fall and spring semesters for all jobs on campus. During the summer, this limitation may increase to 1.0 FTE. For students funded by the college, funding will not continue after the fourth year of Ph.D. studies.

These limitations are to assist our graduate students in their academic success and to allow them to focus on their graduate studies. Exceptions to these limitations will only be granted in the most extreme situations. Exemption petitions, in essay form, must be submitted to the Graduate Committee or college administration if the Graduate Committee is not actively meeting.

TRAVEL GRANTS

The Graduate Studies and Research Divisions grant travel funds to students who are accepted to present papers at conferences. Students can apply for two awards per year of up to \$500 each to attend regional, national and international conferences within the fiscal year (July 1 – June 30). Awards are given on a first come/first serve basis and until the funds are no longer available. Please see the graduate division for more information.

Forms and specific requirements and rules are available in the graduate division or on the [CJC graduate division](#) webpage.

The following policies were developed and approved by the Graduate Students in Mass Communication Association (GSMCA) and the CJC Graduate Committee:

- Both Master's and Ph.D. students will be eligible equally for conference funding. Students must be registered and in residence as full-time graduate students in the college at the time the paper is presented.
- One student on an accepted paper will be funded as long as funds are available.
- In the case of a multi-authored paper, the student authors must decide which author will request college funding to attend the conference. In the case that the authors disagree about who should be funded, authors may appeal to the Graduate Committee.

Also, applicants must:

- Submit a [Travel Grant Award Request Form](#) to the graduate division at least 30 days **before** the travel dates.
- Submit a copy of your acceptance letter/email with the travel grant award request form.
- Submit all original itemized receipts. Reimbursement will be made for things such as lodging, airfare, and personal meals.
- Include the original airfare receipt and/or rental car invoice and hotel bill, even if neither of these is being used as the basis for reimbursement. Evidence of extravagant expenditure will nullify this award.
- Turn in receipts within 30 days of return.
- Submit a copy of the complete conference program.
- Follow [University of Florida's travel procedures and policies](#).

We are committed to supporting graduate student success by supporting travel to the maximum extent the budget allows. We feel it is important to you, as well as to the college, to continue funding your conference travel to present your research to national audiences. Hopefully, these guidelines will enable us to support the broadest range of student work possible during the present budget limitations.

Please remember that some academic organizations that host conferences try to help with graduate student travel and offer small grants for that purpose.

Additional travel funding is offered by the Graduate School and Graduate Student Council. Research and travel funding also may be available through the University of Florida's Latin American Studies Center, Center for African American Studies, or Asian Studies, for research projects involving those areas. [// // //](#)

HONORS FOR STUDENTS

All graduate students may compete for the college's Outstanding Graduate Student Award and the Outstanding Student Research Award, and all teaching assistants may compete for the college's Julie Dodd Outstanding Graduate Student Teacher Award.

OUTSTANDING STUDENT RESEARCH

Two master's (one online master's student and one in residence master's student) and one Ph.D. student each year receives an award for outstanding research. Applicants may submit documentation (e.g., research articles, conference papers, projects) themselves, or faculty members may nominate candidates and submit documentation. Application is made to the CJC Research Committee, which recommends to the Dean a student to receive the honor. For more information, students should contact their committee chair. The recipient is honored at the college's annual awards assembly and receives a plaque.

THE JULIE DODD OUTSTANDING GRADUATE STUDENT TEACHER AWARD

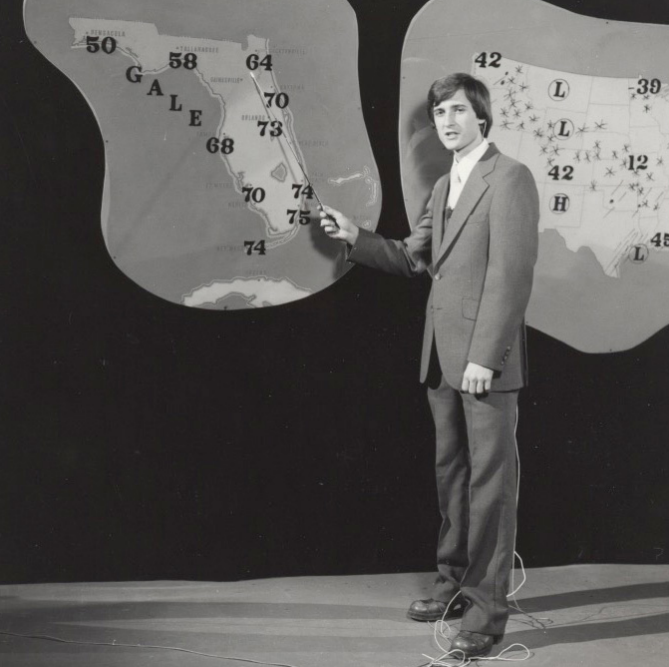
Applicants may submit documentation (e.g., letter of recommendation, teaching evaluations, syllabi/teaching materials, teaching philosophy) themselves, or faculty members may nominate candidates and submit documentation. The Graduate Committee each spring recommends to the Dean one outstanding graduate student teacher from the year's teaching assistants. The student is honored at the college's annual awards assembly and receives a plaque. // // //



COLLEGE HISTORY



- 1947 **First master's degree** conferred
- 1969 **100th student graduated** from master's program
- 1990 First **two doctoral degrees in mass communication** conferred
- 1999 College awards its **50th Ph.D. degree**
- 2004 College awards its **100th Ph.D. degree**
- 2012 College offers **first online master's program**
- 2013 College's doctoral program named as **one of UF's top 10 doctoral programs** in the university
- 2015 College awards its **2,000th master's degree** and **250th doctoral degree**
- 2016 College launches **Professional Master's program**
- 2020 College awards **2,500th master's degree** (and **302nd Ph.D.**) and its **500th online master's degree**



Left to Right: Elmer J. Emig; John Paul Jones, Jr.; William L. Lowry; Rae O. Weimer, Director; Edward C. Hanna.



Florida Alligator

FOR A GREATER FLORIDA

UNIVERSITY OF FLORIDA, GAINESVILLE, FLORIDA, DECEMBER 14, 1952

ERS WIN OVER FOR FOOTBALL 10-0, FRIDAY

REPEATED TEACHING AND MEN MEN MEN MEN MEN

FLORIDA'S "BABY GATORS", ALL FLORIDA MEN, AFTER UNDEFEATED SEASON, HOLD UNDISPUTED CHAMPIONSHIP OF THE SOUTH

FLORIDA WILL HAVE ONE OF THE OUTSTANDING TEAMS OF THE NEW SEASON. WITH ADDITION OF AVER TAY'S WINNING TEAM, HAVE A HEAVY SCHEDULE.

FARR LITT TAKES FIRST ANNUAL RATE OF SEAS

BOOKING AND SEE T UNANIMOUS DECISION FROM ENGINEERS

DR. MURPHREE IS FOOTBALL TEAM



THE *Doctoral* HANDBOOK

GRADUATE STUDIES AND RESEARCH



UF | College of Journalism
& Communications
Division of Graduate Studies and Research
UNIVERSITY of FLORIDA

