MEDIA SCHOOL

GRADUATE HANDBOOK

INDIANA UNIVERSITY

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I. Overview

a. Welcome

Welcome to the graduate program in the Media School at Indiana University. This handbook contains the various policies, rules, and resources relevant to the M.S., M.A., and Ph.D. degrees in the Media School. This should guide both students and advisers as they navigate through the program.

All of our degrees are designed to be flexible to give students the best opportunity to prepare themselves for the post-graduate career they have chosen, while also are rigorous to meet the high standards for a graduate degree from Indiana University. Maintaining this balance requires students to take ownership of their education.

This handbook is the starting point for that proactive stance. If you familiarize yourself with the contents of this guide and refer to it often as you anticipate next steps, you should be able to avoid pitfalls and delays.

This document will be revised and updated as necessary when policy changes and/or to clarify procedures and requirements. If you have questions about anything contained in this handbook, please contact the Graduate Office.

Andrew Weaver
Director of Graduate Studies

b. Structure of the school

The graduate program in the Media School is administered school-wide. Students are admitted into the school and will graduate from the school, as opposed to entering separate departments or units. This gives students tremendous flexibility and opportunity in their coursework and committee composition. Courses and faculty from anywhere in the school are available to all students, regardless of degree program or focus. Students easily can establish interdisciplinary programs of study if they so choose.

Although students do not belong to a particular unit and the curriculum stretches across the school, faculty are organized in four units: Cinema and Media Studies, Communication Science, Journalism, and Media Arts and Production. It is likely, as a student develops a program of study, that the student will work more closely with faculty in a particular unit. Indeed, the disciplinary distinctions of the units may be useful in helping a student find faculty and courses that share an approach; however, the flexibility and opportunity provided by being a student in the school as a whole will remain.

c. Facilities
The Media School is primarily located in two buildings on campus: Franklin Hall and the Radio-TV Building. Students have access to a wide range of top-of-the-line spaces and equipment. There are also two dedicated graduate spaces in Franklin Hall: room 220, which houses computers and work space, and room 221, which includes a kitchen and eating space. Students are also welcome to use the many common areas throughout Franklin Hall to hold office hours and work, and they can reserve conference rooms, focus rooms and classrooms for meetings. Contact the Graduate Office to reserve a room.

Some parts of Franklin Hall (including the grad lounge) are controlled by key card locks. Students will need to have a current student ID to access these areas. If your keycard doesn’t provide access that you need, contact the Graduate Office. We can validate your need for access and get your ID card set up properly.

II. Admission to the Graduate program

Application for admission is done electronically through the University Graduate School admission portal. Application priority deadlines are Dec. 1 for international students and Jan. 15 for U.S. students. Admission decisions will typically be made by the end of February for admission the following fall semester.

Admissions and funding decisions are made by the Graduate Committee, which consists of eight faculty members (two from each unit) plus the director. These decisions are not on a rolling basis; applications submitted over the summer, for example, will not be considered until the following February for admission the following fall. Current master’s students who are applying to continue on to the Ph.D. program will follow the same procedure as outside Ph.D. applicants.

III. Coursework and Academic Standards

a. Registration

Students register for courses through the www.one.iu.edu portal. To browse for courses, visit the Schedule of Courses posted by the Office of the Registrar. After your first semester, you may enroll for subsequent fall semesters beginning in mid-to-late March and for spring semesters in mid-to-late October. Please choose your courses and enroll as early as possible. On-time enrollment is essential to ensure that a) you get into a class before it fills, b) we can schedule SAA assignments effectively, and c) under-enrolled classes aren’t cancelled prematurely. More details about registration procedures are available in the Enrollment and Student Academic Information Bulletin.

b. Enrollment requirements

While most courses are easy to include in your schedule, there are a few that require departmental permissions. More detail about required courses, thesis hours, research
hours and independent study courses is included below. If you wish to enroll in any of these courses, or if you encounter problems when trying to enroll in one of them, please contact the Graduate Office as soon as possible.

c. **Schedule adjustment**

You can make adjustments to your schedule after the semester has begun, but there may be financial repercussions. If a graduate student drops credit hours after the first week of classes, the student will receive a partial refund for the dropped class(es). For regular, full-term class(es) the refund schedule is: 75 percent the second week of the semester, 50 percent the third, 25 percent the fourth and 0 percent thereafter. Students will pay in full for the added classes. The partial refund will be applied toward the fees charged for the added class(es).

Students with fee scholarships/fee remissions should be aware that during the partial (less than 100 percent) refund period, a portion of the fee remission applying to the dropped class is also forfeited. Consequently, if the student was already enrolled in the maximum hours covered under the fee remission, the full value of the fee remission may no longer be available to apply toward an added class.

A Late Schedule Change Fee will be assessed beginning in the second week of classes for each class dropped.

Graduate students in The Media School may “exchange” one class for another class during the second week of classes without any additional tuition (on an “even” exchange). You may avoid paying additional tuition charges only if you process the exchange via the Drop/Add Pair option. Note the following:

- The dropped class must be a full-term class subject to the 75 percent refund period during the second week of classes.
- You will still receive a grade of W in the dropped class.
- The drop/add pair must be submitted during the second week of classes, but will be treated under this policy even if the approvals occur later.
- There will still be a Late Schedule Change Fee for the dropped class.
- The “exchange” only involves one class dropped and one class added.

The financial calculation will net the tuition dollars associated with the dropped class against the tuition dollars associated with the added class. If the result is zero, no tuition will be assessed for the transaction (a Late Schedule Change Fee still applies).

d. **Independent Study Courses**

Independent study courses should be used in rare cases when students are conducting coursework or projects outside the realm of classes currently offered. Independent study courses generally should be taken only during the summer terms when regular courses are not offered. The independent study course numbers are:
• MSCH J-804 for all reading and research independent study courses. Ph.D. students are limited to six J-804 credits, M.A. students are limited to three J-804 credits.
• MSCH T-577 – for creative design, production and journalism projects.

To enroll in an independent study course, you need to get the permission of your adviser, the instructor of record for the independent study and the director of graduate studies. A full rationale for the independent study, including a schedule, key deliverables, and adviser and instructor approval, should be submitted to the Graduate Office for review and approval prior to the start of the semester.

There are other course numbers you may see that operate in a similar manner, but are reserved for thesis/capstone projects. Those are:

• MSCH T-540 for Master of Science capstone projects
• MSCH M-699 for master of arts thesis credit
• MSCH M-899 for Ph.D. dissertation credit (up to 15 hours can be counted toward the degree)
• MSCH G-901 for Ph.D. dissertation credit (cannot be counted toward the degree, but is offered at a reduced fee; typically used by students not currently on campus to maintain continuous enrollment)

e. Exams

Many of the degrees require comprehensive exams, either as the capstone (some M.S. and M.A.) or as the preliminary exam to the dissertation (Ph.D.). There are two general formats this exam could follow, to be determined by the student’s advisory committee and included on the program of study. They are:

1. In-camera exam. Takes place four hours per day, typically with one topic area covered each day. The committee determines level of access to information (e.g., notes, internet) that is permitted, although the default is no notes, no internet access. Exam is taken on a school-provided computer.

2. Take-home exam. Takes place over the course of two weeks (14 days). Students have access to anything they need to complete the answers. The standard of quality, citation, etc., is higher for this form of exam than for the in-camera exam.

Within 30 days of the completion of the written exam, students will defend their answers for their committee in an oral examination. At the conclusion of this oral exam, the committee will determine whether the student has passed the exam. The committee may defer judgment until the completion of additional work from the student. If an exam is failed, it may be taken a second time. A student who fails a second exam is not allowed to continue in the program.

f. IU Code of Student Rights, Responsibilities and Conduct
The IU Code of Student Rights, Responsibilities and Conduct ensures your rights as an IU student are protected. While you’re entitled to respect and civility, you also have responsibilities to the campus community. The code outlines these responsibilities and the university’s expectations for your behavior as an IU student.

**Academic difficulty (probation/dismissal)**

If students are not maintaining adequate progress toward degrees, they can be placed on academic probation. There are two situations in which probation is automatic: a) any semester’s work leading to a cumulative GPA less than B (3.0) will automatically result in academic probation, and b) any student who accrues three incompletes will automatically be put on academic probation. Probation can be applied for other instances of failure to make adequate progress, such as not completing previous degrees in a timely manner, not moving forward with a dissertation or thesis project or other similar issues.

Academic probation is an opportunity for the student and the school to discuss academic progress in a frank and concrete way. Probation serves as a warning to students that their academic career is in jeopardy and offers a clear path to academic success and degree completion. Probation does not become part of the student’s transcript and is not meant to be a permanent status. When administered correctly, academic probation can become a positive turning point in a student’s academic career.

Students who are on probation for at least one full semester and who have not completed the requirements set forward in the probation letter will be subject to dismissal.

IV. Graduate Advising

a. Selecting an adviser

When first entering the program, students will be assigned an initial faculty adviser to help make decisions about first semester coursework. As students get more familiar with faculty and the school, they are free to switch adviserscommittee members at any time. It is important that each student chooses and adviser who a) has the expertise necessary to provide guidance relative to a student’s chosen career path and b) shares a compatible working/advising style with the student. Switching advisers is simply a matter of notifying the Graduate Office; if any additional forms are required, we will let you know at that time.

b. Advising over the course of the program

The faculty adviser is the primary resource and authority on the student’s program of study. We allow a great deal of flexibility in our program (i.e., there are few required classes), but this means we rely on the faculty advisers to determine the appropriateness of the student’s program relative to the goals of the student. Advisers
should meet with their students at least once a semester to discuss progress. Advisers are required to approve independent studies, projects and internships and are a key source of feedback on graduate student progress.

Additionally, students will receive advising from an advisory committee (their adviser and two or three additional faculty) during the course of their program. This committee is responsible for approving the program of study and overseeing exams and capstone projects. More details on the relevant committees can be found in the degree-specific sections below.

V. Master of Science Program

_Note: This info is from the 2017-2018 Graduate Studies Bulletin. Previous bulletins may contain different requirements._

The Master of Science in Media is designed for current and future professionals looking to expand their knowledge and practical skills in a variety of media areas. Each student pursuing the Master of Science in Media must choose one of our four concentrations.

a. Advisory Committee

Each student will receive initial guidance from a faculty member assigned by the director of graduate studies. During the second semester, each student will select a three-member Advisory Committee that will be responsible for advising the student on requirements toward the degree, approving the student’s Program of Study and administering the final exam/capstone project. At least two members of the Advisory Committee must be from The Media School. Students who fail to select an Advisory Committee or construct a Program of Study by the end of the second semester in the program will be considered as making inadequate progress toward the degree.

b. Degree requirements

1. A minimum of 30 credit hours, including T505 Media Organizations and other core course(s) corresponding to a chosen concentration area, with a grade of B (3.0) or above:

- Design and Production Concentration: T580 Interactive Storytelling and Computer Games;
- Journalism Concentration: J502 Data Analysis for Journalists, J505 Intensive Reporting, Writing and Editing Workshop, J520 Seminar in Visual Communication, J572 The Press and the Constitution;
• Public Relations Concentration: J505 Intensive Reporting, Writing and Editing Workshop, J520 Seminar in Visual Communication, J529 Public Relations Campaign, M506 Academic Research for Professionals.

2. Program of Study listing all courses toward the degree, approved by the student’s Advisory Committee.

3. Capstone creative project (up to six credits of T540 taken after approved project proposal), thesis (up to six credits of M699 taken after an approved thesis proposal), or comprehensive examination (written and oral, administered by the student’s Advisory Committee). Any of these three will need to be followed by a successful oral defense.

4. At least 18 credit hours must be taken within the Media School. T577 (independent project) may be taken for up to 12 credits if approved by the student’s committee and the director.

5. No more than three credits of J804 (independent study) may be counted toward the degree.

c. Critical steps for your Master of Science degree

Prior to first semester:

▪ Working with initial adviser, determine your concentration. This will determine which courses you will choose beyond T505, which is required for all M.S. concentrations.
▪ Complete Federal I-9 information, which will be emailed to you.
▪ Sign, scan and return SAA contract, if applicable.
▪ Attend orientation.
▪ Orientation: Bring passport or other ID to the graduate office to complete Federal I-9 filing;
▪ Check with graduate office to make sure we have a final, official copy of your undergraduate transcript.

Second semester:

▪ Sign, scan and return SAA contract, if applicable.
▪ Choose advisory committee and create program of study.
▪ File committee and program of study with graduate office no later than April 15.
▪ Enroll in courses noted for third semester on program of study.

Third semester:

▪ Sign, scan and return SAA contract, if applicable.
▪ Defend your project proposal.
▪ Enroll in courses noted for fourth semester on program of study.

Fourth semester:

▪ Sign, scan and return SAA contract, if applicable.
- Initiate and submit your Master’s Application for Advanced Degree.

d. **Required forms during the course of the Master of Science degree**

**Master of Science Advisory Committee and Program of Study**

Your Advisory Committee must have at least three members, of whom at least two must be members of The Media School faculty. This committee will approve your Program of Study, approve your project proposal and administer its oral defense, and/or administer your written and oral comprehensive exam.

The Program of Study lists how and when you will complete the 30-36 hours of requirements necessary for your master of science degree. Note the requirements of your concentration area as you create this plan.

**Master’s Application for Advanced Degree**

To participate in and have your name in the printed program of the May or December commencement ceremony booklet, complete the Master’s Application for Advanced Degree by Feb. 14 or Sept. 14, respectively. To find this, log in to [www.One.IU.edu](http://www.One.IU.edu). In the search bar, type in “graduate school.” Select the MAAD app. In the top right corner of this edoc are four fields. The fourth is the Document ID; please make a note of this number. Fill in all the fields above the Recommendation for Advanced Degree section. Go to the bottom of the form and click Submit.

Please note that the MAAD be submitted months before your degree conferral only for participation in commencement. If you do not plan to participate in commencement, you may submit your MAAD at any time. However, for degree conferral in a given month, the MAAD must be routed to the graduate school before the 15th of that month (May and December are the exceptions; see graduate office).

You may track your MAAD progress by typing document search in the One.IU search bar. Choose the app, and put the document ID number in the appropriate field. Click search. A ribbon will appear at the bottom of the screen; on the far right is a Route Log hyperlink. Click on this to determine the current routing process of your MAAD.

### VI. Master of the Arts Program

*Note: This info is from the 2017-2018 Graduate Bulletin. Previous bulletins may contain different requirements.*

a. **Advisory Committee**

Each student will receive initial guidance from a faculty member assigned by the director of graduate studies. By April 15 of her or his first year, each student will select an adviser and nominate a three-member Advisory Committee. At least two members of the Advisory Committee must be from The Media School. Students who fail to select an Advisory Committee or construct a Program of Study by the end of the second semester
in the program will be considered making inadequate progress toward the degree.

b. Degree requirements

- Program of Study listing all courses toward the degree, approved by the student’s Advisory Committee.
- M503 Media Theories and M502 Media Research, with a grade of B (3.0) or above.
- Thesis (up to six credits of M699 taken after an approved thesis proposal) or comprehensive examination (written and oral, administered by the Student’s Advisory Committee).
- No more than three credits of independent study (J804).
- A total of at least 30 credit hours, with at least 21 credit hours taken within The Media School.

c. Critical steps for your master of arts degree

Prior to first semester:

- Working with initial adviser, select first semester courses (M502 or M503 required).
- Complete Federal I-9 information, which will be emailed to you.
- Sign, scan and return SAA contract, if applicable.
- Attend orientation.
- Orientation: Bring passport or other ID to the graduate office to complete Federal I-9 filing.
- Check with graduate office to make sure we have a final, official copy of your undergraduate transcript.

Second semester:

- Sign, scan and return SAA contract, if applicable.
- Choose Advisory Committee and create program of study.
- File with graduate office no later than April 15.
- Enroll in courses noted for third semester on program of study.

Third semester:

- Sign, scan and return SAA contract, if applicable.
- Defend your thesis proposal.
- Enroll in master of arts thesis hours (see graduate office for enrollment permissions).

Fourth semester:

- Initiate and submit your Master’s Application for Advanced Degree.
- Apply to schedule a time and place for your oral thesis defense.
- Upon successful defense of your thesis, bring your signed acceptance page to graduate office for submission to the University Graduate School.
Submit your thesis to the University Graduate School. Electronic submission through ProQuest® is the preferred method.

d. Required forms during the course of the master of arts degree

Master of arts Advisory Committee and Plan of Study

Your Advisory Committee must have at least three members, of whom at least two must be members of The Media School faculty. This committee will approve your program of study, approve your thesis proposal and administer the oral defense of the thesis.

The program of study lists how and when you will complete the 30 hours of requirements necessary for your master of arts degree. Please note that you must include the following in your plan:

- M503 Media Theories and M502 Media Research, with a grade of B (3.0) or above.
- Thesis (up to six credits of T800 taken in fourth semester or after your thesis proposal is approved).
- No more than six credits of independent study.
- At least 21 credit hours must be taken within The Media School.

Master’s Application for Advanced Degree

To participate in and have your name in the printed program of the May or December commencement ceremony, complete the Master’s Application for Advanced Degree (MAAD) by Feb. 14 or Sept. 14, respectively. To find this, log in to your One.IU account. In the Search Bar, type in Graduate School. Select the MAAD app.

In the top right corner of this edoc are four fields. The fourth is the Document ID; please make a note of this number. Fill in all the fields above the Recommendation for Advanced Degree section. Go to the bottom of the form and click Submit.

Please note that only for participation in Commencement must the MAAD must be submitted months before your degree conferral. If you do not plan to participate in commencement, you may submit your MAAD at any time. However, for degree conferral in a given month, the MAAD must be routed to the Graduate school before the 15th of that month (May and December are the exceptions; see graduate office).

You may track your MAAD progress by typing Document Search in the One.IU search bar. Choose the app, and put the Document ID number in the appropriate field. Click Search. A ribbon will appear at the bottom of the screen; on the far right is a Route Log hyperlink. Click on this to determine where in the routing process your MAAD is.

Schedule your oral thesis defense

See the Graduate Office to schedule time and space for your oral defense. Please note that you must do this at least one month ahead of time, and that this must be completed before the end of the semester. No defenses will be permitted during the summer.
**Acceptance page**

You may find formatting rules for this in the Required and Optional Sections link on this page of the University Graduate School website. See an example.

**Thesis submission**

Information about and instructions for thesis submission may be found on this page of the University Graduate School website. See formatting requirements.

VII. **Ph.D. Program**

*Note: This info is from the 2017-2018 Graduate Bulletin. Previous bulletins may contain different requirements.*

**a. Advisory committee**

Each student will receive initial guidance from a faculty member assigned by the director of graduate studies. By the end of the second semester in the program, each student will select an adviser and put an Advisory Committee in place, the latter consisting of two additional members from within The Media School and one member from outside The Media School. Students who fail to file an approved Program of Study during their third semester in the program will be considered making inadequate progress toward the degree.

Ph.D. students may transfer up to 30 hours of graduate credit from a completed master’s degree toward the required 90 hours. At the time of the Program of Study approval, the student will submit the Request for Transfer of Graduate Credit form, accompanied by a transcript, to the Advisory Committee. From this form, the committee will determine which credits from the master’s may be included in the Program of Study.

**b. Degree requirements**

A minimum of 90 credits hours, including:

- The core consisting of M503 Media Theories, M502 Media Research and M555 Media Pedagogy with a grade of B (3.0) or above.
- M600 Media Arts and Sciences Colloquium for three semesters.
- Six to 12 credits of methods/foreign language courses, as approved by the student’s advisory committee.
- Completion of a minor as required by the minor department.
- No more than six credit hours in independent study (J804).
- No more than 15 credit hours in the dissertation.
- At least 24 credit hours within The Media School.
- A program of study listing all courses toward the degree, approved by the student’s committee.
Minor

Consistent with University Graduate School policy, each student must have at least one outside minor subject. Course work in the minor must be approved by the student’s Advisory Committee and must meet the requirements of the minor department.

Research skill requirement

Six to 12 credits of research skills, methods, or foreign language courses, as approved by the student’s Advisory Committee.

Qualifying examination

Written and oral; may be taken only twice.

Final Examination

Oral, primarily a defense of the dissertation.

c. Critical steps for your Ph.D. degree

Prior to first semester:

- Working with initial adviser, select first semester courses (M502 or M503, M555, and M600 are required).
- Complete Federal I-9 information, which will be emailed to you.
- Sign, scan, and return SAA Contract, if applicable.
- Attend orientation.
- During orientation: Bring passport or other ID to the graduate office to complete Federal I-9 filing.
- Check with graduate office to make sure we have a final, official copy of your master’s degree transcript.
- Working with adviser, select and enroll in courses for second semester (M502 or M503, and M600 are required).

Second semester:

- Choose adviser; notify graduate office via email.
- Create program of study, including any requests for transfer of graduate credit.
- File approved program of study with graduate office and if relevant, submit request for transfer of graduate credit form to the graduate office.
- Appoint Advisory Committee (choose the third bullet point on this page).
- Initiate and submit Transfer of Graduate Credit from your master’s degree program (choose the 10th bullet point on this page).
- Enroll in courses noted for third semester on Plan of Study.

Third semester:
- Sign, scan, and return SAA contract, if applicable.
- Enroll in courses noted for fourth semester on your Plan of Study.

*Fourth semester:*

- Enroll in courses noted for fifth semester on your Plan of Study.

*Fifth semester*

- Sign, scan and return SAA contract, if applicable.
- Continue coursework, or
- Take Ph.D. exam and initiate and submit your Nomination to Candidacy\(^2\).

*Sixth semester*

- Take Ph.D. exam and Initiate and submit and submit your Nomination to Candidacy, or
- Defend dissertation prospectus and initiate and submit your Ph.D. Nomination of Research Committee.

*Seventh semester*

- Sign, scan and return SAA contract, if applicable.
- If you have not yet defended your Dissertation Prospectus and initiated and submitted your Ph.D. Nomination of Research Committee, do so now.

*Eighth semester and beyond*

- If applicable, initiate and submit your Ph.D. Commencement Participation Application.\(^4\)
- Upon successful defense of your dissertation, submit it to the University Graduate School; electronic submission through ProQuest\(^6\) is the preferred method.

**d. Required forms during the course of the Ph.D. degree**

*Program of Study*

The Program of Study lists how and when you will complete the 90 hours of requirements necessary for your Ph.D. degree. This form must be approved by your committee and submitted to the graduate office by the end of your second semester. Please note that you must include the following in your plan:

- Thirteen hours of required courses (MSCH-M502, MSCH-M503, MSCH-M555, and three semesters of MSCH-M600).
- An approved Ph.D. minor (typically 12 hours, depending on the department).
- Six to 12 hours of methods or foreign language courses.
- No more than six hours of independent study.
- No more than 15 hours of M899.
**Ph.D. exam and nomination to candidacy**

You must schedule your Ph.D. Exam through the graduate office a minimum of 30 days before the beginning of the exam. To get the required form, please email mschgrad@indiana.edu.

After your oral defense of the exam, assuming you have passed, you must initiate and submit your Nomination to Candidacy. To find this, log in to your One.IU account. In the Search Bar, type in Graduate School. Select the Nomination to Candidacy for the Ph.D. Degree Application app.

In the top right corner of this edoc are four fields. The fourth is the Document ID; please make a note of this number. Fill in all the fields above the Questions to be completed by the School or Department section. Go to the bottom of the form and click Submit.

Please note that the NTC must route through several offices and people before it will be finalized. This may take several weeks. You may track its progress by typing Document Search in the One.IU search bar. Choose the app, and put the Document ID number in the appropriate field. Click Search. A ribbon will appear at the bottom of the screen; on the far right is a Route Log hyperlink. Click on this to determine where in the routing process your NTC is.

**Nomination of Research Committee**

The Research Committee guides the student through the dissertation process and is ultimately the group that approves a successfully defended dissertation. Per University Graduate School requirements, the Research Committee must consist of at least four faculty members. At least three of these members (one of whom is the chair) must have an appointment in The Media School and be members of The Media School graduate faculty. At least one member must represent each minor department. The chair of the committee must also have endorsement by the University Graduate School to direct doctoral dissertations.

Upon successfully defending your Dissertation Prospectus, you must initiate and submit your Nomination of Research Committee. To find this, log in to your One.IU account. In the Search Bar, type in Graduate School. Select the Ph.D. Nomination of Research Committee app.

In the top right corner of this edoc are four fields. The fourth is the Document ID; please make a note of this number. Fill in all the fields above For University Graduate School Use Only section. Go to the bottom of the form and click Submit.

Please note that the NORC must route through several offices and people before it will be finalized. This may take several weeks. You may track its progress by typing Document Search in the One.IU search bar. Choose the app, and put the Document ID number in the appropriate field. Click Search. A ribbon will appear at the bottom of the screen; on the far right is a Route Log hyperlink. Click on this to determine where in the routing process your NORC is.
Ph.D. commencement participation application

To participate in either the May or December commencement ceremonies, you must initiate and submit the Ph.D. Commencement Participation Application. As before, you will find this edoc, by logging in to One.IU. In the Search Bar, type in Graduate School. Select the Ph.D. Commencement Participation app.

In the top right corner of this edoc are four fields. The fourth is the Document ID – please make a note of this number. Fill in all the fields above For University Graduate School Use Only section. Go to the bottom of the form and click Submit.

Please note that to be listed in the commencement program, participate in the graduation ceremony and receive mail from the Alumni Association regarding commencement, students should ask their chairperson to approve this form no later than Sept. 25 for December commencement and no later than Feb. 25 for May commencement.

Ph.D. Defense Announcement

A minimum of 30 days before defending your dissertation, your Ph.D. Defense Announcement must reach the University Graduate School. As it may take a few days for this to be processed, you should plan to initiate and submit this edoc at least 40 days before your defense and before the end of the spring semester. No dissertation defenses will be permitted during the summer. Please note that you must include a summary of your dissertation on this edoc. There is a 300-word limit, which is strictly enforced.

As before, you will find this edoc, by logging in to your One.IU account. In the Search Bar, type in Graduate School. Select the Ph.D. defense Announcement app. In the top right corner of this edoc are four fields. The fourth is the Document ID – please make a note of this number. Fill in all the fields above For University Graduate School Use Only section. Go to the bottom of the form and click Submit.

VIII. Financial Aid

a. Student Academic Appointments (SAA)

A Student Academic Appointment is a form of internship that combines academic training with work responsibilities. There are three types of SAAs to which students in The Media School are commonly assigned:

Associate Instructor (AI). A graduate student who is employed as a teacher and engages in activity as a teacher, providing the employee has responsibility for assigning grades for at least a portion of a course and has direct contact with students. A graduate student who is noted as an Instructor of Record is still an AI.

Graduate Assistant (GA). A graduate student who, in an academic department or in an administrative office, assists in work associated with the duties of the faculty
members or administrators, such as library searches, curricular development or paper grading, and who is not an associate instructor, research assistant or faculty assistant.

**Research Assistant (SRS).** A graduate student who is engaged in or assists with original, professional-level research.

As an SAA in the College of Arts and Sciences, you are entitled to benefits including a stipend, **health insurance coverage** and a College fee remission. SAAs are required to be enrolled full-time during the time of employment (minimum of six credits each semester).

SAA College fee remissions will cover most of the cost of graduate tuition for up to 12 credit hours per semester. If you hold an SAA for both the fall and spring semesters of an academic year, you will also receive up to six hours of fee remission during the summer.

College fee remissions cover at least 95 percent of the cost of graduate tuition for non-residents and at least 90 percent of the cost of graduate tuition for Indiana residents. Fee remissions may be used to enroll in College courses on the Bloomington campus or, if outside the College, courses that are required for students’ College degree programs.

Fee remissions also may be used for occasional specialty courses that are relevant to graduate students’ training and research. Students who are in dual or joint degree programs **may not** apply their College fee remissions to their professional school courses.

Work responsibilities depend on the specific position; however, all SAAs are expected to work 20 hours per week during each semester of the employment. The Office of the Vice Provost for Academic Affairs publishes a **Handbook for Student Academic Appointees** that provides more details about the rights, responsibilities, and duties of SAAs.

**How appointments are made:**

1. Students fill out a “preference sheet” to indicate interest and availability.
2. The graduate office puts together a spreadsheet with all preferences/times/schedules.
3. Faculty make recommendations/requests for graduate assignments.
4. A list of all classes needing AIs/GAs is compiled with days and times they are offered.
5. Student and faculty preferences, student schedules, course schedules and need are all referenced to pencil people into slots.
6. Unofficial version reviewed by director of graduate studies and university graduate studies.
7. Changes are made where needed
Note that we make every effort to match appointments with student requests, but there are many variables that have to be considered when making these appointments.

Students may request Instructor of Record (IoR) positions. Again, these are treated the same as an AI position in terms of classification and pay, but in this case the AI is the primary contact for students in the classroom and has responsibility for the syllabus and course itself. Appointments to IoR positions will take into account a variety of factors. The key issue for the university is ensuring that the undergraduates in the course get the best possible educational experience. Beyond that, we will consider the following (in no particular order):

- Teaching experience (leading discussion sections, for example, is a nice step up to an IoR position)
- Seniority
- Academic standing (these positions can be extremely time consuming...more on that below. Someone who is not making good progress to degree is not ideal, as this would set that person back still further)
- Funding availability (those who are out of funding are less likely to be considered)
- Relevant topical expertise
- International students will (per university policy) have to have passed the TEPAIC exam to be considered for an IoR position

Students who take on IoR positions will be supported in the following ways:

1. Syllabi from previous versions of the course will be made available.
2. A faculty mentor will be assigned who can give feedback on course design, assignments, etc.
3. Courses will be capped at an absolute maximum of 50 students, and in some cases, fewer than that.

b. Awards, fellowships

In addition to student academic appointments, graduate students in The Media School have opportunities for additional funding to support travel, research and creative activity. These opportunities are posted to the grad program Facebook page and email listserv. In addition to Media School specific opportunities, our students may apply for funding from the College of Arts and Sciences and from the University Graduate School.

IX. The Media School Graduate Association

The Media School Graduate Association is a student organization created by Media School graduate students. The goal of the MSGA is to represent the academic, professional development and social interests of all graduate students in the school. The group hosts workshops for skill building and creates spaces for students to share and present their work.
A MSGA representative attends all Graduate Advisory Committee meetings and helps represent the graduate students to the administration. The MSGA also hosts social events such as BBQs, trivia nights and other inter-department mixers.

Any graduate student is welcome to join MSGA and attend monthly meetings as well as more frequent sub-committee meetings. For more information, see MSGA’s Facebook group for updates and events.

X. Grievance procedures

If students have complaints about academic evaluation, violation of their rights as a student or violation of their rights as an SAA, the first attempt at handling these grievances should be made internally. The director of graduate studies is the first person to hear and attempt to resolve the complaint, followed by the associate dean of The Media School.

If a satisfactory resolution cannot be found at this level, the grievance would move through College and university appeals processes and in the Code of Student Rights, Responsibilities, and Conduct. For SAA grievances, see the university grievance process.

XI. University resources

IU Bloomington A-Z List - Links to all Departments, Offices, Centers, etc. at IU Bloomington

IU Address Book – Lookup for Individual Phone Numbers and Email Addresses for IU faculty, staff, and students

University Information Technology Services (UITS) – Answers to your IT Questions, and lists of Courses, Software, etc. available at IU

University Graduate School Bulletin – Specifies all Rules, Regulations, and Official Requirements for Graduate Degrees

University Graduate School Task Center – Link to all the electronic forms needed for University Graduate School tasks, such as Nomination to Candidacy, Master’s Application for Advanced Degree, Nomination of Research Committee, etc.

The College Graduate Office – Specifies College of Arts and Sciences Rules and Regulations, and has links to College forms such as Appointment of PhD Advisory Committee, Travel Grant Apps, Dissertation Year Fellowships, etc.

One.IU – The portal for All Things IU

Office of the Registrar - Provides information about enrollment services, transcripts, courses, etc.

Office of the Bursar – Provides information about fees, tuition, disbursements, etc.
**Bloomington Libraries Task Center** – Provides information about the library collections, including search and request capabilities

**Graduate Mentoring Center** – Office within the University Graduate School that provides resources, support, and mentorship to graduate students

**Official Academic Calendar** – Maintained by the Office of the Registrar, this provides official dates, including begin and end dates, breaks, etc. for the academic calendar, breaks

**Student Health Insurance** – Information about your insurance if you hold a Student Academic Appointment

**GradGrants Center (GGC)** – Resources and support for grant applications, etc.

**Handbook for Student Academic Appointees** – Rules regarding SAAs

**Graduate and Professional Student Association (GPSO)** – Resources, support, and activities for IU graduate students and their families

**Office of Parking Operations** – Where you buy parking permits and pay or appeal parking tickets

**Campus Bus Service** – Information about times and routes

**Indiana Daily Student (IDS)** – Award-winning student newspaper run in The Media School

**Health Center** – On campus medical services and pharmacy for IU students

**Counseling and Psychological Services (CAPS)** – On campus psychological health support

**Student Legal Services** – Provides advice about frequently encountered legal issues students face, such as landlord problems, etc.

**Student Advocates Office** – Helps student resolve personal and academic problems to help students maintain progress toward degree

**Code of Student Rights, Responsibility, & Conduct** – outlines your rights and responsibilities, and the university’s expectation for your behavior as an IU student