The University of Iowa prohibits discrimination in employment and in its educational programs and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information on nondiscrimination policies, contact the Coordinator of Title IX, Section 504, and the ADA in the Office of Affirmative Action, (319) 335-0705 (voice) and (319) 335-0697 (text), 202 Jessup Hall, The University of Iowa, Iowa City, Iowa 52242-1316.

The University of Iowa values diversity among students, faculty, and staff, and regards Equal Employment Opportunity and Affirmative Action as tools to achieve diversity. The University believes that a rich diversity of people and the many points of view they bring serve to enhance the quality of the educational experience at The University of Iowa.

For Additional Information

Visit our web site at http://clas.uiowa.edu/sjmc/graduate-programs

E-mail for questions: sjmc-grad@uiowa.edu

By telephone at (319) 335-3401

For information about the Graduate College go to http://www.grad.uiowa.edu/
## CONTENTS

1  INTRODUCTION  

2  HOW TO APPLY  
   How Decisions are Made  
   Communication with SJMC

3  IMPORTANT DEADLINES

4  MASTER’S DEGREES  
   Master of Arts – Journalism and Mass Communication  
   Requirements for the Master of Arts – Journalism and Mass Communication  
   Applying to the PhD Program  
   Master of Arts – Strategic Communication  
   Requirements for the Master of Arts – Strategic Communication

5  PHD DEGREE IN MASS COMMUNICATION  
   PhD Seminar  
   The Academic Adviser  
   Admittance to Candidacy  
   PhD Student Semester Evaluations  
   Record of Doctoral Student Progress  
   Requirements for the Comprehensive Examination  
   Procedures for Writing the Comprehensive Examination  
   On the Purpose and Content of the Comprehensive Examination  
   The Doctoral Dissertation

6  APPOINTMENTS AND FINANCIAL SUPPORT  
   Fellowships at Iowa  
   Teaching and Research Assistantships  
   Scholarship Opportunities  
   Student Travel

7  HARASSMENT, SEXUAL HARASSMENT

8  FAILURE TO MEET ACADEMIC STANDARDS
1

INTRODUCTION

The School of Journalism and Mass Communication’s three graduate programs are all individualized and interdisciplinary.

In the Master of Arts - Journalism and Mass Communication and PhD programs, students develop plans of study that approach communication from theoretical, historical, cultural, international, legal, and behavioral perspectives.

In the Master of Arts – Strategic Communication program, a foundation is built on the principles and platforms common to: communication, leadership, social networking and multicultural diversity, while giving students the option to focus on career aspirations through elective courses.

SJMC also offers a joint degree in law in which students complete both law and journalism degrees at either the Master of Arts – Journalism and Mass Communication or PhD level. Students in all of our degree programs have the academic resources of most university departments, schools and colleges to draw from as they develop individual plans of study.

The SJMC faculty represents a rich diversity of intellectual interests, professional media and cultural backgrounds. Most of our faculty teach in both the professional and conceptual parts of the program, and many take a critical and analytical approach to the study of mediated communication and professional journalism. Graduate programs at Iowa are relatively small and personal, with a stimulating atmosphere for learning, teaching and research where students and faculty learn together.

In using this handbook, students should note that the School of Journalism and Mass Communication adheres to the rules and regulations of The University of Iowa Graduate College as published in the latest edition of the Manual of Rules and Regulations of the Graduate College.

Students may obtain a copy of the Manual from the office of the Graduate College or on-line at the Graduate College web site http://www.grad.uiowa.edu/. The Graduate College web site also provides the Thesis Manual, with formatting requirements for theses and dissertations, and calendars of academic deadlines.
2

HOW TO APPLY

New students in the Master of Arts in Journalism and Mass Communication and the PhD in Mass Communication programs are admitted in the fall semester only. We begin reviewing applications on January 10 for the upcoming fall admission. To be considered for an assistantship you should apply by January 10. New students in the Master of Arts – Strategic Communication program can be admitted in the fall, spring or summer semesters. The application process and online applications are available at https://apply.admissions.uiowa.edu/admissions/login.page. Be sure to check the School of Journalism and Mass Communication application requirements linked from the application page.

Note that some application materials should be sent to the Admissions office, while others go directly to SJMC. These details are explained on the Admissions web site. Send the following directly to the School of Journalism and Mass Communication:

- Your official transcripts
- A statement of purpose for graduate study
- Three letters of recommendation with handwritten signatures on institutional letterhead. They should be mailed directly to the Graduate Program in the School of Journalism and Mass Communication. Ideally, recommendations will come from people who are familiar with your academic and/or professional background.
- A résumé or curriculum vitae.
- Samples of your writing. Applicants for the Master of Arts – Journalism and Mass Communication and PhD programs should send samples of their academic writing. Applicants to the Master of Arts – Strategic Communication program should submit samples of their professional and/or academic writing.

Applicants must provide current Graduate Record Examination (GRE) scores and, in the case of international applicants, TOEFL scores to Admissions.

Our application deadline for fall admission to the Master of Arts - Journalism and Mass Communication and PhD programs is January 10. Applications to the Master of Arts – Strategic Communication program are continually accepted. Mail your materials to: Graduate Program, School of Journalism and Mass Communication, E305 Adler Journalism Building, University of Iowa, Iowa City, IA 52242.

If you have any questions, do not hesitate to e-mail sjmc-grad@uiowa.edu or phone (319) 335-3401. We look forward to receiving your application.
**How Admissions Decisions are Made**

We examine five components of each application. These include:

- The *academic record*, for indicators of success in graduate study, and a minimum GPA of 3.0 (on a 4-point scale) in keeping with the requirements of The University of Iowa;

- The *Graduate Record Examination*, especially the verbal and analytical writing components, because of the SJMC’s emphasis on writing.

- The *statement of purpose*, where we look for a clear focus, as well as a good fit to the program’s strengths.

- *Related work experience* helps us assess an applicant’s understanding of the field. It also helps us understand the skills and knowledge that an applicant could bring to an assistantship.

- In *letters of reference*, we look for indicators of an applicant’s professional and academic achievements and abilities.

For international applicants, we look for indicators of an applicant’s abilities to work effectively in a verbally oriented graduate program. For this reason, we require a TOEFL score above the Graduate College minimum. Specifically, we require a score of at least 630 in the traditional paper test, or 267 in the TOEFL-C (the computer form of the test), or 109 in the Internet-based test.

International applicants who receive an assistantship position must pass a test of spoken English through the University’s English as a Second Language (ESL) office before they may work as teaching assistants. (This test is administered the week before the start of the fall semester and at several other times during the year.) For this reason, we generally offer assistantship positions only to those international applicants who have previously studied in the United States. International students whose first language is English are exempt from this testing requirement.

Teaching assistantships are the main form of financial support offered by SJMC. A few research assistantships are offered when funding is available. Selections of research assistants are made taking into account a number of factors such as departmental and faculty needs and matched student qualifications. When available, typically they are given to students with one or more years in the program. There are no scholarships that provide full tuition costs or living expenses.

Students admitted to the Master of Arts – Strategic Communication program are not eligible for financial support from SJMC.
Communication with SJMC

Once admitted, graduate students are responsible for meeting relevant deadlines and for learning about special events in their graduate program. To facilitate reliable communication between students and SJMC, graduate students will receive a mailbox in SJMC’s mailroom.

When admitted to the University of Iowa, students are provided a UI email address which must be activated through ISIS (https://isis.uiowa.edu/). Students must login on ISIS with their HawkID and password and then go to My UIowa > My Email to activate the email address. All official electronic communication between the SJMC, the Graduate College and graduate students will only be sent through their Hawkmail account. This email address is the students’ primary source of information about deadlines, SJMC activities, job opportunities, and other important topics. Students should also subscribe to the graduate student listserv, which is managed by the editor of the Journal of Communication Inquiry (jci-editor@uiowa.edu). Students should check their mailbox and email regularly for announcements and information from SJMC. SJMC cannot send official correspondence to students through commercial email portals like Yahoo, Gmail, or others.

Students who wish to change their degree objectives after admission to a specific program must complete the Request for Change of Graduate College Status form found at the following link on the Graduate Admission webpage http://www.uiowa.edu/admissions/graduate/search/index.html. SJMC’s Graduate Committee will act on all requests. The form must be endorsed by the Director of the School of Journalism and Mass Communication and submitted to the Graduate College.

After three years of inactivity in any program, or if the time limit for completing the doctoral dissertation lapses, graduate students must reapply to the program. The Graduate College specifies that SJMC must reevaluate the student in light of the requirements of the current graduate program. The Application for Readmission form is available at the following link on the Graduate Admission webpage http://www.uiowa.edu/admissions/graduate/search/index.html.
3 IMPORTANT DEADLINES

Graduate students are responsible for meeting the deadlines of the Graduate College and the School of Journalism and Mass Communication. Here are the deadlines:

May 1 of the first year – All graduate students must select and formally ask a graduate faculty member from SJMC to be their adviser.

In the semester of graduation:

Master of Arts – Journalism and Mass Communication students must:
- Apply to graduate (form available at Registrar’s Office or on ISIS);
- File the Plan of Study (signed by adviser and SJMC Director);
- Submit the completed version of their thesis to their adviser and the Graduate College by the Graduate College’s first deposit deadline;
- File the Request for Final Examination (scheduled by adviser);
  - All final exams must be scheduled before the deadline (usually the last Wednesday in November or April);
- Adviser must file the Report on Final Examination.

Master of Arts – Strategic Communication students must:
- Apply to graduate (form available at Registrar’s Office or on ISIS);
- Successfully complete the Capstone project

PhD students must:
- Apply to graduate (form available at Registrar’s Office or on ISIS);
- File the Doctoral Plan of Study (signed by adviser and SJMC Director);
- Submit the completed version of their dissertation to their adviser and the Graduate College by the Graduate College’s first deposit deadline;
- File the Request for Final Examination (scheduled by adviser);
  - All final exams must be scheduled before the deadline (usually the last Wednesday in November or April);
- Adviser must file the Report on Final Examination.
4

MASTER’S DEGREES

The School of Journalism and Mass Communication offers two MA programs: journalism and mass communication and strategic communication.

The journalism and mass communication program requires 33 s.h. and completion of a thesis. The strategic communication program requires 30 s.h. and culminates in a capstone project.

The specific requirements of each emphasis are described below.

**Journalism and Mass Communication**

This program begins in the fall semester.

The MA in journalism and mass communication degree is a balanced program whose focus is academic and theoretical and yet has substantial graduate-level professional journalism and media courses that help students to hone technical skills in reporting, writing, visual and graphic storytelling, and so on. The emphasis of the degree is on technology, innovation and media, social and collaborative multimedia, cross-media studies, and visual communication, with appropriate grounding in concepts, theories, and research methods. The nature and focus of this work is determined by students in collaboration with their advisers. The MA in journalism and Mass Communication program requires 33 semester hours and completion of a thesis. Given the interdisciplinary nature of the degree, students are expected to take courses outside the School of Journalism and Mass Communication.

The following courses are required for the journalism and mass communication program:

<table>
<thead>
<tr>
<th>Required courses</th>
<th>Credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>JMC:6210 (019:231) Social Science Theories in Media and Communication OR</td>
<td>3</td>
</tr>
<tr>
<td>JMC:6220 (019:232) Critical Cultural Theories in Media and Communication</td>
<td>3</td>
</tr>
<tr>
<td>JMC:6310 (019:235) Quantitative Research Methods for Media and Communication OR</td>
<td>3</td>
</tr>
<tr>
<td>JMC:6320 (019:236) Qualitative Research Methods for Media and Communication</td>
<td>3</td>
</tr>
<tr>
<td>JMC:5100 (019:220) Master’s Seminar (1 s.h. for 2 semesters)</td>
<td>2</td>
</tr>
<tr>
<td>JMC:5300 (019:225) Media Principles, Problems and Challenges</td>
<td>3</td>
</tr>
<tr>
<td>JMC:xxxx (019:xxx) Digital Media Law &amp; Ethics</td>
<td>3</td>
</tr>
<tr>
<td>JMC:5955 (019:299) Master’s Research (Thesis)</td>
<td>1</td>
</tr>
<tr>
<td>Total required courses</td>
<td>15</td>
</tr>
<tr>
<td>Electives</td>
<td>18</td>
</tr>
<tr>
<td><strong>Minimum total credits for the MA journalism and mass communication degree</strong></td>
<td><strong>33</strong></td>
</tr>
</tbody>
</table>
Academic/Thesis Adviser

In consultation with their preliminary advisers, first-year student should plan an initial program of study and determine who on the faculty can best serve as permanent academic adviser.

Students should select a permanent adviser by May 1 of their first year.

Master’s Thesis

All students are required to complete a scholarly or theoretically grounded creative or applied thesis to fulfill MA degree requirements. The word “thesis” will be understood as an original, in-depth, theory-based work of scholarship. Students may write conventional theses or produce creative, multimedia and cross-media theses grounded in digital humanistic and social science traditions. Theses may include original scholarly research, creative visual storytelling, visual ethnography, digital documentary productions, and so on. The student is required to have a thesis adviser and a thesis committee composed of two additional graduate faculty members. One member of the committee may be from outside the School of Journalism and Mass Communication.

The thesis proposal is prepared with the advice of the academic adviser, and then presented to the student's thesis committee. In preparing the thesis proposal, the student should work closely with his or her adviser. A thesis proposal should be submitted to the student's committee only after being approved by the student's adviser. When the adviser determines that the proposal is complete, he or she will schedule a meeting with the committee to discuss and approve the proposal. Copies of the thesis proposal must be provided to the committee no less than one week prior to the proposal meeting.

Before beginning thesis research, the student must secure committee approval of his or her thesis proposal. A form certifying this approval must be filed with the Graduate Program as part of the student's permanent record.

No more than 1 hour of credit for the thesis shall be counted toward the minimum degree requirement.

The final examination consists of an oral defense with the committee of the completed thesis. Before scheduling the final examination, a Plan of Study must be signed by the faculty adviser and the Director of the School of Journalism and Mass Communication and submitted to the Graduate College. This form is available at the following link: http://www.grad.uiowa.edu/content/publications-and-forms-for-students. Plans of Study are due to the Graduate College in October or March of the semester of graduation.

The student must submit a complete version of the thesis to his or her adviser by the date of the First Deposit of the Thesis is due to the Graduate College. This date is in late October or March of the semester of graduation.

When the adviser has approved the completed thesis, he or she will schedule the final examination meeting, also known as the thesis defense. The student must submit a copy of the
Final Exam Request form to the Graduate College by the College’s deadline for that semester. This form is available at the following link: http://www.grad.uiowa.edu/content/publications-and-forms-for-students. Final examinations are not scheduled during the final week of classes, the University's final examination period, or during the summer.

The student must distribute copies of the thesis to the committee at least two weeks prior to the scheduled final examination.

Students are responsible for checking Graduate College deadlines for first deposit, final examination, and final deposit. The thesis must be prepared according to the University of Iowa’s Graduate College Thesis Manual, which can be found at the Graduate College web site. Students should also meet with their adviser before the first deposit to review the Manual’s checklist, which must be submitted with the first deposit.

The final examination is evaluated on a satisfactory/unsatisfactory basis. Two unsatisfactory votes make the examination a failure. The final examination, if failed, may be repeated only once, not sooner than during the following semester or summer term.

The Master’s candidate must deposit one bound copy of the thesis in SJMC's Resource Center. This requirement is in addition to the electronic copy required by the Graduate College. The candidate must prepare a thesis abstract of not more than 250 words to be submitted with the copy of the thesis. In addition, the candidate should provide each committee member with a copy of the finished thesis.

Applying to the PhD Program from the Master’s Program

In general, master’s students are best served by undertaking doctoral studies at a different university than where they completed their master’s degree. However, students in the program may petition SJMC's Graduate Committee for admission to the PhD program after successful completion of at least 18 s.h. of master’s work. If admitted to doctoral studies, the applicant must complete all master’s requirements (including a successful thesis defense) before starting that program.

The application process is similar to that for students outside the SJMC, except that Master’s students request a change of status within the Graduate College, rather than applying for admission. The form required is found at the following link on the Graduate Admission webpage http://www.uiowa.edu/admissions/applications/grad-general/RequestChangeGradStatus.pdf.

The Graduate Committee will review these documents, along with the student’s academic record. If approved, the student will be notified and the Graduate Program will send the change of status form to the Graduate College.
Strategic Communication

The classes in this program are offered online and at The University of Iowa's John and Mary Pappajohn Education Center in Des Moines, Iowa; not on the main campus in Iowa City, Iowa.

This program can begin in the fall, spring or summer semester.

Applicants must have a GPA of at least 3.0 on a 4.0 scale. Applicants to the School of Journalism and Mass Communication must submit scores from the Graduate Record Exam (GRE) before their applications will be considered complete.

International applicants to the online program who are not native English speakers must also submit TOEFL scores. Applicants with TOEFL scores below 100 (600 on the paper-based test) will not be considered for admission.

The MA in Strategic Communication stresses a foundation of principles and platforms common to all of these disciplines (communication, leadership, social networking, multicultural diversity) while giving students the option to focus on their career aspirations through elective courses.

The degree program culminates in a capstone project in lieu of a thesis, which serves as a bridge between the academic program and the professional world, the classroom and the workplace.

Degree requirements

<table>
<thead>
<tr>
<th>Required core courses</th>
<th>Credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>JMC:5300 (019:225) Media Principles, Problems and Challenges</td>
<td>3</td>
</tr>
<tr>
<td>JMC:5400 (019:226) Writing and Editing for Public Communication Workshop</td>
<td>3</td>
</tr>
<tr>
<td>JMC:5955 (019:299) Master’s Research (Capstone Project)</td>
<td>3</td>
</tr>
<tr>
<td>Total core hours</td>
<td>15</td>
</tr>
<tr>
<td>Total elective hours</td>
<td>15</td>
</tr>
<tr>
<td>Minimum total credits for the MA strategic communication degree</td>
<td>30</td>
</tr>
</tbody>
</table>

Description of Program Elements

The three core courses required of all students provide a conceptual foundation for strategic communication JMC:5300 (019:225), a sharpening of the skills required to practice the profession JMC:5400 (019:226) and the best practices of leadership to communicate both within and outside a corporation or organization JMC:6800 (019:279). The fourth requirement allows students to choose between courses in Social Media and Web Communication JMC:5240 (019:240) and Financial and Budget Fundamentals JMC:5237 (019:237). The program recognizes that students in some careers might feel more of an affinity for one of these areas than the other but encourages the well-rounded student to complete both (one of which would serve as an elective).
The capstone project JMC:5955 (019:299 Master's Research) will be offered as a satisfactory/unsatisfactory (S/U) course, meeting intermittently through the semester, allowing students to share their experiences, challenges and triumphs as they push toward completion, comparing notes along the way. The course’s professor (usually the associate director of the degree program) will serve as the de facto chair for each student project (unless students develop a working relationship with other members of the graduate faculty who agree to advise and chair).

To complete their degree program, students may elect to take courses both within and outside the program for graduate credit. The electives will allow students to pursue a course of study that can enhance the individual’s career aspirations. In addition to UI-SJMC tenured graduate faculty, the program anticipates drawing upon respected professionals in the field with post-baccalaureate degrees, as well as professors in disciplines that inform the program’s concentrations (e.g., health, business, political science) as potential teaching resources. The electives additionally allow students to sample courses outside their areas of concentration, recognizing that those employed as professional communicators in a specialized field might want to explore some of the more general (i.e., non-topic specific) courses.

The combination of the foundation provided by the required courses and the flexibility afforded by the electives should enhance the value of the program for a wide range of professionals within the communications field.
PhD DEGREE IN MASS COMMUNICATION

This program begins in the fall semester.

The PhD program emphasizes interdisciplinary inquiry into media communication phenomena from cultural, historical, and social perspectives. The program's substantive nature is defined by the scholarly interests of its faculty, which include investigations of historical, legal, critical, cultural, social, feminist and international aspects of media communication, both verbal and visual; comparative communication, convergence, new media, health communication, popular culture and globalization. Faculty use qualitative or quantitative research methods in their research and teaching.

Students’ PhD programs are highly individualized. Drawing on courses in the School of Journalism and Mass Communication as well as other academic units, each student, in consultation with an academic adviser, develops a course of study that reflects his or her academic background, experience, professional goals, and intellectual preferences.

The PhD requires 80 s.h. Students may transfer a maximum of 30 s.h. from their master's degree with the approval of the Graduate Committee. Transfer courses must be relevant to the student’s PhD plan of study. The Graduate College does not accept transfer credit for professional skills courses. The PhD program is designed for students who have completed a Master’s degree.

The Graduate Committee considers any requests from transfer students wishing to gain acceptance for academic credits earned elsewhere beyond the master’s work. All transfer work submitted to The University of Iowa is subject to approval by the Graduate College. The transfer student will be notified of the number of semester hours accepted as appropriate for the student's program. Transfer students must meet residence requirements.

To meet Graduate College residence requirements, a student must enroll for at least two semesters at full-time (at least 9 s.h.) enrollment or three semesters with 6 s.h. (while holding an assistantship). Graduate assistants in SJMC are required to carry at least 7 s.h. each semester until the comprehensive examination has been passed. However, graduate assistants must take a minimum of 9 s.h. to receive the full tuition scholarship provided by an assistantship.
The following courses are required for the doctoral program:

<table>
<thead>
<tr>
<th>Courses</th>
<th>s.h.</th>
</tr>
</thead>
<tbody>
<tr>
<td>JMC:6210 (019:231) Social Science Theories in Media and Comm</td>
<td>3</td>
</tr>
<tr>
<td>JMC:6220 (019:232) Critical Cultural Theories in Media and Comm</td>
<td>3</td>
</tr>
<tr>
<td>JMC:6310 (019:235) Quantitative Research Methods for Media and Comm</td>
<td>3</td>
</tr>
<tr>
<td>JMC:6320 (019:236) Qualitative Research Methods for Media and Comm</td>
<td>3</td>
</tr>
<tr>
<td>JMC:6700 (019:265) Approaches to Teaching Media Communication</td>
<td>3</td>
</tr>
<tr>
<td>JMC:6100 (019:320) PhD Seminar (1 s.h. for 4 semesters)</td>
<td>4</td>
</tr>
<tr>
<td>Advanced research methods, at least 3 s.h.</td>
<td>3</td>
</tr>
<tr>
<td>Advanced theory, at least 3 s.h.</td>
<td>3</td>
</tr>
<tr>
<td>Journalism and Mass Communication electives, at least 6 s.h.</td>
<td>6</td>
</tr>
<tr>
<td>Outside concentration, at least 9 s.h.</td>
<td>9</td>
</tr>
<tr>
<td>Minimum semester hours during PhD studies</td>
<td>40</td>
</tr>
<tr>
<td>Maximum transfer credit from master’s degree</td>
<td>30</td>
</tr>
<tr>
<td>JMC:7955 (019:399) Dissertation, at least 10 s.h.</td>
<td>10</td>
</tr>
<tr>
<td>Minimum total semester hours for PhD degree</td>
<td>80</td>
</tr>
</tbody>
</table>

Courses outside SJMC may be taken with satisfactory/unsatisfactory grading with the consent of the instructor and the adviser. Independent study courses within SJMC do not count toward the minimum elective coursework.

**PhD Seminar**

PhD students must be continuously enrolled in the PhD Seminar until they pass the comprehensive examination (maximum 4 s.h. total credit). The seminar is intended as a forum for the discussion of substantive theoretical and methodological problems and issues. It is also a forum for formal presentation of PhD dissertation proposals, along with guest speakers from other departments, universities and organizations.

> Although students are not required to register for PhD Seminar after successful completion of the comprehensive examination, they are encouraged to continue attending Seminar regularly.

**The Academic Adviser**

Given the highly individualized nature of the PhD program, the advising function is critical. Each entering PhD student will be assigned a preliminary adviser until the student chooses a permanent academic adviser. In consultation with the preliminary adviser, the first-year student should plan the initial program of study and determine who on the faculty can best serve as permanent academic adviser.

Students should select a permanent adviser by May 1 of their first year. It is expected that the student will work closely with the permanent adviser in drawing up the plan of study required for the student's candidacy petition.
Admittance to PhD Candidacy

After completing 18 graduate hours of doctoral studies, a student must petition for candidacy. The Graduate Director will hold a meeting at the start of each semester to explain the candidacy process and preparation of the Candidacy Petition.

The student should prepare a program of study that includes advanced theory and methods appropriate to the dissertation topic and an outside area, as well as specialized courses beyond these needed to prepare for the dissertation. The goal of the student’s plan of study should be preparing for dissertation research, regardless of the number of credit hours necessary to do that.

The Candidacy Petition is submitted to the Graduate Committee. Deadline for submitting the Candidacy Petition in the Fall Semester is November 1. Four copies should be submitted.

Failure to gain candidacy prohibits a student from continuing in the program. The granting of candidacy is based not merely on successful completion of course work during the first year, but also on the evaluation of the student's ability to successfully complete an approved program of study, including the dissertation.

The petition for candidacy is organized by the following sections:

1. **General area of dissertation research.**
   a. discuss the general topic area
   b. the basic conceptual/theoretical foundations to be drawn on,
   c. the likely research method(s) that will be employed.

2. **Secondary area of study.** Describe the basic secondary (outside) area and explain how that area fits the likely dissertation research. An outside area can be built from a single discipline or from a hybrid area that draws on a number of related disciplines.

3. **Potential committee members.** Suggest likely and alternate members. List the department for outside members. Ask the committee members if they are willing to serve before preparing the candidacy petition. Committee members must be University of Iowa tenured or tenure track faculty.

4. **Plan of study.** List courses that have been taken and are planned for the future, both within and outside SJMC, which will be applied toward the degree. Professional skills courses may not be included. A maximum of 30 hours can be included from the master’s program.
   a. **Summary of coursework** organized by the comprehensive examination areas – theory, methods, primary area, secondary area, and an area agreed upon by adviser and student. Each course must be identified by course, title, credit hours, and where and when taken (master’s program – list university); semester taken must be included. **PhD coursework planned,** including numbers, hours, titles and course descriptions for courses not taken within SJMC. Alternative courses should be listed to allow flexibility for actual scheduling of courses.
Each comprehensive exam area should be given a title to summarize its content. For example, a primary area might be “gender and media,” a secondary area might be “identity.”

Each comprehensive exam area should include the name of the committee member who would write that exam question. This will help in deciding who should be on the dissertation committee.

Electives not directly related to the dissertation should be listed separately.

b. **Total credit hours, with PhD Seminar, completed courses, and planned coursework listed separately.**

c. **Timetable of plans** for comprehensive exams, dissertation proposal, and dissertation completion.

d. **Adviser’s signature.** The dissertation adviser should sign at the end of the candidacy petition below this statement: “I have read and approved this candidacy petition. I support the dissertation description provided.”

e. **All students** are required to send copies of the petition to each member of their committee.

Students may apply for candidacy no more than three times. After the second rejection, the student and his/her adviser are required to meet with the Graduate Committee to discuss the petition before the third and final submission.

After admission to candidacy, the student must obtain the signed consent of the adviser and Graduate Committee if any alteration of the plan of study is proposed. The Candidacy Committee must be informed of any changes in the approved plan of study. If the student substantially changes his or her research interests after the petition has been approved, a new petition must be submitted.

**PhD Student Semester Evaluations**

At the close of the fall and spring semesters, the graduate faculty meets to evaluate the progress of each PhD student. This process specifically considers assessments of performance in formal course work, assistantship positions, independent research, scholarly activity, as well as the PhD Seminar, scholarly and professional meetings and organizations, and service activities in SJMC.

The Graduate Faculty assesses each student's progress in the program and the likelihood of successful completion of the degree. A determination will be made whether the student's overall progress is satisfactory or unsatisfactory. If overall progress is deemed unsatisfactory, the Graduate College will place the student on probation with specific remedial action required by the faculty with a reasonable time period in which to complete such action in accordance with the policy of the Graduate College. Students whose progress is deemed unsatisfactory will receive a letter from the Graduate Director within two weeks of the graduate faculty’s meeting. A copy will be placed in the student's academic file.
Unsatisfactory progress means having a GPA of less than 3.0. After appropriate warning and failure to take satisfactory corrective action, a student will be dismissed from the program.

The evaluation will also consider the success of the student’s assistantship assignment, including feedback from the faculty supervisor and consideration of the student’s teaching evaluations. Students who do not perform their TA or RA assignments satisfactorily in terms of quality and quantity will not be considered for re-appointment.

If a student has any questions regarding the matters specifically dealt with in the evaluation, he or she is encouraged to discuss them with the Graduate Director. If a student feels that aspects of the evaluation are inaccurate or that the evaluation fails to take into account significant information, the student is encouraged to respond in writing to the Graduate Director. If necessary, any matter can be referred back to the graduate faculty for reconsideration.

Record of Doctoral Student Progress

SJMC maintains a record of Doctoral Student Progress for each doctoral student. The aim of this record is to ensure that doctoral students are aware of program requirements and work toward timely completion of their degree. The Director of Graduate Studies and doctoral advisers will meet with doctoral students from time to time to evaluate their progress in the program.

Requirements for the Comprehensive Examination

Comprehensive examinations are taken during or after the semester in which the student completes the plan of study. Each semester, the Graduate Director meets with students planning to take the comprehensive examination, providing guidelines about the examination process.

The candidate and his or her academic adviser (who ordinarily serves as the chairperson of the comprehensive examination committee) select the other members of the examining committee according to Graduate College rules. The committee is composed of five members of the graduate faculty, one of whom must be a faculty member from outside the School of Journalism and Mass Communication. A minimum of three members of the committee must be from the graduate faculty of SJMC. All members must be members of the UI tenure-track faculty.

It is the student’s responsibility to file the Request for Doctoral Comprehensive Examination form with the Graduate College. This form is available at the following link: http://www.grad.uiowa.edu/content/publications-and-forms-for-students. The student’s adviser and SJMC’s Director or the Graduate Director must sign the form. It is the adviser’s responsibility to schedule the oral examination. The date for the oral examination must be provided on the Request for Doctoral Comprehensive Examination to the Graduate College.

With the request for the comprehensive examination, the candidate should file a Doctoral Plan of Study with the chairperson of the examining committee. This form is available at the following link: http://www.grad.uiowa.edu/content/publications-and-forms-for-students. Invitations to serve on the committee come from the chairperson. The committee is formally appointed by the Dean of the Graduate College upon recommendation of the School of Journalism and Mass Communication.
The comprehensive examination consists of both written and oral parts. Each member of the comprehensive examination committee writes one question. The written part consists of a series of five four-hour written examinations in the following areas:

- theory
- methods
- a primary area of communication study (should be written by a member from SJMC)
- an area of study outside of communication
- an area of the student’s choice with the consent of the adviser

With the approval of the committee, international students whose native language is not English may take six hours to answer each question. The written examination is taken in a room set aside by SJMC. A computer for word processing will be provided. If the student needs any special accommodations for test taking, these arrangements should be made when the examination is scheduled.

The candidate is allowed to bring a printed bibliography to the examination room for each question. A paper copy of each examination question will be provided to the candidate and will be attached to the printed copy of examination answers. A copy of each question (and the related bibliography) will be attached to the student’s answers provided to each committee member.

Following the written examination, an oral examination will be conducted by the student's committee, usually within two weeks of the completion of the written examination. Normally, oral examinations are not scheduled during the last week of classes, the final examination period, or during the summer. Invitations to the defense are issued by the adviser.

Performance on the examination is judged "satisfactory," "unsatisfactory," or "satisfactory with reservations" by each member of the committee. If the performance is deemed "satisfactory with reservations" by two or more members of the committee, the committee must stipulate the manner in which the candidate may remove the reservations.

Two “unsatisfactory” votes result in an outcome of unsatisfactory. In the case of a report of unsatisfactory on a comprehensive examination, the committee may grant the candidate permission to present him- or herself for reexamination not sooner than four months after the first examination. The examination may be repeated only once, at the option of SJMC.

Upon completion and evaluation of the candidate's examination by the Committee, the adviser reports the results to the candidate and to the Graduate College. The comprehensive examination may be retaken only once.
Procedures for Writing the Comprehensive Examination

The following procedure applies to all doctoral students in SJMC when taking the comprehensive examination:

1. Students will be allowed four hours to write each examination answer. International students whose native language is not English may take six hours with permission of the examination committee.

2. Answers will stand as they are submitted at the end of each examination period. No additional time will be allowed for proofing or editing.

3. Because several students take comprehensive examinations each semester, a student should contact the Graduate Program in the SJMC main office as soon as the dates for writing the examination answers have been chosen. This is important to ensure that a room and computer will be available on those dates.

4. At least one week before the planned examination dates, the student’s adviser should invite committee members to submit questions to the adviser, who will submit them to the Graduate Program in the SJMC main office. Committee members should be made aware of the planned examination dates. Questions can be submitted on paper or by e-mail.

5. The adviser, in consultation with the student and committee members, shall set an oral defense date. The adviser will issue an invitation to committee members. The Graduate Program in the SJMC main office will reserve a meeting room once the date has been provided. Oral defenses should take place within two weeks after the written examination has been completed.

6. The student should create a file for each answer. It must include the student’s name, examination date, and the name of the faculty member submitting the question.

7. Original questions will be attached to copies of the student’s answers by the Graduate Program in the SJMC main office.

8. The student may take a paper copy of the bibliography into the examination room. No other materials may be brought into the examination room.

9. The student will be provided with an electronic copy of the questions, answers, and bibliography when copies are prepared for committee members.
On the Purpose and Content of the Comprehensive Examination

The following points provide a foundation for planning comprehensive examination questions in a way that serves both the student and the SJMC’s doctoral program:

1. **For the student**, the examination is an important juncture in his or her graduate studies. The examination helps the student look back over coursework and build a sense of how coursework adds up to a larger whole. At the same time, the examination helps the student look ahead to see how coursework and other scholarly experiences can lead toward future dissertation research and beyond. It provides a sense of vision and sharpens the focus on future directions.

2. **For SJMC’s doctoral program**, the comprehensive examination provides a quality assurance checkpoint. In this role, it assesses the student's competence in the areas where he or she hopes to work. The examination also provides a means of assessing whether the student is ready for dissertation work and ultimately, to embark onto a scholarly career in academia.

The comprehensive examination should not be seen as something that is either passed or failed. Instead, much of its meaning is qualitative, helping to provide a picture of the student's maturation as a scholar. Examination questions:

1. should represent a synthesis of coursework across the student’s program, rather than drawing heavily on new material beyond coursework that has been completed;

2. should serve as an exercise for the student to demonstrate thinking abilities in his or her research areas;

3. should provide an opportunity for the student to look at the relationship between coursework and the likely areas of dissertation research;

4. should provide an opportunity for the student to demonstrate clear competence in his or her important areas of scholarly work;

5. should provide an opportunity for the student to demonstrate methodological readiness to successfully accomplish the likely areas of dissertation research.

Some guidelines for developing comprehensive questions and related reading lists include:

1. Each reading list should be built primarily upon references drawn from coursework relevant to the topic area.

2. Adding *some* new readings to the list should be seen as reasonable and beneficial when these readings serve as a bridge over divergent parts of the reading list, update core readings since courses were taken, or help illuminate an important, but missing, dimension. *Extensive* lists of new readings ordinarily should be developed through
independent study courses before comprehensive examinations are planned, but can also be developed in other ways that accommodate a student's needs or interests.

3. The student should have some existing common ground with the faculty member, both in terms of the substantive areas of the examination question and through previous interaction between the student and the faculty member (i.e., coursework, independent study, research collaboration).

4. The student should meet with his or her adviser to discuss which examination area best fits each committee member. Questions should then be negotiated between the student and each committee member to clarify the dimensions of the question area and ascertain that the question will not significantly overlap with questions from other committee members.

The Doctoral Dissertation

The doctoral dissertation should be an original, ground-breaking, in depth work of scholarship that adds to knowledge in a specific field of journalism and mass communication.

The candidate, with the advice of his or her adviser, will prepare a dissertation proposal. This may only be done after successful completion of the comprehensive examination. The student must present the dissertation proposal to the PhD Seminar and to the student’s dissertation committee. Usually, the dissertation proposal will be presented to the PhD Seminar first.

The committee selection procedures for the dissertation committee are the same as those for the selection of the comprehensive examination committee (one committee may serve both functions). At least one member of the dissertation committee must be from outside the School of Journalism and Mass Communication. A minimum of three members of the committee must be from the graduate faculty of SJMC. The adviser usually serves as the dissertation chairperson, but this is not mandatory. The committee is appointed by the Dean of the Graduate College upon recommendation of the School of Journalism and Mass Communication.

The dissertation proposal must indicate clearly the logical steps necessary for the completion of the project and suggest a plan of action. The proposal should reflect the form and manner in which the candidate proposes to proceed in his or her research for and writing of the dissertation. Accuracy, clarity of thought and completeness of the presentation are major requirements for the dissertation proposal. Generally, a dissertation proposal will include these areas:

1. **Introduction**, which provides the general premise for the research, along with an overview of what will be done for the research. The large question driving the research should be provided in the introduction, but specific research questions should appear after the Conceptual/Theoretical Foundation. This section should also address the “So What?” question.

2. **Context for the Study**, which provides an overview of the problem to be studied. This section should draw on related research findings, as well as factual information from government or industry reports where appropriate.
3. **Conceptual/Theoretical Foundation**, which presents a carefully crafted and integrated discussion of key concepts and theoretical dimensions, presented in a way that leads toward research questions and guides design of the research method. This section should provide essential references, but need not be exhaustive. A more comprehensive foundation will be included as part of the dissertation research.

4. **Research Questions**, which follow logically from the Study Context and the Conceptual/Theoretical Foundation. There should also be a clear linkage to the research problem presented in the Introduction.

5. **Research Method**, which provides a clear depiction of what will be done for the dissertation research. Considerations should include (a) a rationale for the data to be collected; (b) a description of the likely scope and nature of the data; (c) assessment of any human subjects considerations necessary to collect the data; and (d) a discussion of data analysis procedures.

6. **Bibliography** of items cited in the proposal.

7. **Chapter Outline**, with a brief description of what each proposed chapter will contain.

8. **Tentative Timeline**, including plans for committee approval, data collection, writing and final defense.

Before beginning work on the dissertation, the student must secure approval of the dissertation proposal by his or her committee. The committee must meet with the student to discuss the proposal after the adviser has determined it complete. The adviser will call the meeting of the committee. A form certifying this approval must be filed with the Graduate Program in the SJMC main office as part of the student's permanent record.

To be eligible to enroll in Dissertation JMC:7955 (019:399), the student must have completed all the regular coursework in his or her plan of study. A minimum of 10 hours of Dissertation credit (maximum 12 s.h.) must be included in the minimum 80-hour degree requirement.

Candidates must be in continuous registration (excluding summers) while they are completing their degree work. After taking the necessary number of Dissertation credits, students register for Doctoral Continuous Registration and pay tuition for 2 s.h each semester until the semester when the dissertation is defended (when the student registers for Doctoral Final Registration instead). Failure to register each semester will mean a student may not be readmitted to doctoral candidacy unless the readmission is approved by the student's adviser, the Director of the School of Journalism & Mass Communication, and the Dean of the Graduate College.

In planning a dissertation defense, the student is responsible for checking Graduate College deadlines for first deposit, final examination, and final deposit. The thesis must be prepared according to the University of Iowa’s *Graduate College Thesis Manual*, which can be found at the Graduate College web site. Students should also meet with their adviser before the first deposit to review the Manual’s checklist, which must be submitted with the first deposit.

The completed dissertation is submitted to members of the dissertation committee after it has been approved by the chairperson. Copies of the dissertation must be available to committee members at least two weeks before the scheduled date of the final examination. The examination
consists of an oral defense of the completed dissertation and is open to the public. SJMC will announce the time and place of dissertation defenses in advance.

The final examination may not be held until after the first check of the dissertation by the Graduate College. Final examinations should not be held during the last week of classes, the University's final examination period, or in the summer. The final examination may not be held in the same semester as the comprehensive examination. A request for the final examination must be filed in the Graduate College office at least three weeks before the examination is to be held.

When doctoral students plan to defend their dissertations, students will register for "Doctoral Final Registration," 000:00Y. During this final registration semester, all students will be required to pay for 2 s.h. of tuition. The final registration may be repeated if the degree requirements are not completed in this session.

The examination will be evaluated as "satisfactory," "unsatisfactory," or "satisfactory with reservations" by each member of the committee. If the performance overall is deemed "satisfactory with reservations" by two or more members of the committee, the committee must stipulate the manner in which the candidate may remove the reservations. Two unsatisfactory votes results in the examination being a failure. If the oral examination is failed, the candidate may not make a second attempt until the following semester.

A student must pass the final examination no later than five years after passing the comprehensive examination. Failure to meet this deadline will result in a reexamination of the student to determine his or her qualifications for taking the final examination.

The PhD candidate must deposit one bound copy of the thesis in SJMC’s Resource Center. This requirement is in addition to the electronic copy required by the Graduate College. The candidate must prepare an abstract of not more than 250 words to be submitted with the copy of the dissertation. In addition, the candidate should provide each committee member with a copy of the finished dissertation.
6

APPPOINTMENTS AND FINANCIAL SUPPORT

Most of the financial support provided for graduate students by SJMC comes in the form of teaching assistantships. There are also a limited number of fellowships and scholarships. Fellowships are generally offered to incoming students, although some are available to PhD students who have reached the dissertation stage of their studies.

Fellowships at Iowa

SJMC occasionally awards the Les Moeller Doctoral Scholar Award in Mass Communication to an incoming doctoral student. This is a three-year award. The scholar is a teaching assistant and a research assistant for one year each. In the third year, the scholar is designated a fellow and has no assigned duties, freeing the student to concentrate on his or her own research. This award provides an annual stipend and qualifies the student for in-state tuition. Moeller Award recipients are also eligible for a fourth year of assistantship funding.

The University awards Presidential Graduate Fellowships to the most talented PhD applicants nominated by departments. These fellowships are highly competitive. The Graduate College provides a full fellowship during first and dissertation years, annual summer fellowships, and a full tuition and fees scholarship up to five years. Students also receive tuition, standard graduate student University fees, and substantial health and dental insurance allowance. The student’s department provides second and third academic year assistantship support.

Dean’s Graduate Fellowships are also offered by the Graduate College to incoming Master of Arts – Journalism and Mass Communication and doctoral students from academically underrepresented populations upon nomination by department. Master of Arts – Strategic Communication students are not eligible to receive Dean’s Graduate Fellowships. Master of Arts – Journalism and Mass Communication students receive a service free stipend during two academic years and may apply for summer stipends for two summers. Doctoral students receive service free stipends for their first year and final dissertation year. The department provides a teaching or research assistantships during the intermediate years. The Graduate College also provides a summer stipend for all four years. Students also receive tuition, standard graduate student University fees, and substantial health and dental insurance allowance.

For students who have begun dissertation research, the Graduate College offers Ballard/Seashore Dissertation Fellowships. These fellowships offer stipends of $18,000 for the academic year and $4,000 for the summer. The Graduate College also pays for two credit hours of tuition each fellowship semester, along with standard graduate student University fees, and health and dental insurance allowance.

T. Anne Cleary International Research Fellowships are awarded by the Graduate College to doctoral students who have completed their comprehensive exams. The awards are for dissertation research outside of the United States and are meant to supplement other research
funds. Amounts awarded can be for up to $10,000, but generally range from $1,500 to $5,000. Graduate students in any discipline may apply.

The Graduate Incentive Fellowship (GIF) program will provide a 10% supplement to any Nationally Competitive Fellowship (NCF) awarded to an Iowa graduate student. The award winning student and his/her department will receive funds equal to 5% of the national fellowship stipend for each year of the award. These funds are to be used to enhance professional development opportunities, such as travel to professional meetings, subvention of publication costs, software for preparation/presentation of research results, etc., for the recipient of the national fellowship and for graduate students in the department or program.

Teaching and Research Assistantships

Teaching and research assistantship appointments are made by the Director of the School of Journalism and Mass Communication. They are based upon students' academic and professional records. Announcements of successful applications are generally made on or before April 15. Master of Arts – Strategic Communication students are not eligible for assistantships from SJMC. All assistantship positions are subject to the agreement between the University and the United Electrical, Radio and Machine Workers of America Local 896/COGS (see http://www.cogs.org for contract information).

Assistantship appointments are made for the nine-month academic year. Position announcements are placed on the COGS bulletin board in SJMC. Positions will also be announced on SJMC’s graduate student listserv.

Continuing students who already have an appointment and who are performing well (maintain a GPA of at least 3.0) in their studies and in their position will be asked each spring whether they wish to be considered for an assistantship appointment the following year. Continuation of financial aid is contingent upon satisfactory progress in the program, satisfactory performance of duties in the assistantship, availability of funds, and needs of the program.

The guaranteed duration of assistantship appointments is three years for PhD student and one year for Master of Arts – Journalism and Mass Communication students. Additional one-year appointments may be possible if the student has made appropriate progress in his or her academic program and has performed well in required duties. Reappointment for additional years is contingent on availability of funding and specific needs of SJMC's programs.

The School of Journalism and Mass Communication encourages students to apply for outside funding of their studies. The Graduate College and the Office of Sponsored Programs provides current listings of potential sources.
Scholarship Opportunities

The School of Journalism and Mass Communication annually awards scholarships to students currently enrolled in SJMC. Awards range from a few hundred to a few thousand dollars. Most of the scholarships recognize the outstanding professional work done by SJMC students.

Student Travel

Student travel to major research conferences (AEJMC, ICA, NCA, BEA) is also provided by SJMC for students with an accepted refereed paper. Graduate students are eligible for up to $500 in reimbursable travel expenses per fiscal year. Applications are available from the Graduate Program in the SJMC main office for conference travel support. Conference travel support must be requested before travel takes place.

Graduate students may receive up to $250 for regional or other conferences per fiscal year. Conference travel support must be requested before travel takes place.
7

HARASSMENT, SEXUAL HARASSMENT

Sexual Harassment

UNIVERSITY OF IOWA POLICY ON SEXUAL HARASSMENT:

Sexual harassment and other unwelcome sexual behaviors involving persons of the same or opposite sex are reprehensible and will not be tolerated by the University. Sexual harassment subverts the mission of the University, and threatens the careers, educational experience, and well-being of students, faculty, and staff. In both obvious and subtle ways, sexual harassment is destructive to individual students, faculty, staff, and the academic community as a whole. When, through fear of reprisal, a student, staff member, or faculty member submits, or is pressured to submit, to unwanted sexual attention, the University's ability to carry out its mission is undermined.

The Policy on Sexual Harassment may be found in the University's Operations Manual at http://www.uiowa.edu/~our/opmanual/ii/04.htm. For information about confidential resources, visit http://www.uiowa.edu/homepage/safety/index.html.

Employees should make reports or complaints about unwelcomed sexual behavior or sexual harassment to the Office of the Sexual Misconduct Response Coordinator (319-335-6200), to the Office of Equal Opportunity and Diversity (319-335-0705), or to any academic or administrative officer of the University, as defined in the policy (see section II-4.1-c1).

Any member of the University community or a third party, may also make a report or complaint that an employee has been the victim of unwelcomed sexual behavior or sexual harassment by contacting the Office of the Sexual Misconduct Response Coordinator (319-335-6200), the Office of Equal Opportunity and Diversity (319-335-0705), or any academic or administrative officer of the University.

Students should make reports or complaints about unwelcomed sexual behavior or sexual harassment to the Office of the Sexual Misconduct Response Coordinator (319-335-6200). Any member of the University community, or a third party, may also make a report or complaint that a student has been the victim of unwelcomed sexual behavior or sexual harassment by contacting the Office of the Sexual Misconduct Response Coordinator.

POLICY ON SEXUAL MISCONDUCT INVOLVING STUDENTS, INCLUDING SEXUAL ASSAULT AND SEXUAL HARASSMENT:

The University of Iowa strives to create a respectful, safe, and non-threatening environment for its students, faculty and staff. This sexual misconduct policy sets forth resources available to students, describes prohibited conduct, and establishes procedures for responding to sexual misconduct incidents (including sexual assault, sexual harassment, and other unwelcome sexual behavior). When a staff or faculty member is victimized by a UI student, or when a student is
victimized by a UI student, the investigation is undertaken by the Office of the Dean of Students. UI student conduct rules defining sexual misconduct are spelled out in the Policy on Sexual Misconduct Involving Students, Including Sexual Assault and Sexual Harassment at http://www.uiowa.edu/~our/opmanual/iv/02.htm. For assistance in making a report, contact the Office of the Sexual Misconduct Response Coordinator at (319-335-6200).

ANTHI-HARASSMENT POLICY:

The University is committed to maintaining an environment that recognizes the inherent worth and dignity of every person, and that fosters tolerance, sensitivity, understanding, and mutual respect. This commitment requires that the highest value be placed on the use of reason and that harassment in the University community be renounced as repugnant and inimical to its goals. Harassment destroys the mutual trust which binds members of the community in their pursuit of truth. The Anti-Harassment Policy addresses harassment based on any protected classification (race, creed, color, national origin, age, sex, disability, sexual orientation, or gender identity) as well as harassment based on other factors. To review the complete Anti-Harassment Policy, please see http://www.uiowa.edu/~our/opmanual/ii/14.htm.

POLICY ON CONSENSUAL RELATIONSHIPS INVOLVING STUDENTS:

Romantic and/or sexual relationships where one member of the University community has evaluative responsibility for the other create conflicts of interest and perceptions of undue advantage. Sexual and/or romantic relationship between individuals in inherently unequal positions of power (such as teacher and student) may undermine the real or perceived integrity of the supervision and evaluation provided, and the trust inherent particularly in the student-faculty relationship. They may, moreover, be less consensual than the individual whose position confers power believes. To review the complete Policy on Consensual Relationships Involving Students, please see http://www.uiowa.edu/~our/opmanual/ii/05.htm.

POLICY ON VIOLENCE:

The faculty, staff, and students of The University of Iowa form a community whose common commitment is to learning. This commitment requires that the highest value be placed on the use of reason and that violence be renounced as inimical to the University's goals. Violence, whether actual or threatened, destroys the mutual trust which must bind members of the community if they are to be successful in pursuing truth, and therefore undermines the University's status as a community of learning. To review the complete Policy on Violence, please see http://www.uiowa.edu/~our/opmanual/ii/10.htm.

ANTI-RETALIATION POLICY:

The University of Iowa encourages its faculty, staff, and students to make good faith disclosures of University-related misconduct. The commitment to improve the quality of the University through such disclosures is vital to the well-being of the entire campus community. Retaliation as a response to such disclosure will not be tolerated. Retaliation, whether actual or threatened, destroys a sense of community and trust that is central to a quality environment. To review the complete Anti-Retaliation Policy, please see http://www.uiowa.edu/~our/opmanual/ii/11.htm.
Failure to Meet Academic Standards

To be considered in good academic standing, master’s students must maintain a cumulative grade point average of at least 2.75 and make satisfactory progress in coursework.

Doctoral students must maintain a cumulative grade point average of at least 3.0 and make satisfactory progress in coursework. Unsatisfactory progress means having a GPA of less than 3.0.

Students who fail to meet the academic standards set by the School of Journalism and Mass Communication will be notified in writing in accordance with the Manual of Rules and Regulation of the Graduate College. (Doctoral students failing to gain admittance to candidacy will not be permitted to continue in the program.)

The School of Journalism and Mass Communication has developed the following appeal procedures in compliance with Graduate College regulations:

1. Prior to the formal initiation of the academic dismissal review process, a student should discuss any grievances with the Director.

2. If the student believes his or her dismissal was improper and was not resolved by meeting with the Director, the student shall forward a written request for review of his or her dismissal to the Director. The student's letter should outline his or her grievances in reasonable detail. The student should recommend two graduate faculty members to the Director to serve on the student's review committee.

3. SJMC’s Director will select three faculty members to serve on an academic dismissal review committee. The Director shall designate a chairperson of the committee from those committee members identified by the student.

4. The review committee chairperson shall convene the committee as soon as possible. Normally it is expected that the review process will be completed within two weeks of its formal initiation by the student.

5. The student requesting the review shall have the opportunity to discuss his or her grievances directly with the committee and provide any supporting material relevant to the review.

6. The review committee shall then determine what additional information or consultation is necessary to complete its review.

7. Upon completion of the review, the committee shall communicate its findings and recommendations in writing to the Director. SJMC shall then inform the student in writing of the result of his or her appeal, including a summary of the major considerations in the decision.