



Grady College of Journalism and Mass Communication UNIVERSITY OF GEORGIA

Grady College Master's Program Policies and Procedures Manual

Introduction and Purpose

The purpose of this manual is to describe the policies and procedures of the MA program of The Grady College. Refer to it when you have a question. Used in conjunction with the Graduate School Website: <https://grad.uga.edu/> it will supply you with information needed to guide you through your chosen degree program.

MA Degree Program

The MA degree is designed to accomplish three basic goals:

1. To contribute to an individual's intellectual growth.
2. To develop a critical understanding of the institutions, processes, and effects of mass communication.
3. To provide advanced preparation for communication careers in advertising, journalism, public relations, mass media studies, and entertainment and media studies or for further graduate study in communication-related fields.

The MA thesis option requires the successful completion of a thesis, and is primarily for those students interested in conducting original scholarship in preparation for further graduate study. The MA non-thesis option requires additional course work, and is for those students interested in acquiring a more extensive foundation for future career development. The Grady College Office of Graduate Studies in cooperation with the College's three departments administers the MA degree: The Department of Advertising & Public Relations, the Department of Journalism, and the Department of Entertainment and Media Studies.

Areas of Concentration

The Grady College offers areas of concentration in advertising, journalism, health media and communication, health and medical journalism, public relations, Integrated ADPR (for AD/PR Grady undergraduates only), health media communication, emerging media, and mass media studies.

MA Program Requirements

The precise requirements for the MA thesis or MA non-thesis vary according to the student's area concentration. A minimum of 30 semester credits (9 courses plus thesis) are required to complete the MA thesis program. A minimum of 33 semester credits (11 courses) are required to complete the MA non-thesis program. The MA non-thesis may have department specific requirements that must be completed.

General Requirements

All students are subject to the following general degree requirements.

To receive the MA Thesis degree, a student must:

- Complete a program of study of at least 27 semester hours (9 courses) of graduate study.
- Write and defend a thesis for a minimum of 3 semester hours (1 course) of graduate credit.
- Complete two or three graduate courses (6 to 9 hours) outside the Grady College related to the area of concentration.
- Achieve a 3.0 GPA (B) in all graduate studies classes.

- Complete all degree requirements within six years of registering for courses approved for the program of study, including those transferred from another institution.
- Enroll for 3 hours of credit in JRMC 7300 the semester in which the thesis is defended and submitted.

To receive the MA Non-Thesis degree, a student must:

- Complete a program of study of at least 33 semester hours (11 courses) of graduate study.
- Pass one of the following: a comprehensive exam, final essay, portfolio, or project review covering the program of study. This will be taken only during the final semester of a student's program.
- Complete all degree requirements within six years of registering for courses approved for the program of study, including those transferred from another institution.

Course Requirements

- Core Course Requirements - (6 semester hours). Most entering MA students are required to take JRMC 8000 - Proseminar in Mass Communication and JRMC 8010 - Research Methodology in Mass Communication.
- Area of Concentration - MA thesis students are required to complete four or five courses in their area of concentration (12 or 15 semester hours) and at least 3 hours of thesis credit. MA non-thesis students are required to complete six or seven area courses (18 to 21 semester hours).
- There is no foreign language requirement for the MA degree. Additional Graduate School requirements are outlined on the Graduate School website: <https://grad.uga.edu/>.

Statistics Requirement

A basic statistics course is required of all graduate students in the Grady College. If the entering MA student has not completed the statistics requirement, an undergraduate or graduate course in statistics must be taken prior to the completion of the degree program. If an undergraduate statistics course is taken during the MA degree, it will fulfill the statistics requirement, but cannot be included in the program of study.

Those credits will not count toward the 33 required credit hours. A graduate statistics course can be included on the program of study and those credits do count toward the 33 required credits.

- ERSH 6300 or Statistics 6210 may be taken to fulfill the requirement and can be counted as 3 cognate hours of course credit required outside of the Grady College.

Program Length

A graduate student with an undergraduate degree in advertising, journalism, mass communication, public relations or entertainment and media studies may complete required graduate courses in three terms. Approximately four terms should be anticipated if undergraduate courses must be taken to make up deficiencies. MA students should allow an additional term for the thesis.

Transfer Credit

We do not accept transfer students in our graduate programs, nor do we accept transfer credits from other institutions. If you wish to study at UGA, you must start at the beginning of your course work to complete your degree here. Students admitted from another UGA graduate program may be allowed to use two courses to satisfy cognate requirements. The decision is up to your advisor and/or major professor.

Internal Transfer between Concentrations

A student may transfer from one concentration to another. However, all requirements of the designated concentration must be satisfied. Credit hours may be lost, and additional undergraduate prerequisites will likely be required.

Program of Study form

A Program of Study form is required for each graduate student the term preceding the final term of course requirements.

The program of study, including a listing of any prerequisite courses, graduate courses within the Grady College, and graduate courses outside of the College is to be prepared by the student in consultation with his/her advisor/major professor, and/or advisory committee. The student fills it out online at the Graduate School website: <https://grad.uga.edu/index.php/current-students/forms/>.

Note: The Program of Study form should not have any grade below a C included. The student's major professor, advisory committee, and the Grady College Associate Dean for Research and Graduate Studies must sign the Program of Study form. Also, JRMC 7005 should not be on the Program of Study.

JRMC 8050 – Independent Study

No more than 6 hours of JRMC 8050 - Research and Readings in Mass Communication may be taken to fulfill the Core Course Requirements of the MA program. No more than 3 hours of independent study hours from courses outside the Grady College may be used to fulfill the Cognate Course Requirements.

If JRMC 8050 or a similar independent study is included in a Program of Study, a proposal approved by the sponsoring professor must be filed in the Grady College Graduate Studies Office by the beginning of the term enrolled for JRMC 8050 or the cognate course.

Application for Graduation

Students must file an application with UGA's Graduate School at the beginning of the term they intend to graduate. Official deadlines are available from the Graduate School. There is a graduation fee.

Faculty Advisor

A faculty advisor is necessary for each graduate student. Students who select a department- sponsored area of concentration (e.g., advertising, journalism, public relations, emerging media, health and medical journalism, and mass media studies) are then assigned to the sponsoring department. The Grady Graduate Dean assigns each entering student a department faculty advisor. The assigned advisor may be asked to continue as the student's major professor, or the student may select another major professor later in the program.

Major Professor and Advisory Committee

MA Thesis Advisory Committee - No later than the middle of the second term, each MA student is to select a major professor associated with his/her area of concentration. The major professor will serve as advisor, determine the Program of Study, and help select the Advisory Committee. A major professor must hold the rank of assistant professor or higher and be a member of the UGA Graduate Faculty.

A three-person Advisory Committee must be formed by the end of the second term. The major professor will head the Advisory Committee. One of the other two members of the Advisory Committee must hold the rank of assistant professor or higher and be a member of UGA's graduate faculty. The Advisory Committee, in consultation with the student, is charged with approving the Program of Study, advising the student on required research skills, guiding the thesis research, reading and approving the thesis, and administering the thesis defense and final examination over the program of study.

MA non-thesis Advisory Committee – MA non-thesis Advisory Committees take two forms within the Grady College. Some departments elect a standing MA non-thesis Advisory Committee. A standing committee is responsible for all departmental MA non-thesis student requirements (i.e., administering comprehensive examinations), except those handled by the major professor (i.e., advising, planning, and approving the program of study). In other departments, MA non-thesis Advisory Committees are constituted for each MA non-thesis and operates much like MA thesis Advisory Committees.

Final Comprehensive Exam, Essay, Project, or Portfolio

A final examination, essay, project or portfolio on the program of study is required of all MA students. Each concentration has its own specific requirement and is administered by the student's Advisory Committee, with the student's advisor serving as chair, or by a Department Standing Advisory Committee, with an appointed or elected committee head. The specific format (written or oral) and scheduling of the examination, essay, project or portfolio is determined by the policies of the student's sponsoring department. Advisory Committees are responsible for scheduling (time, place, and equipment) and supervising comprehensive examinations. Students should consult their advisors/major professors for further details. At least two positive votes are required to pass the final comprehensive examination, essay, project or portfolio. A student must be registered for a minimum of three hours to take the examination.

Student Appeal/Petition Procedures

MA student appeals are handled in the following manner:

The MA student writes a letter to the Grady College Associate Dean for Research and Graduate Studies and to the Dean of the Graduate School and takes this letter to their major professor.

The major professor writes a letter either supporting or not supporting the appeal. The major professor submits both letters to the Grady College Associate Dean for Research and Graduate Studies.

If the matter involves Graduate School policy, the Associate Dean writes a letter either supporting or not supporting the request. He or she then sends all three letters to the Dean of the Graduate School for a final decision. If the matter involves Grady College policy, the Associate Dean takes the two letters to the Grady Graduate Committee for a final decision.

Deadlines, Forms, etc.

Each student is responsible for meeting Grady College and Graduate School deadline and program requirements. Submit the required forms on time and properly complete; plan and keep written records of your program of study. The Grady Graduate Studies Office will notify you of deadlines, requirements, etc. (i.e., post printed notices and transmit listserv notices); however, individual students are responsible for staying informed and taking appropriate action.

Be informed, read and comprehend Graduate School requirements (i.e., read this and other Grady supplied information; visit the Graduate School website, this is where you will find all forms: <http://grad.uga.edu/>. Plan; develop a time-line with a preliminary program of study and tentative dates for form submission. Be attentive, read posted notices, check your e-mail.

NOT KNOWING IS NOT AN ACCEPTABLE EXCUSE.

PLEASE READ ALL OF THE FOLLOWING ENROLLMENT INFORMATION CAREFULLY IN

ORDER TO:

- Finish your degree on time
- Learn how to save money by complying with this policy

GRADUATE STUDENT ENROLLMENT POLICY: Degree-seeking graduate students at the University of Georgia are required to register for a minimum of 3 hours for at least two semesters in each academic year (fall, spring, summer – YES, summers count). Please note that the graduate enrollment policy does not replace any more stringent policy affecting your enrollment. If you are on a graduate assistantship, you must register for the minimum hours required by that policy (9 for summer, 12 for fall and spring).

International students and person's receiving financial aid must register for the number of hours required by those categories. You must register for a minimum of 3 hours during the semester you complete degree requirements even if you were registered for the two previous semesters. You must register for a minimum of three hours in any semester in which you use university resources, including faculty time.

Falling out of compliance can cost you money! Penalties are explained in the policy. Please become familiar with the enrollment policy in the Graduate Bulletin at:

<https://grad.uga.edu/index.php/current-students/enrollment-policy/>

APPLICATION FOR WAIVER OF OUT-OF-STATE TUITION: Some doctoral students and some thesis-writing master's students will be gifted out-of-state tuition waivers as part of the enrollment policy. All master's students meeting the criteria must submit a form requesting the waiver. Doctoral students classified as out-of-state for tuition and who are admitted to candidacy after summer 2007 will automatically receive the waiver. You cannot receive this waiver if you have an assistantship that waives tuition. Please see this link for more information: <https://grad.uga.edu/wp-content/uploads/2018/02/Out-Of-State-Tuition-form-how-to-submit.pdf>

This policy took effect fall 2007 for all graduate students except the following:

University employees on the Tuition Assistance Program (TAP) and

Students in non-degree status TAP and non-degree students will remain under the former enrollment policy and will lose registration eligibility if not enrolled for three consecutive terms. Persons in TAP and non-degree categories who have lost the ability to register must apply for readmission to the Graduate School if they wish to continue taking courses, but will not be assessed a penalty fee. Remember that only nine hours taken during non-degree status can go toward a degree program later.

Please contact your academic department or gradinfo@uga.edu if you have other •questions.

MA Thesis Information

Thesis Proposal

A written thesis proposal is required of all Grady MA candidates. The proposal is to be presented and successfully defended in either of the following ways; a meeting of the Advisory Committee, or separate consultation with each member of the Advisory Committee.

The proposal must be approved by the Advisory Committee and filed with the Grady Graduate Studies Office before a student completes more than 3 hours of thesis credit (JRMC 7300). Thesis proposal guidelines are available from the Grady Graduate Studies Office.

Thesis and Thesis Oral Examination

The MA thesis requires original research suitable for scholarly publication. A minimum of 3 hours of thesis credit is required for the degree.

MA students must be enrolled every semester in which they are using UGA facilities (including library and/or faculty consultation). Students must be registered for a minimum of three hours of thesis credit (JRMC 7300) the semester in which they complete the requirements of the degree.

Final oral thesis defense and the examination over the Program of Study must be scheduled by the student in consultation with the Advisory Committee no later than three weeks prior to the end of the semester. The completed thesis must be submitted to the Advisory Committee no later than two weeks prior to the scheduled date of the final defense and examination.

No orals will be scheduled during semester breaks or summer breaks, except by mutual agreement (written and filed) of every member of the Advisory Committee-and the Associate Dean for Research and Graduate Studies.

The complete thesis, signed by the major professor, must be submitted to the Graduate School two weeks prior to graduation and all requirements must be met one week prior to graduation.

Format and Filing Requirements

MA students must check with the Graduate School to receive proper thesis format, style, and filing instructions.

MA Thesis Degree Program Checklist

By End of Second Term

- Select major professor and other two Advisory Committee members.
- Submit Program of Study.
- Submit thesis proposal to Advisory Committee for approval.
- Submit copy of approved thesis proposal to Grady Graduate Studies Office.
- Pick up thesis typing and format instructions from Grady Graduate Studies Office.
- Apply for graduation by the beginning of the term expected to graduate.

Third and/or Final Term

Register for JRMC 7300 (thesis credit); must be registered term of thesis defense.

- Submit draft of thesis to Advisory Committee. Submit the draft at least two weeks prior to the final defense and examination.
- Defend thesis and pass examination over program of study.
- Submit approved final copy of thesis to Graduate School for style and form check.
- Submit thesis abstract to the Graduate School and defense/examination results to the Grady College Office of Graduate Studies.
- All requirements of the MA degree must be completed and reported to the Graduate School at least one week before graduation.

Deadlines and other pertinent information provided by Graduate School forms, available to students from the Graduate School website. Students are responsible for being informed, for completing and submitting required forms in an accurate and timely manner, and for meeting all Graduate School and/or Grady College deadlines.

MA non-thesis Degree Program Checklist

By End of Second Term

- Submit Program of Study form.
- Apply for graduation by the beginning of the term expected to graduate.

Third and/or Final Term(s)

- Schedule and/or complete comprehensive examination or other exit essay, project or portfolio as required by the student's specific concentration.
- All requirements for the MA non-thesis degree must be completed and reported to the Graduate School at least one week before graduation.

Deadlines and other pertinent information provided by Graduate School forms available to students from the Graduate School website. Students are responsible for being informed, for completing and submitting required forms in an accurate and timely manner, and for meeting all Graduate School and/or Grady College deadlines.