

LSU

Manship School of Mass Communication



Ph.D. in Media & Public Affairs Policies and Procedures Handbook

August 2023

**The most current LSU Catalog (Graduate School), academic calendar and policy statements supersede information provided here. Students should cross-reference information provided here with those sources.*

Contents

I. INTRODUCTION	6
II. PHILOSOPHY OF THE PROGRAM	8
Requirements for the Ph.D. in Media and Public Affairs	9
Coursework	10
4000-Level Courses	11
Special Topics Course Policy	11
Independent Study.....	12
Externship (MC 8009) Overview: Public Affairs or Applied Research	12
Public Affairs Externship	13
Applied Research Externship.....	14
Professional Internship (MC 8001).....	14
Course Credit Transfer	15
Suggested Timeline	16
III. GRADUATE ADVISORY COMMITTEE	18
Guidelines for Selecting Graduate Advisory Committee	18
Composition of the Graduate Advisory Committee.....	20
Duties of the Committee	20
IV. GENERAL EXAMINATION	22
Written Examinations	22
Oral Examination.....	24
Submitting the Doctoral General Defense and Degree Audit Form	24
Passing the General Examination.....	25
Failure of the General Examination.....	25
Continuous Registration Requirement	26
V. DISSERTATION PROCESS	27

Dissertation Proposal Defense and Final Dissertation Defense	27
Dissertation Requirements.....	27
Final Dissertation Defense.....	29
Failure of the Dissertation/Final Defense.....	29
Degree Only Registration	30
VI. GRADUATION REQUIREMENTS	33
VII. TEACHING RESPONSIBILITIES	34
VIII. GRADUATE ASSISTANTSHIPS.....	35
ADDITIONAL LSU COMPENSATION POLICY.....	36
IX. TRAVEL REIMBURSEMENT POLICY.....	37
X. LSU UNIVERSITY POLICIES.....	38
Graduate Student Classification.....	38
Graduate Credit	38
Transfer Credit.....	38
Hours transferred may not exceed one-half of the total semester hours of graduate coursework (thesis hours excepted) required for the student’s degree program.....	38
Graduate Grading System	39
“I” Grade	40
“W” Grade.....	41
Pass-Fail Option.....	41
Grade Requirements.....	41
Good Standing.....	41
Probation and Dismissal.....	42
Academic Dishonesty & Misconduct	42
Grievance Procedure.....	43
Doctoral Time Limit.....	43
Extensions to the 7-Year Doctoral Time Limit.....	43

Authorship Guidelines.....	44
XI. ADDITIONAL RESOURCES	45
XII. APPENDICES.....	47

I. INTRODUCTION

Welcome to the LSU Manship School of Mass Communication's doctoral program! We are delighted to have you in the program and look forward to working with you during the next several years. This handbook is designed to provide our doctoral students with basic information about how the program works, resources available and student responsibilities. As questions arise, please refer to this document FIRST before contacting the graduate academic advisor or the Associate Dean for Graduate Studies and Research. All necessary forms related to the program and other pertinent information can be found on the [Manship School's website](#). Helpful information may also be found on the [LSU Graduate School website](#).

The Manship School: A Tradition of Excellence

The LSU Manship School of Mass Communication built its Ph.D. program on an eight-decade tradition of media education, a world-class faculty and a dedication to public affairs. The program focuses on modern thinking and helps doctoral students broadly understand the role of media in public affairs and society. The program is a springboard to a wide range of career paths in both academic and professional enterprises.

The Manship School has a history of producing great thinkers and trailblazers. The school's alumni and 30-member Board of Visitors play active roles in mobilizing public support for the school, creating innovative partnerships, providing internships and assisting students with career guidance. Nationally distinguished alumni include academic leaders and researchers, political campaign advisors and consultants, CEOs of national media and business organizations, leading journalists, noted editors, leaders in advertising and public relations, and numerous Pulitzer Prize and Emmy Award winners. The school was recognized in 1994 as a freestanding college and is fully

accredited by the Accrediting Council on Education in Journalism and Mass Communication.

The Manship School Faculty

The Manship School faculty combine outstanding scholarly credentials and executive-level practical experience. Its professors have received doctorates from the best programs in the country. They have also held staff positions in Congress and the White House, worked in public affairs positions for international businesses and United Nations-affiliated organizations and been journalists and editors for leading national and regional news outlets. Multiple endowed chairs attract nationally recognized professionals and scholars, and more than 23 endowed professorships support faculty research and teaching initiatives. Books written by Manship School faculty explore relevant topics such as media ethics, media history, the role and function of social media in society, crisis communication, interracial communication and multiculturalism, and the importance of visual images in foreign policy, propaganda, and political consulting.

II. PHILOSOPHY OF THE PROGRAM

Ph.D. in Media and Public Affairs

The Manship School is home to the nation's only doctoral program in media and public affairs. The programs affords extensive interdisciplinary opportunities by engaging students in the many ways mass communication intermingles with politics, policy, social structures and formal institutions. It is designed to produce graduates who excel in the research, teaching and practice of public affairs communication. To achieve this goal, students are offered experience in real-world strategic public affairs problems, mastery in social science inquiry, and the skills to communicate research results effectively. In addition to pursuing academic careers in teaching and research at top mass communication programs around the globe, graduates may become political consultants or work for government agencies, non-profit groups, private corporations or media enterprises.

The Reilly Center for Media & Public Affairs and three additional cutting-edge research facilities are closely tied to the doctoral program. The Reilly Center provides an outstanding research forum, an impressive array of visiting professionals and scholars, and a dynamic program of symposia and training. The Media Effects Lab (MEL), Social Media Analysis and Creation Lab (SMAC) and Public Policy Research Lab (PPRL) offer a wide range of theoretical and methodological approaches to research on media messages and their effects.

The Manship School's goals are to ensure all admitted students are both successful in earning their degree and prepared to excel professionally. To this end, doctoral students will work with the Associate Dean for Graduate Studies and Research, the faculty and their advisory committee. All of these individuals make themselves available for consultation and pledge full support to students who accept the

responsibility of working to successfully complete all requirements for the Ph.D. degree.

PLANNING THE PROGRAM OF STUDY

Requirements for the Ph.D. in Media and Public Affairs

The Ph.D. in Media and Public Affairs formally requires 88 graduate hours (see Appendix A for degree requirements), including the dissertation and externship. Nine hours of credit are awarded for the externship. The dissertation, on an appropriate mass communication and public affairs subject (MC 9000, Dissertation Research), carries 18 hours of credit. A successful oral examination of the dissertation is also required.

The Ph.D. in Media and Public Affairs also requires a general examination, a comprehensive examination designed to assess how well doctoral candidates understand and are able to engage in thoughtful inquiry and discussion of course content. This examination is administered following completion of coursework. Students must pass this examination before being admitted to candidacy for the Ph.D. degree. After meeting this requirement, students officially advance into the dissertation portion of the degree.

To remain in good academic standing, students are required to achieve a semester and overall grade point average (GPA) of 3.00. In addition, the LSU Graduate School requires an overall average GPA of 3.00 to continue qualifying for funds provided to graduate assistants. A maximum of six credit hours of coursework with a grade in the “C” range (C+ to C-) may be counted toward degree requirements.

Coursework

Our doctoral program is designed to be flexible and interdisciplinary, and therefore operates within broad general distribution requirements. Courses are constructed to provide the student with rigorous preparation for lifelong contributions to the field of mass communication.

I. Required Courses (31 hours)

MC 7000: Proseminar in Mass Communication (1)

MC 7001: Research Methods in Mass Communication (3)

MC 7002: Mass Communication Philosophy, Principles & Ethics (3)

MC 7005: Public Opinion & Public Affairs (3)

MC 7018: Legal Problems of the Mass Media (3)

MC 7019: Media Systems: Policy & Technology (3)

MC 7021: Mass Communication Theory (3)

*MC 7036: Seminar in Media & Public Affairs Theory (3)

MC 7201: Advanced Research Methods in Mass Communication & Public Affairs (3)

*MC 7209: Public Communication Practices (3)

*MC 7210: Public Communication Administration (3)

(Note. Core courses marked with an asterisk (*) may be substituted with other Mass Communication special topics courses upon approval by the Associate Dean for Graduate Studies and Research.)

II. Required Externship & Dissertation (27 hours)

MC 8009: Public Affairs Externship (9)

MC 9000: Dissertation Research (18)

III. Mass Communication Electives (12 hours)

IV. Two additional advanced statistics and methodology courses within or outside Manship (6 hours)

V. General Electives (12 hours)

Four courses of free electives are required. These courses can be concentrated in a single outside degree program or a concentration of four courses drawn from various disciplines (12 hours)

If a doctoral student wishes to declare a recognized minor by the University, they must complete the outside minor program's full requirements *in addition to the* required 88 hours to complete the doctoral program.

Total Number Hours Required for Degree: 88

4000-Level Courses

While doctoral students can take 4000-level courses, they will not be counted towards necessary credit hours for the PhD degree, even if they are taught by a graduate faculty member. We strongly encourage doctoral students to take 7000-level and higher courses for their degree.

Special Topics Course Policy

The Manship School offers a variety 7999 courses that allow doctoral students to explore special topics they are interested in. Some 7999 courses can be substituted for core courses upon approval by the Associate Dean for Graduate Studies and Research, but students cannot take more than three 7999 courses (9 credit hours) during their program.

Independent Study

The Manship School allows doctoral students the opportunity for independent study. These hours are meant to personalize and strengthen their education. However, considering other requirements of the degree, doctoral students are limited to one (1) independent study worth three (3) elective hours. All proposals for independent study must be submitted to and approved by the Associate Dean for Graduate Studies and Research. The Independent Study Request Form can be found in the handbook's Appendix B.

Externship (MC 8009) Overview: Public Affairs or Applied Research

The externship is a field practicum designed to provide advanced professional training or advanced scholarly background for doctoral students. The externship, which is worth nine credit hours, may be completed at any time during the student's period of study. However, we suggest students complete the public affairs externship during their first or second summer and the applied research externship during the last semester of the coursework. While there is no specific time requirement for the externship each week, students are expected to work commensurate to a 9-credit course. In general, doctoral students spend three hours of preparation for each credit hour (e.g., 3 credit course equates to 9 hours of preparation).

Depending on the student's background, this requirement may be satisfied in two ways: as a public affairs externship (meaningful engagement in public affairs planning and execution) or as an applied research internship (producing, under faculty supervision, two research reports of publishable quality). The doctoral student must submit the Permission of Instructor (POI) Form and a detailed proposal outlining the project(s) to their faculty advisor and the Associate Dean for Graduate Studies and Research for approval. The form can be found in Appendix C and both documents must be approved before the student registers for MC 8009.

Public Affairs Externship

The public affairs externship may be satisfied in a variety of businesses and organizations. These may include a news organization, lobbying firm, issues management consultancy, political campaign, government agency, corporate communications department, non-profit, or other appropriate setting in which the student will be meaningfully engaged in public affairs planning and execution. Students are responsible for securing their own externships, but faculty in the Manship School will seek to be as helpful as possible.

Because of training intensity and the expectation that doctoral students must be gaining experience other than what they did prior to entering the program, externs must devote full-time hours to their work. While any doctoral student may elect the externship option, the public affairs externship is particularly beneficial for those without significant professional experience who wish to pursue careers in public affairs or for those with professional backgrounds who desire more advanced management-level training. Students are allowed only one practical externship. This will be evaluated on a case-by-case basis and is not guaranteed. All inquiries should be directed to the Associate Dean for Graduate Studies and Research.

Credit for the public affairs externship is contingent on the following requirements:

1. Enrollment for credit will be approved only after an on-site supervisor from the business/organization agrees in writing to supervise the work. The supervisor must also agree to provide a report of the student's work at the end of the externship.
2. To supplement the professional experience, students are expected to propose and conduct a research project that complements the experience gained.

3. In order to receive externship credit, students must submit a full report of this project to their faculty advisor and the Associate Dean for Graduate Studies and Research.

If the student chooses a public affairs externship, they may not be allowed to pursue an additional professional internship.

Applied Research Externship

Doctoral students with extensive professional backgrounds may opt to meet the externship requirement by working with a faculty member on two significant research projects of publishable quality or acceptable quality for peer reviewed conferences. The submitted proposal for enrollment in the course must include a strong rationale for pursuing this option and details of the research plan, including brief literature review, detailed description of methodology and brief analysis of anticipated findings.

Two research papers, as results of the projects, may be individually authored or co-authored with the faculty member. Students should discuss authorship with the faculty advisor and refer to PS-27. The expectation is that projects will be original research for which credit has not been received in another class or independent study project. Some previous work may be used with the written consent of the faculty advisor and relevant previous instructors, but it must be significantly revised or expanded. Such revision or expansion must be explained in the proposal. Before credit is received, both papers must be submitted to the Associate Dean for Graduate Studies and Research. It is anticipated that the studies will be submitted to academic conferences as papers or to scholarly journals for publication consideration.

Professional Internship (MC 8001)

Because public affairs externships also provide professional experience, students who choose to complete a professional internship cannot do both. While very few doctoral

students choose to complete the professional internship course for credit, the option is available if the doctoral student completes an applied research externship. Please note that an internship is not required for the PhD program. We suggest the student consult first with the Associate Dean for Graduate Studies and Research or graduate academic advisor if interested in this course. The student will need to complete the Permission of Instructor (POI) form in Appendix C and submit it to their faculty advisor and the Associate Dean for Graduate Studies and Research for approval.

Course Credit Transfer

Master's degree hours may be counted toward the Ph.D. The exact number will depend on the discipline studied at the master's level and the number of master's hours that correlates with the student's Program of Study for the Ph.D. Doctoral students must submit any master's degree transfer hours to the Associate Dean for Graduate Studies and Research for approval. The Transfer of Course Credit form must be submitted before taking the student's comprehensive exam, but it is strongly encouraged students submit transfer credit requests by the end of the first year. The form can be found in the handbook's Appendix D.

The requirements for transferring course credit are as follows:

1. Must be in good academic standing (not on probation)
2. Must have earned nine (9) hours of graduate residence credit in a degree program at LSU before request is made
3. Non-matriculating coursework taken at LSU must be transferred to be counted toward degree.
4. All transfer work must have been taken for graduate credit with a grade of a "B" or higher.
5. A maximum of 15-credit hours of coursework can be transferred. An exception to this limit may be requested by those students having earned the MMC from the Manship School.

6. Transfer work must have been completed within five years of the time the student submits the request.

Suggested Timeline

Below is a sample of a doctoral student course plan. This timeline is suggested and can vary based on each student’s interests and needs. Please consult with the Graduate Academic Advisor or Associate Dean for Graduate Studies and Research when mapping out courses.

Year 1

Semester 1 (10 hours) <ul style="list-style-type: none"> • MC 7000 (1) • MC 7001 (3) • MC 7002 (3) • MC 7021 or MC Elective (3) 	Semester 2 (9 hours) <ul style="list-style-type: none"> • MC 7005 (3) • MC 7018 or 7019 (3) • MC 7201 or MC Elective (3, when offered)
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- End of Year 1
 - Complete course transfer
 - Complete MC 7001 (Research Methods in Mass Communication)
 - Complete MC 7021 (Mass Communication Theory)
- Summer
 - MC 8009 (Public Affairs Externship)

Year 2

Semester 3 (9 hours) <ul style="list-style-type: none"> • MC 7201 or MC Elective (3, when offered) • MC core course (3) • MC elective (3) 	Semester 4 (9 hours) <ul style="list-style-type: none"> • MC 7018 or 7019 (3) • MC elective (3) • Outside MC course (3)
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- End of Year 2
 - Complete all MC core courses

Year 3

<u>Semester 5 (9 hours)</u>	<u>Semester 6 (9 hours)</u>
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<ul style="list-style-type: none"> • Advanced stats/methods (3) • MC elective (3) • Outside MC course (3) 	<ul style="list-style-type: none"> • MC elective (3) • Outside MC course (3) • Outside MC course (3)
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- End of Year 3
 - Complete all coursework
 - General exams (comprehensive exams) and general oral exams
- Semester 5 or 6
 - MC 8009 (9) – for Applied Research Externship (if not completed already)

Year 4

<u>Semester 7 (9 hours)</u> <ul style="list-style-type: none"> • MC 9000 (9) – dissertation proposal 	<u>Semester 8 (9 hours)</u> <ul style="list-style-type: none"> • MC 9000 (9) – dissertation final defense
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III. GRADUATE ADVISORY COMMITTEE

All students should begin to develop a Program of Study (a detailed course plan to complete the Ph.D. program) to guide them through the Ph.D. program as early as possible, preferably by the end of the first year of full-time study. The Manship Program of Study form can be found in the handbook's Appendix E. The MC 7000 (Proseminar) will go over how to develop such a program. While initial and routine advising is the responsibility of the graduate academic counselor and the Associate Dean for Graduate studies and Research, the student will develop a Program of Study under the guidance of a committee composed of a major professor and additional members of the graduate faculty who represent primary, secondary and/or minor fields of study. This graduate advisory committee is structured to meet the needs and interests of each graduate student and ensure that the student's Program of Study will provide the highest level of preparation.

Guidelines for Selecting Graduate Advisory Committee

1. A student enrolled in the Ph.D. in Media and Public Affairs degree program shall have the assistance of a graduate advisory committee to review and approve the dissertation prospectus and the general/comprehensive (written and oral) exams.
2. The graduate advisory committee generally serves as the student's final examining committee also. It normally remains fixed until completion of the degree.
3. In accordance with the LSU Graduate Catalog, "the full advisory committee must comprise at least three members of the graduate faculty, including the major professor, who acts as chair or co-chair and who must have a minimum of a 25% appointment in the major department. If either an adjunct or a non-tenure track faculty member is the major professor, a full-time tenured or tenure-track graduate faculty member must co-chair the committee."
4. In accordance with the LSU Graduate Catalog, "at least one-half of the graduate faculty on doctoral committees must be full-time tenured or tenure-track faculty at LSU A&M."

5. In accordance with the LSU Graduate Catalog, “a minimum of two of those faculty members must be from the student’s major department and at least one of whom must be a full member of the LSU graduate faculty.”
6. In accordance with the LSU Graduate Catalog, “the remaining members may be from the Manship School of Mass Communication or may be from outside the Manship School if pertinent to the student’s area of concentration, with the proviso that at least one of the remaining members must be a full member of the graduate faculty.”
7. In accordance with the LSU Graduate Catalog, “any declared outside minors require representation, either from among the first three members of the committee or by additional appointments to the committee. The Vice Provost & Dean of the Graduate School may serve as an ex officio member. Members of the special advisory committee are nominated by the chair of the major department and appointed by the Vice Provost & Dean of the Graduate School, who may make any changes deemed desirable.”
8. In accordance with the LSU Graduate Catalog, “the Vice Provost & Dean of the Graduate School appoints a member or members of the Graduate Faculty to serve on Doctoral General and Final Defense committees. These individuals represent the Dean of the Graduate School and the entire Graduate Faculty. They are full voting members of the committee with all the rights and responsibilities of the other committee members. In the case of Final Defenses, it is the responsibility of the committee chair to ensure that the Dean’s Representative receives copies of dissertations as soon as possible, but no later than two weeks before the date of the Defense.”
9. The student shall be responsible for knowing and abiding by the minimum requirements for the degree stated in the current LSU Graduate Catalog and any additional requirements for the Manship School. The student is also responsible for meeting all deadlines stipulated by the LSU Graduate School in its current academic/graduate school calendar and for completing other requirements that may be imposed by the advisory committee.

Composition of the Graduate Advisory Committee

A Manship School faculty member will serve as the chair and assume the primary leadership role for the committee. Additionally, a doctoral student is responsible for selecting and assembling their graduate advisory committee, but the Associate Dean for Graduate Studies and Research can assist and consult in the process.

Each committee must consist of three graduate faculty members (including the advisor/chair) from the Manship School and one graduate faculty member from outside the Manship School. At least two members must be full members of the graduate faculty, meaning that the professor has associate or full professor rank. In addition to these four members, the LSU Graduate School will appoint a fifth member of the committee as the Graduate School Dean's Representative. Every member is a full voting member of the committee.

The committee should be chosen as soon as the student determines the subject concentration(s) they want to focus on through the PhD study and dissertation. This will be part of the process in filing the formal Program of Study that outlines specific classes the student will take. While it is strongly suggested that this decision be made during the first year of study, the committee must be chosen by the end of the third semester of study. Students are encouraged to consult with the Associate Dean for Graduate Studies and Research as early in their program as possible to facilitate the planning of the Program of Study.

Duties of the Committee

The graduate advisory committee will work closely with the student to frame the Program of Study, provide advice on the student's progress through the program, conduct the comprehensive examination, submit the results of the examination to the Associate Dean for Graduate Studies and Research, guide the student in writing and conducting the dissertation proposal and dissertation, and approve the dissertation. Furthermore, for students holding a

master's degree from another institution, the committee is responsible for making decisions about the transfer of graduate credit from other institutions and the application of transferred credits to the student's Program of Study.

Normally, the graduate advisory committee continues as the doctoral student's dissertation committee, beyond the general/comprehensive exam. However, changes may be made, particularly when the student's research interests have changed.

IV. GENERAL EXAMINATION

It is anticipated that doctoral students will take the general examination (also referred to as the comprehensive examination) when all course requirements have been completed. With the agreement of the major professor, the examination may be scheduled during the semester in which the student is scheduled to complete coursework. The student's graduate advisory committee is also the doctoral student's examination committee – and will prepare and conduct the student's examination. The general examination includes two parts: written and oral.

Per the Graduate School handbook, students should complete the general exam process within 36 months (3 calendar years) of the start of the doctoral program. Students not in good academic standing are not allowed to complete the general/comprehensive exam until good academic standing status is restored.

Written Examinations

The general examination in the Manship School is designed to assure the doctoral student's understanding of both a broad scope of communication theories and issues as well as professional or academic specializations. Five questions will be designed to cover: 1) communication theory, 2) research methods, 3) the student's areas of major concentration, 4) minor or outside coursework disciplines, and 5) the dissertation. Questions may vary depending on the student's interests and needs. The graduate advisory committee will be responsible for creating and presenting the questions to the student. The committee will also decide which members will ask which questions. Generally, the Dean's Representative does not submit a question – instead, the committee chair submits two questions.

The student has a total of 20 hours of examination time – four hours per question – with access to their pre-discussed reading list. The student is given one question a day

and takes all five written examinations within a two-week period on campus at the Manship School. The location of the exams will be decided by the school. Student's answers will be available to all committee members to review. Students registered with the Office of Disability Services may request accommodations for the written exam. Students may also request use of their personal computers during the exam, with written approval of the advisory committee. No pre-written materials should be used for the exam.

The process shall be as follows:

1. The doctoral student will submit a brief statement to the committee indicating what their points of concentration have been in the program.
2. The committee, in consultation with the candidate, will meet to determine points of emphasis in the general examination.
3. The committee will determine who will ask questions within each emphasis. If the committee believes its membership does not have a person with the appropriate expertise to ask questions within an emphasis, it will invite other faculty members to submit questions and participate fully in the examination. The representative of the student's outside focus or minor area will be allocated at least four hours.
4. The student will be informed of the questioners and will schedule an appointment with each individual to receive preparation recommendations.
5. Committee members will submit questions to the committee chair, who administers the examination and sees that each committee member and invited faculty participant receives complete sets of the student's answers.
6. The chair will poll the committee to determine that the student's performance on the written examination is adequate to merit scheduling of the oral examination.
7. The committee will decide if candidate passes or fails during the oral examination.

Oral Examination

A candidate will defend their written exams during the oral examination (also referred to as the general defense). The oral exam should be held within two weeks of the completion of the written examination, and the student must be enrolled for dissertation credits during their general defense. The Doctoral General Defense and Degree Audit Form (see Appendix G) must be completed and submitted to the LSU Graduate School before the written exam. The Graduate School requires submission at least three weeks prior to the proposed defense date. The student must display a satisfactory level of competence in all the questions raised by the committee. The committee will evaluate the student's fitness to be recommended for continued study in the program and for admission to candidacy for the highest degree offered by Louisiana State University. Furthermore, the student may give a preliminary report on the status of the dissertation proposal.

Submitting the Doctoral General Defense and Degree Audit Form

The Graduate School requires that doctoral students submit a Degree Audit and Request for General Defense form (see Appendix G) at least three weeks prior to the proposed defense date. However, the Manship School may require an earlier submission to ensure forms are properly completed and processed. The form must detail the coursework to be taken, including coursework to be accepted for transfer from other institutions, and the requirements to be met for completion of the Manship Ph.D. program. This Degree Audit and Request for General Defense form is subject to Graduate School policies as well as Manship School requirements. Any subsequent change in the program must be submitted to the Graduate School for approval. The required forms are available online on the [Graduate School website](#) and from the Associate Dean for Graduate Studies and Research. The student is not eligible to sit for comprehensive exams without an approved Degree Audit from the Graduate School and all committee members.

Passing the General Examination

To pass the general examination, the student must receive no more than one negative vote from the committee. A student who fails the general examination may not take the examination a second time until at least three months have elapsed. A student who fails the general examination twice becomes ineligible to continue in the Ph.D. program.

Failure of the General Examination

The written and oral defense are important components of the graduate student's professional path. As per the 2023 LSU Graduate School guidelines:

1. The only results that can be reported are P ("Pass"), F ("Fail"), or R ("Retake"). It is highly recommended that the Defense results be filed in a timely manner. Failure to turn in a grade defaults to an F.
2. A grade of P indicates that the student has successfully passed the entire Defense and is not required to retake any or the entire Defense, except minor revisions required by the committee.
3. A grade of F indicates that the student has failed the entire Defense and is not permitted to retake any or all of the Defense. An F results in the student being terminated from the program at the end of the semester or summer term in which the Defense is taken. The committee is required to provide the student feedback on why the Defense was failed.
4. An R indicates that the student has failed part or all of the Defense and will be permitted to take part or all of the Defense one additional time. The committee will provide the student feedback on the specific weaknesses that should be corrected. The committee determines when the retake will be given, but it must be completed no later than the end of the next regular semester. For the Defense retake, the only grades that can be reported are P or F.

If the student wishes to graduate the semester during which the Defense is taken, the student must make sure that the Defense report is filed before the Graduate School deadline for graduation that semester.

It is the responsibility of the student to schedule the Final Defense with sufficient lead time to meet the Graduate School deadlines for graduation in a given semester.

The written and exam and oral defense are considered an integrated requirement. It is not possible to pass one and fail the other.

* Please refer to the most current version LSU Graduate School Catalog for the most up-to-date information.

Continuous Registration Requirement

All doctoral candidates must maintain continuous registration for a minimum of three semester hours of credit each regular semester (excluding summers) from the completion of the General Defense (comprehensive exam) until they complete the degree. Doctoral students must be registered for a minimum of three semester hours of credit during any semester in which they are taking doctoral examinations, including the qualifying examinations required by some departments.

Students who are doing doctoral research and/or dissertation writing or defend in a summer term must also register for the appropriate number of hours in the (3 hours) . Each Fall and Spring semester after the last day to add, a program is run to identify doctoral students who have completed general exams but are not enrolled in at least 3 hours. This program is run “on demand” by the Director of Graduate Academic Services, who monitors the requirement.

The only exemptions from this requirement are determined by the Dean of academic college, based on a petition from the student’s department. Exemptions should be requested in advance and must meet the criteria outlined in the Graduate School section of the General Catalog under “Continuous Registration Requirement.” For more information regarding the continuous registration requirement, please refer to the LSU Graduate School website for the most updated version of the LSU General Catalog.

V. DISSERTATION PROCESS

Dissertation Proposal Defense and Final Dissertation Defense

The Ph.D. dissertation is expected to be an original contribution to scholarship, and therefore should demonstrate academic quality and standard. The dissertation must be written in English and follow the specific style outlined by the Graduate School. The Manship School expects that under normal conditions the student will complete the dissertation within a one- to two-year period after the acceptance of the dissertation proposal. The student should consult the Graduate School calendar to determine the deadline for filing a statement of intention to graduate.

A dissertation proposal, including a detailed description of research question(s) and/or hypothesis(es), literature review, method, and timeline, must be submitted to the student's committee. Following the submission, the student in consultation with the major professor will schedule a meeting between the committee and the student to discuss and expand on the proposed research project. Any major revisions of the proposal are to be submitted to the committee for review, and the committee chair will determine whether a second meeting on the revised proposal is required.

Any changes to the committee, dissertation title, or defense date must be presented in writing to the Associate Dean for Graduate Studies and Research and the LSU Graduate School. Students should be enrolled during the term in which they defend the proposal.

Dissertation Requirements

In addition to the requirements for dissertations of the Manship School, the student is responsible for meeting all deadlines and process requirements of LSU Graduate School. The format of the dissertation must conform to the Formatting Electronic Theses & Dissertations document found on the Manship School and LSU Graduate

School websites. Deadlines and dates of interest for doctoral students may be found on [Graduate School Calendar website](#).

Doctoral students should note:

1. The Permission of Instructor (POI) form (Appendix C) must be submitted to the Manship School academic advisor and include the faculty advisor and the Associate Dean for Graduate Studies and Research's signatures. This should be submitted at when registering for dissertation credit hours (MC 9000).
2. The Request for Final Doctoral Defense form (Appendix H) must be submitted to the LSU Graduate School three weeks prior to the defense date or by current semester deadline for graduation. The form can be accessed on [the Graduate School website](#).
3. Once students pass their dissertation defense, they must submit their approved dissertation in PDF format to LSU Digital Commons. Instructions for converting to PDF format and submitting are available [online at on the Graduate School website](#) or see Appendix J.
4. Submitted dissertations will be reviewed by the Graduate School editor. This is predominantly a format review, and the editor must be satisfied before the student will be certified for graduation.
5. Students must be In good academic standing. Students who are not In good academic standing may not complete graduate milestone exams/activities.

The student should work to organize their schedule so that the student is not holding their defense and trying to meet all requirements at the end of the semester in which the student hopes to graduate. It is always better to be finished several weeks ahead of semester's end.

Final Dissertation Defense

The final dissertation defense may be administered after the dissertation is finished and copies have been available to all members of the committee for at least two weeks. The student must be enrolled for dissertation credits during their Final Dissertation Defense. The scheduling of the final oral examination is the student's responsibility in consultation with the committee chair and the Associate Dean for Graduate Studies and Research. The final oral examination should be a true defense of the dissertation, covering the dissertation and all related knowledge.

To pass the final examination, the student must receive no more than one negative vote from the committee. The committee may, at the time of the final dissertation defense but no later, require alterations and corrections. The dissertation advisor is responsible for verifying that the changes required by the committee have been made and may delegate this responsibility to the committee member(s) who imposed the requirements.

Failure of the Dissertation/Final Defense

The dissertation is an important component of the graduate student's professional path. As per the 2023 LSU Graduate School guidelines:

1. The only results that can be reported are P ("Pass"), F ("Fail"), or R ("Retake"). It is highly recommended that the Defense results be filed within two weeks of the scheduled Defense date. Failure to turn in a grade defaults to an F. A grade of P indicates that the student has successfully completed and defended the thesis or dissertation and no further work is required except minor revisions as directed by the committee.
2. A grade of F indicates that the student has not successfully completed or defended the thesis or dissertation.. An F results in the student being terminated from the program at the end of the semester or summer term in which the Defense is taken. The committee is required to provide the student feedback on why the Defense was failed.

3. A grade of R indicates that the student has not successfully completed or defended the thesis or dissertation and that additional work, which may include a second oral Defense, is required and permitted. The committee will provide specific feedback on the remaining requirements. The final grade, P or F, must be filed with the Graduate School by the end of the next regular semester. There is no minimum amount of time required for a retake. For the Defense retake, the only grades that can be reported are P or F.

It is the responsibility of the student to schedule the Final Defense with sufficient lead time to meet the Graduate School deadlines for graduation in a given semester.

The Oral Defense and the thesis are considered an integrated requirement. It is not possible to pass one and fail the other. The committee should not sign the thesis Defense Approval Report until all requirements, including successful Oral Defense, are completed, nor should it sign the Oral Defense Report until the thesis has been successfully defended.

The student has the right to petition for reconsideration.

The Graduate School and Graduate Council strongly encourage Defenses in which all participants are present in person. Remote participation should be used only when there are serious impediments to physical presence at the Defense and not be used simply for the convenience of a committee member or student. Please refer to the LSU Catalog for specifications on when remote participation is appropriate and when permission is required from the Graduate School.

Degree Only Registration

Generally, the Manship School aims to help their student graduate in the semester in which they defend their dissertation. If that does not occur, students are eligible to enroll in a “degree only” semester if:

1. All course work, non-thesis comprehensive exam, thesis/dissertation defense, and departmental requirements have been completed in a previous semester.

2. Their thesis or dissertation is submitted to and approved by the Graduate School, and Registration is completed, by the “Degree Only” deadline in the semester in which they plan to graduate. (See the current Graduate School Calendar).

Before students can meet the deadline to register “Degree Only”, they must:

1. Submit the Application for Degree to be placed on the graduation list and tracked as a Degree Only candidate. On the application, check “Yes” for Degree Only Registration. (Please note as a Degree Only candidate, the Application for Degree should be submitted prior to the beginning of the semester in which the student is planning to graduate.)
2. If they are a non-thesis master’s candidate, their final exam results form must have been submitted by their department for approval by the Graduate School.
3. The dissertation must be submitted to the LSU Digital Commons repository and subsequently approved by the Graduate School. The final exam results form and Approval Sheets must also be received and approved. The Graduate School editor will review their document and notify them about any required corrections that must be completed before the document can be approved. Please refer to the current Graduate School Calendar for all applicable deadlines.
4. Once the above steps have been completed, a final degree audit is conducted by the Graduate School, in order to ensure that all degree requirements have been completed and that the student is approved for Degree Only registration.
5. If they are approved for Degree Only, the Graduate School will change their semester code to Degree Only and will contact them by email, prompting them to complete registration and pay fees through myLSU. Students will not be able to complete Degree Only registration until they receive this email.
6. They will not be registered “Degree Only” until they pay their graduation fees.

If they already have entered a schedule or have completed registration for thesis/dissertation hours or a course, they must drop their schedule before the Graduate School can enter their

Degree Only semester code. Hence, they will not be considered an enrolled student once their Degree Only registration is completed.

VI. GRADUATION REQUIREMENTS

The LSU Graduate School has very specific requirements about paperwork completion, application for graduation and filing of the dissertation that must be followed in order to graduate. There are multiple deadlines that must be met.

The following forms must be submitted to the LSU Graduate School at the beginning of the last semester of the doctoral program:

1. Application for Degree Form
2. Request for Final Exam Form

Upon completion of successful dissertation defense, the student must submit their dissertation and any further edits to the LSU Digital Commons. See “Dissertation Requirements” section for details and exact deadlines.

Please note that deadlines for each of these requirements may vary depending on the year and semester of expected graduation. Students should refer to the most current LSU Graduate School calendar for exact due dates. While the Manship School Graduate Advisor and the Associate Dean for Graduate Studies and Research are there to assist, the student is responsible for assuring that all LSU Graduate School requirements and deadlines are met.

VII. TEACHING RESPONSIBILITIES

In addition to experience in scholarly research, the Manship School works to provide meaningful teaching experience. Doctoral students are offered opportunities to work as instructor of record or in a mentoring position with a faculty member. Normally, the doctoral student will work with a faculty member before becoming instructor of record.

In accordance with a graduate faculty vote, exceptional students with unique experiences (such as former teaching experience) could serve as instructor of record for three-credit hour undergraduate courses during their first or second year of study. The Associate Dean for Graduate Studies and Research will make that determination and all teaching assignments based on the student's credentials and the current teaching needs of the Manship School.

VIII. GRADUATE ASSISTANTSHIPS

Our doctoral funding includes a \$25,000, 9-month stipend, for each of four years, provided the student remains in good standing, and the award also includes a tuition exemption (the student must pay mandatory student fees).

The following policies and guidelines govern Graduate Assistantships at LSU:

1. Students must maintain registration in a minimum of nine (9) credit hours in the fall and spring semester (with a minimum of 6 hours of graduate credit coursework).
2. Full-time enrollment during the summer term (If appointed on a 12-month assistantship), requires registration in a minimum of six (6) credit hours (with a minimum of three (3) hours of graduate credit coursework).
3. Students must be admitted and enrolled in good standing, maintaining at least a 3.00 cumulative grade-point average.
4. Students will be evaluated twice during the semester (at mid-terms and finals).
5. Students cannot work more than 20 hours a week. As part of their graduate assistantships, students are responsible for reporting their time. See Appendix K-M for the Manship School Job Description form, Graduate Assistance Evaluation and Graduate Assistantship Time Sheet.
6. Unless discussed with you're assistantship supervisor, any research or work completed by the student while working as a Graduate Assistant within the 20 hours workweek is the intellectual property of LSU or the professor. If applicable, please discuss issues of co-authorship or co-ownership of data prior to the start of the project. For more details, refer to [LSU Policy Statement 27](#).

For additional information and the university policy on graduate assistantships, please refer to LSU [Policy Statement 21](#).

ADDITIONAL LSU COMPENSATION POLICY

Students with graduate assistantships receiving additional LSU compensation must receive approval from the Associate Dean for Graduate Studies and Research and the LSU Graduate School prior to accepting the position(s). Students must meet the following requirements:

Domestic GA

- Maximum of 5 additional hours per week is allowed with prior approval from the Graduate School and the Associate Dean for Graduate Studies and Research.
 - The supervisor of your position is responsible for submitting the extra compensation form through the InfoReady portal.

International GA

- Cannot work more than 20 hours per week in Fall and Spring semesters due to visa regulations.
 - Summer hours for International GAs depend on the enrollment status of the student during the summer semester.

University Breaks/Holidays applies to both Domestic and International GAs:

- 9-month and 12-month GAs now work when the university is open and are paid for all working days. Working between semesters is included in their salary.
 - A 9-month or 12-month GA could work up to 5 additional hours per week during Winter Intersession or Spring Break with prior Grad School approval.
 - A Spring Only GA could only work up to 5 additional hours during Spring Break with prior Grad School approval.
 - A Fall Only GA could work up to 40 hours per week during Winter Intersession as they are not employed as a GA during that time period.

If a student has a 10-hour graduate assistantship, they may work 10 hours at an additional job with no Graduate School approval needed.

IX. TRAVEL REIMBURSEMENT POLICY

The Manship School offers funds to its doctoral students to travel to conferences for their professional development. Doctoral students are eligible to receive up to \$1,500 for conference travels, annually. The student may request travel funds when they are participating in a conference as a presenter, panel, moderator, discussant, officer or award recipient.

Additional guidelines are as follows:

1. The graduate student travel fund can be used only for conference travel and cannot exceed \$1,500 in an academic year.
2. The limit for a single conference travel request is \$750. However, if the expense of a single conference exceeds the \$750 travel fund limit slightly (up to \$150), the school may reimburse students' travel expenses. Students can use the rest of their travel fund for their next conference trip(s) within the same academic year.
3. For first-year doctoral students, if attending only one major conference in their first year, students may be able to obtain up to \$1,000 in travel funds.
4. The graduate student travel fund is nontransferable. Thus, unused travel funds cannot be used in the following year (i.e., the funding "resets" to \$1,500 at the start of each year).

Doctoral students must process the Spend Authorization Form and Expense Report to be reimbursed for their travel expenses. Both forms can be accessed through the employment management system currently used by the university.

X. LSU UNIVERSITY POLICIES

Graduate Student Classification

In order to be classified as a graduate student and to be considered full-time, on-campus students must maintain registration in a minimum of 9 semester hours in the fall and spring semester (with a minimum of six hours of graduate credit coursework), or a minimum of 6 semester hours in a summer term (with a minimum of 3 hours of graduate credit coursework). Online students must maintain registration in a minimum of 6 hours in a term (with a minimum of 3 hours of graduate credit coursework). If a student is a part-time graduate student, at least one-half of the registered coursework must be in graduate credit coursework.

Graduate Credit

A student may receive graduate credit only for courses taught by members of the graduate faculty or other persons approved in advance by the Dean of the Graduate School. Except as noted, a student may receive graduate credit only for work taken while officially enrolled as a graduate student.

Any student dropped from a graduate program because of unsatisfactory performance will not be permitted to take courses for credit toward a graduate degree beyond the semester in which the student is dropped.

Graduate students may not take credit examinations in graduate-level courses.

Transfer Credit

Hours transferred may not exceed one-half of the total semester hours of graduate coursework (thesis hours excepted) required for the student's degree program.

Transfer credit from other accredited schools must have been earned for graduate credit. This coursework must be judged appropriate to the student's program by the graduate faculty of

the major department, must have been taught by a professor whose credentials are comparable to those of graduate faculty at LSU, and must, in terms of time invested, be comparable to graduate courses at LSU.

Graduate work transferred from other institutions may be applied toward degree requirements, but the grades earned will not be computed in the LSU graduate average nor will transfer work appear on the official transcript. Graduate coursework taken at other campuses within LSU is not considered transfer credit, and any number of hours may be applied toward a degree if approved by the chair of the student's department on this campus.

To petition for acceptance of these credits, the student must be currently enrolled, must have completed at least nine hours of graduate coursework in a degree program at LSU, and must be in good academic standing.

Graduate Grading System

Marks carrying advanced degree credit are "A," "B," "C" (up to but not more than six hours may have a grade of C (+/-)); "S" (satisfactory); and "P" (pass). Letter grades may carry pluses and minuses. Marks carrying no credit for advanced degrees are "D" (poor), "F" (fail), "I" (incomplete), "W" (withdrawn), "U" (unsatisfactory), and "NC" (no credit). Cumulative grade point average is the average based only on graded graduate work. Semester grade point average is the average based on graded graduate and undergraduate work. For purposes of determining a student's status for probation, for continuation/dismissal, and for graduation, the LSU cumulative GPA will be used, with a minimum of 3.00 required. For purposes of transfer of credit, a "B-" is permitted so long as the LSU cumulative GPA is above a 3.00. For use towards graduation, there is no limit on the number of courses completed with a "B-", though a 3.00 LSU GPA is required for graduation. Students cannot earn more than 6 credit hours at C+/C-. Semester grade point average is the average based on graduate and undergraduate work graded "A," "B," "C," "D," and "F."

“I” Grade

An “I” grade indicates that course performance was satisfactory, but because of circumstances beyond the student’s control, all requirements were not met. Authorization from the Dean of the Graduate School is not required to assign an “I” grade to a graduate student.

An “I” grade is valid only until the final day of classes in the next regular semester (fall or spring), whether the student is enrolled. For online programs the “I” grade is valid only by the date grades are due within two online terms. For campus programs, “I” grades received in the spring semester, or the summer terms are valid until the end of classes in the fall semester. “I” grades received in the fall semester are valid until the final day of classes in the spring semester. For online programs, an “I” grade received during the First Spring term would be valid until grades are due in the First Summer term. There will be no extension of time. Responsibility for changing an “I” grade lies with both the student and the faculty member concerned. Failure to submit a “Grade Correction Report” to change the “I” grade by final day of class for the next regular semester will result in the “I” grade becoming a permanent “F” grade.

Unusual circumstances that preclude a student from completion of course requirements may, at the discretion of the Dean of the Graduate School, permit assignment of a permanent “I” grade. Unusual circumstances might include, but would not be limited to: withdrawal of the student from the university because of prolonged medical problems, death, resignation of the faculty member concerned, and the absence of another faculty member to supervise the unfinished work. The student must initiate the petition for a permanent “I” grade. This petition must accompany a letter of justification from the faculty member concerned, if possible. The petition must also be endorsed by the Chair of the student’s department before it is submitted to the Dean of the Graduate School.

“W” Grade

A “W” grade indicates that a course has been dropped between the dates specified on the [academic calendar](#). In extraordinary cases, the Dean of the Graduate School may authorize a resignation and/or course drop after the last date specified. The policies and procedures of the university governing grade appeals are described in the [section concerning university regulations](#).

Pass-Fail Option

With approval of the student’s major professor, department Chair, instructor of the course involved, and the Dean of the Graduate School, a graduate student may register on a pass-fail basis for courses not included in the major or minor requirements. The deadline for changing from pass-fail grading to letter grading, or vice versa, is the last day for adding courses for credit.

If the student’s major department agrees, graduate courses passed with a grade of “P” may be offered for degree credit, but the grade will not be considered in computing the grade point average. For graduate-credit courses, a grade of “P” will be assigned only if the work is of at least “B” quality. A grade of “F” in a pass-fail course will be treated as any other “F.” Some departments have designated certain research and seminar courses to be taught on a pass-fail basis. All students enrolled in these courses will be graded in this manner.

Grade Requirements

Good Standing

Graduate students are considered to be in good academic standing (making satisfactory academic progress) if they maintain a 3.00 LSU cumulative grade point average on all graduate coursework taken within the university (all LSU campuses) and a 3.00 semester average on all coursework (undergraduate and graduate) and earn a grade of “S” in research.

Students who are not in good academic standing may not take any graduate milestone exams. Milestone exams are defined by the Graduate School as the General Defense, Final Doctoral Defense, Master's Thesis Defense, and the Master's Non-Thesis Defense. This rule does not apply to departmental exams unless stipulated by the department.

Probation and Dismissal

A student whose LSU cumulative average and/or semester/online term average is below 3.00 will be placed on probation, except a student whose LSU cumulative average and/or semester/online term average is 2.75 or below may be dropped from the Graduate School without having a probationary period. For these purposes, a summer term is counted the same as a regular semester. A student already on probation whose LSU cumulative average is below 3.00 will be dropped from the Graduate School. A student receiving a "U" grade in research will be placed on probation. A student receiving a second "U" in research will be dropped from the Graduate School. Rules governing students who are admitted on probation are provided in the LSU General Catalog. The grades recorded determine the student's academic status, even if the student changes to a different graduate degree program.

Students who have been dropped from a graduate degree program and are ineligible to continue in the Graduate School may not reapply as non-degree students. Applicants admitted on probation, and students placed on probation may not be appointed to a graduate assistantship. Refer to [PS-21](#) for further details concerning assistantships and students on probation.

Academic Dishonesty & Misconduct

Academic integrity and honesty must be fundamental qualities of any graduate student's program, and a graduate student's conduct must be above reproach. Academic dishonesty undermines the entire academic enterprise. As a result, it cannot and will not be tolerated. It is

the responsibility of all students to familiarize themselves with the Code of Student Conduct, and other university rules and regulations governing student conduct and activities.

For questions regarding misconduct or outcomes, please see the [LSU Code of Student Conduct](#).

Grievance Procedure

All students have the right to a prompt hearing of their grievances. Such complaints may involve treatment, grades, harassment, or other issues. The student should speak first with the individual towards whom the grievance is directed. In most cases, grievances can be resolved at this level. However, if this does not yield satisfactory results students may use the procedures found through the [LSU Cares page](#).

Doctoral Time Limit

The seven-year time limit for the PhD became effective the Fall 1988 semester. Doctoral students are tracked from the first semester that they are classified as a PhD student (GRAD 7). They are given 7 academic years to complete the degree; (e.g.) a student beginning a program in Fall 2013 has through Fall 2020 to complete degree requirements. Students reaching their time limit must either graduate the semester their time limit expires or be eligible to register for “Degree Only” for the following term.

Students who reach their time limit and have not met degree requirements are blocked from further registration. Only those who received approved extensions will have the flag lifted. Procedures for petitions are described on the Graduate School’s website.

Extensions to the 7-Year Doctoral Time Limit

This time limit may not be exceeded except by special permission of the advisory committee, department chair or delegate (such as the Director of Graduate Studies), college dean, and Dean of the Graduate School. A formal meeting of the advisory committee must be held to

approve any time limit extension. The extension is for one year. If the student requires additional extension of the seven-year time limit, refer to suspension of the seven-year time limit listed below. No less than three calendar months may elapse between the passing of the General Defense and the completion of all requirements for the doctoral degree. The start date for completion of the doctoral degree does not change if the student transfers into a different doctoral program.

Suspension of the seven-year time limit: A suspension of the seven-year time limit may be granted for a specified period if petitioned by a student's department and if certain qualifying events are met.

- For the birth of a child and/or to care for the child,
- For placement of a child through adoption or foster care,
- For the care of the spouse (wife or husband), partner, son, daughter, or parent who has a serious health condition,
- For the student's own serious health condition which prevents the student from performing their essential duties.

If granted, the suspension is for no MORE than one academic year. If granted, and if student has passed the General Defense, then the continuous registration requirement does not remain in effect. No less than one academic year (see the "Academic Calendar") may elapse between the passing of the general examination and the completion of all requirements for the doctoral degree.

Authorship Guidelines

LSU and Manship upholds a commitment to the highest standard of integrity in all areas of research and intellectual inquiry. For guidelines and suggestions on authorship, please refer to [LSU Policy Statement 27](#).

XI. ADDITIONAL RESOURCES

Below is a list of helpful online resources.

- [LSU Academic calendar](#)
- [LSU Graduate School calendar](#)
- [Manship School of Mass Communication](#)
 - [List of Faculty & Staff](#)
 - [Information on Manship Graduate Degrees](#)
 - [Social Media Analysis and Creation Lab \(SMAC\)](#)
 - [Media Effects Lab \(MEL\)](#)
 - [Public Policy Research Lab \(PPRL\)](#)
- [LSU Graduate School website](#)
 - [LSU Graduate Student Policies and Procedures Manual](#)
 - [Graduate Catalog](#)
 - [The Graduation Process](#)
 - [Graduate school forms-](#)
 - [Steps to Graduation: Doctoral Degree](#)
 - [Thesis and Dissertation Handbook](#)
 - [Tuition and Fees Schedule](#)
 - [LSU Graduate assistantship policy \(PS-21\):](#)
 - [Preparation of Teaching Assistants \(PS- 85\)](#)
- [LSU Institutional Review Board \(IRB\)](#)
- [LSU Libraries](#)
- [Center for Academic Success](#)
- [Olinde Career Center](#)
- [Student Advocacy & Accountability \(SAA\)](#)
- [LSU Disability Services](#)
- [LSU Student Absence Policy \(PS-22\)](#)
- [LSU Digital Commons \(for theses and dissertations\)](#)

- [iThenticate](#) (professional plagiarism detection and prevention technology): - Thesis and dissertation students MUST run their thesis/dissertation before submitting to the Graduate School (Digital Commons)

XII. APPENDICES

Below is a list of forms from both the Manship School and the LSU Graduate School. Forms are sometimes updated, so please use the most current one. These forms are also available on the Manship School website.

Appendix A – Doctoral Degree Requirements

Appendix B – Request for Graduate Independent Study Form

Appendix C – Permission of Instructor (POI) Form

Appendix D – Request for Transfer of Course Credit

Appendix E – Manship Program of Study

Appendix F – Manship Graduate Faculty

Appendix G – Request for Doctoral General Defense and Degree Audit

Appendix H – Request for Final Doctoral Defense

Appendix I – Proposal Approval Form

Appendix J - Submitting Dissertation to LSU Digital Commons

Appendix K – Job Description of the Position

Appendix L – Graduate Assistant Evaluation

Appendix M – Graduate Assistant Time Sheet

APPENDIX A – Doctoral Degree Requirements

- Required courses (31 hours)

- MC 7000: Proseminar in Mass Communication (1)
- MC 7001: Research Methods in Mass Communication (3)
- MC 7002: Mass Communication Philosophy, Principles & Ethics (3)
- MC 7005: Public Opinion & Public Affairs (3)
- MC 7018: Legal Problems of the Mass Media (3)
- MC 7019: Media Systems: Policy & Technology (3)
- MC 7021: Mass Communication Theory (3)
- *MC 7036: Seminar in Media & Public Affairs Theory (3)
- MC 7201: Advanced Research Methods in Mass Communication & Public Affairs (3)
- *MC 7209: Public Communication Practices (3)
- *MC 7210: Public Communication Administration (3)

(Note. Core courses marked with an asterisk (*) may be substituted with other Mass Communication special topics courses upon approval by the Associate Dean for Graduate Studies and Research.)

- Required externship & dissertation (27 hours)

- MC 8009: Public Affairs Externship (9)
- MC 9000: Dissertation Research (18)

- Mass communication electives (12 hours)

- Two additional advanced statistics/methodology courses inside or outside Massship (6 hours)

- Four courses concentrated in a single outside minor program or concentration of four courses drawn from at least two support fields (12 hours)

If a doctoral student wishes to declare a university-recognized minor, they must complete the outside minor program's full requirements in addition to the required 88 hours to complete the doctoral program.

Total Number Hours Required for Degree: 88

APPENDIX B – Request for Graduate Independent Study Form

Request for Graduate Independent Study

MC 7971

Manship School of Mass Communication

Instructions: Type or print all information requested below on form. Students must turn in this completed form to the Dean's office for enrollment. The school staff will not enroll students in Independent Student without the proper signatures on this form.

Pre-requisites for MC 7971: GPA of at least 3.00. Consent from the instructor and the Associate Dean for Graduate Studies and Research. Approval of written proposal required before enrolling.

Date of Request: _____

Student Name: _____

LSU ID Number: _____

Area of Focus:

- Digital Advertising
- Journalism
- Political Communication
- Public Relations

Number of Hours Requested: _____

Name of Independent Study Supervisor/Instructor: _____

A proposal of the Independent Study must be attached to this form. The proposal should be as detailed as possible, outlining the topic, program of research, directed readings, etc.

Student signature: _____

Instructor signature: _____

Associate Dean signature: _____

Updated: 11/2019

APPENDIX C – Permission of Instructor (POI) Form

MANSHIP SCHOOL OF MASS COMMUNICATION
PERMISSION OF INSTRUCTOR (POI) FORM
(Type or print all information on this form)

COURSE INFORMATION

Course Number: MC Course Title: _____ Hours: _____
*8000, 8002, 9000, etc. *Thesis, project, dissertation, etc. *# of hours for semester

Semester & Year: _____ Instructor: _____
*Thesis, project or dissertation – instructor is your chair

STUDENT INFORMATION

Name: _____
Last First Middle

LSU ID #: _____

Telephone: _____

Curriculum: Digital Advertising Classification: Sophomore
 Journalism Junior
 Political Communication Senior
 Public Relations Graduate
 Graduate

Student signature: _____ Date: _____

INSTRUCTOR APPROVAL

The above student has permission to enroll in this class.

Instructor signature: _____ Date: _____
*Thesis, project or dissertation – instructor is your chair

If you are a graduate student, the Associate Dean for Graduate Studies and Research must also sign this form.

Associate Dean signature: _____ Date: _____

APPENDIX E – Manship Ph.D. Program of Study

Doctoral Degree – Program of Study

Total number of hours required for degree: 88 hours

- This is your “tentative” schedule to complete your Ph.D. degree, not a contract. Of course, you can modify this schedule.
 - Section I – Check a time period (semester) you plan to take each core course
 - Section II, III and IV – List course titles (or course numbers) and check semesters you plan to take those courses

	Year 1- Semester 1	1-2	Summer 1	2-1	2-2	Sum. 2	3-1	3-2	Sum. 3	4-1	4-2	Transferred
I. Required Courses (58 hrs.)												
MC 7000												
MC 7001												
MC 7002												
MC 7005												
MC 7018												
MC 7019												
MC 7021												
MC 7036												
MC 7201												
MC 7209												
MC 7210												
MC 8009												
MC 9000												

MC 9000												
	Year 1- Semester 1	1-2	Summer 1	2-1	2-2	Sum. 2	3-1	3-2	Sum. 3	4-1	4-2	Transferred
II. Mass Communication Electives (12 hrs.)												
1.												
2.												
3.												
4.												
III. Two additional advanced Statistics or Methodology courses (6 hours)												
1.												
2.												
IV. Four courses concentrated in a single outside minor program OR concentration of four courses drawn from at least two supported fields (12 hours)												
1.												
2.												
3.												
4.												

APPENDIX G – Request for Doctoral General Defense and Degree Audit

LSU | Graduate School

DOCTORAL DEGREE AUDIT GUIDELINES

The **Degree Audit** is an agreement between the student and the department. It outlines the individualized degree requirements as determined by the major professor and advisory committee. The **Degree Audit form** must be submitted by the advisory committee through the department chair or graduate advisor for final approval by the Dean of the Graduate School. These forms are available on The Graduate School's website at <http://www.lsu.edu/graduateschool/current-students/enrolled-student-forms.php>. Below are guidelines for completing the forms and avoiding common mistakes. Please be aware that errors may result in the form's return, and may delay Graduate School approval.

Please pay attention to the following, while completing the succeeding form:

- **Major Fields** must be as listed in the Graduate Catalog (i.e., no subfields or specialties should be listed.)
- **Minor Fields** must be in a curriculum offering a graduate degree; requires a committee member from the minor department and approval of the minor department chair. Internal minors need not be listed as they are monitored by the department.
- **Committee Members** must be members of the graduate faculty. The *General Catalog* and the departmental graduate advisor are the best sources for information on committee composition and graduate faculty status. Additional members can be added at the time of the General Defense. If one includes a member of Southern University's graduate faculty, it should be indicated with '(SU)' after the faculty's printed name.
- **Signatures:** No one else may sign for a committee member. Electronic signatures are allowed where possible.
- **Course Work:** the Degree Audit must include the required number of hours listed according to the departmental requirements, but *may not* list excess hours taken. The department reserves the right to determine the acceptability of courses with respect to the age of the courses and applicability to current degree requirements.
- **Undergraduate Courses** may not be listed. This includes departmental prerequisites and required English and/or foreign language requirements.
- **Courses from Other Institutions** must be listed as they appear on the official transcript:
 - Official transcripts must be on file from all institutions the student attended and work must be completed at the graduate level (as indicated on the "Credential Analysis" sent to the department from Graduate Admissions.)
 - Course work must have a grade of **A, B, P,** or **S** or the verified equivalent.
 - Departments should determine that course work from foreign institutions is comparable to graduate courses at LSU in terms of semester hours, quality of instruction, and grading.
 - Quarter hours will be converted to semester hours at the rate of 2/3.
- **Repetition of Courses** is based on the maximum number of hours specified in the *General Catalog*.
- **Departmental Requirements** should be checked prior to submission to Graduate School Academic Services.

Questions may be directed to the Graduate School Academic Services office at (225) 578-2311.

LSU | Graduate School

Request for Doctoral General Defense and Degree Audit

This form must be submitted to The Graduate School *three weeks prior* to the defense. *Email submission to gradsvcs@lsu.edu. Please ensure that your department receives a copy of this form.*

Student Information:

LSU Student ID: Defense Date:

Name: Time & Place:

Department: Previously Scheduled?

Major:

Minor:

Committee Information:

The full advisory committee must comprise at least three members of the graduate faculty, including two full members of the graduate faculty, one being from the major department. If a minor is declared, the minor department must be represented. If you are including a member of Southern University's graduate faculty, indicate the institution with '(SU)' after the name. **Co-Chair (if applicable) and Minor professor can be represented in any 'Member' line if necessary. All General Examinations will be assigned a dean's representative who will serve at the final defense as well.**

Committee Members (Print and Sign Names Below):

Committee Chair:	<input type="text"/>	<input type="text"/>
Member:	<input type="text"/>	<input type="text"/>
Member:	<input type="text"/>	<input type="text"/>
Member:	<input type="text"/>	<input type="text"/>
Member:	<input type="text"/>	<input type="text"/>
Member:	<input type="text"/>	<input type="text"/>

Please state area of research below (be as specific as possible):

For Office Use Only:

GPA:	CW:	TIME:	REG:	COM:	MINOR:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

LSU | Graduate School

Completed Coursework

List subject, course number, and hours of credit.

(EX: CHEM 4492 (3), POLI 7991 (3), etc.)

Note: Courses in which D, F, I, AU, or U grades were received are not applicable.

Major Area Courses at LSU:

--

Total Major Credit Hours at LSU:

Major Area Courses from Other Institutions (Name Institution):

--

Total Major Credit Hours from Other Institution:

Minor Courses at LSU (if declared):

--

Total Minor Credit Hours at LSU:

Minor Courses at Other Institutions (Name Institution):

--

Total Minor Credit Hours at Other Institution:

Other Courses at LSU (electives and any other relevant courses):

--

Total Credit Hours:

Other Courses at Other Institutions (Name Institution):

--

Total Credit Hours:

LSU | Graduate School

Probable Future Coursework

List subject, course number, and hours of credit. (EX: CHEM 7990 (3), POLI 7980 (3), etc.)

The Graduate Council has strongly recommended to include at least nine (9) hours of dissertation research.

Major Courses:

Total Major Credit Hours:

Minor Courses:

Total Minor Credit Hours:

Other Courses:

Total Other Credit Hours:

Required Signatures:

Student Signature: Date:

Department Chair or Grad Advisor: Date:

Minor Department Chair or Advisor: Date:

Approved:
Dean of the Graduate School: Date:

APPENDIX H – Request for Final Doctoral Defense

LSU

Graduate School

Request for Final Doctoral Defense

This form must be submitted to The Graduate School *three weeks prior* to the defense date or by current semester deadline for graduation.

Email form with all required signatures (except Dean of Grad School) to gradsvcs@lsu.edu. Please ensure that your department receives a copy of this form.

Student Information:

LSU Student ID:	Defense Date:
Name:	Time & Place:
Department:	Previously Scheduled?
Major:	Minor :
Dissertation Title:	

Note: If the title changes after the defense, please ensure the Doctoral Approval Sheet reflects the new title.

Committee Information:
 Doctoral committees must include a total of 3 members plus the Dean's Representative: two full members of the graduate faculty, including one from the major department. If a minor is declared, the minor department must be represented. If you are including a member of Southern University's graduate faculty, indicate the institution with (SU) after the name. Please remember to include the Dean's Representative. * Co-Chairs (if applicable) and Minor Professors can be represented in the extra member lines*

Committee Members (Print Names Below):

Committee Chair: _____	Member: _____
Member: _____	Member: _____
Dean's Representative: _____	Member: _____
Member: _____	

Required Signatures:

Student Signature: _____	Date: _____
Major Professor: _____	Date: _____
Department Chair or Graduate Advisor: _____	Date: _____
Dean of the Graduate School: _____	Date: _____

For Office Use Only:

GPA:	CW:	TIME:	REG:	COM:	MINOR:
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Page 1 of 1
 Updated 8/2020

APPENDIX I – Proposal Approval Form

Proposal Title:

Student Name:

Committee Member	Signature	Approve/ Disapprove	Date
(Chair)		A D	
		A D	
		A D	
		A D	
		A D	

APPENDIX J – SUBMITTING TO DIGITAL COMMONS

Prior to Submission

Preceding a student's defense, the student should go to his or her home department to ascertain that the unsigned approval sheet contains the correct final thesis or dissertation title and that the correct version of the student's name is shown in the Registrar's records.

Following the defense and committee members' signing the sheets, the department (not the student) must send or email a single copy of the approval sheet to gradsvcs@lsu.edu, which will be routed to the Editor.

Additionally, Ph.D. students must complete the Survey of Earned Doctorates at any time during the final semester. The survey company automatically routes the completion certificate to the Graduate School, but students are requested to email their completion certificate to gradetd@lsu.edu. Before the Editor can approve a document, these two documents (Approval Sheet and Survey) must be in his or her files – a fact that faculty should be aware of.

If a committee member cannot be present at the defense, advance arrangements must be made for getting access for remote participation. The responsibility for arranging the remote participation is the responsibility of the student, and Committee Chair, and the member's signature must be obtained on the Approval Sheet prior to the Graduate School's deadlines for submission. Current rules about remote participation and the Remote Participation form are available on the Graduate School's website.

Initial Submission

When a student has followed and applied the Graduate School formatting guidelines (available online) to his or her document, the student is ready to submit it to the Digital Commons site for editorial review. Submission instructions are on the Graduate School website. Once the document is submitted, the student will be presented with the Submission Metadata form, on

which he or she will fill in basic information about the document, including the desired period of embargo (withholding from public access). The student may choose either no embargo or an embargo from one to seven years. Students with the maximum seven-year embargo may renew it twice via a request sent between the sixth and seventh year of the original embargo.

Documents must be submitted to Digital Commons no later than the submission deadline. This date is generally three weeks (two weeks during the summer) prior to the Editor's approval deadline. All degree requirements must be met by this date, including final defense reports, approval sheets and Survey of Earned Doctorates completion certificate. Refer to the Graduate School calendar for this date.

Editorial Review and Approval

Theses and dissertations remain in separate Digital Commons folders until the Editor is ready to review them. Once the review is complete, the Editor sends format corrections (requests for correction) to the student through Digital Commons. All format corrections are required to be completed within the time stated in the Editor's email correspondence but no later than the approval deadline. Once the student corrects the document, the Editor 1) notes approval in mainframe, 2) posts the document to the Digital Commons collection and 3) deletes the student's name from the list of graduates awaiting approval. Again, an automatic email goes to the student, this time to inform him or her that the document has been accepted into the Digital Commons collection. Once the student completes all corrections the Editor will approve the document through the Digital Commons Collection and notify the student that the document has been accepted into the Digital Commons Collection. The student must complete all requested formatting corrections in the time frame specified by the Editor during editing communication but no later than the approval deadline noted on the Graduate School calendar.

During the semester of your graduation, be aware of the many pertinent deadlines you must meet. The deadlines appear in the university catalog and the Graduate Bulletin on the Graduate School website and are available in the Office of Graduate Academic Services.

1. Schedule your defense as early in the semester as possible.
2. Read *Formatting Electronic Theses and Dissertations* and apply its rules to your document.
3. Appointments are available with the thesis and dissertation Editor in the Graduate School for a preliminary review of your document. The best time for an appointment is either right before or right after your defense. Bring a one-sided printout of your document to the meeting, already formatted according to *Formatting Electronic Theses and Dissertations*. This step is optional but strongly recommended. (Please note: There are a limited number of appointments available each semester)
4. Make any revisions required by the Graduate Advisory committee and secure its approval.
5. To begin the submission process, ensure that all required forms (Approval Sheet, Application for Degree, Survey of Earned Doctorates, etc.) have been sent to the Graduate School.
6. Follow the instructions on the Graduate School website to upload your document to Digital Commons.
7. When completing the Submission Metadata form on Digital Commons site, be sure to type the names of your committee members with the last name first and no honorifics, such as Dr., Prof., etc., and use mixed-case letters for your document title.
8. Convert the document to a pdf format and submit it as instructed.
9. Documents are reviewed in the order in which they are received. The Editor will review the document and return it to you via email together with the comments (suggestions for change). The email will give you instructions for returning the corrected document to the Editor
10. Once the Editor has approved your document and sent it to the Digital Commons collection, your submission process is completed. For students applying for “Degree

Only” the following semester, further steps are necessary. See instructions for “Degree Only” registration in the General Catalog and on the Graduate School website.

APPENDIX K - Manship Graduate Assistant (GA) -- Job Description of the Position

The LSU PS-21 (Graduate Assistant) requires that appointing unit must provide Graduate Assistants (GA's) with a copy of the job description of the position to which the assistant is being appointed.

Please have your GA comprehensibly understand her/his GA duties for the appointed time period and sign the GA job description form. Then, please turn in one copy of the GA Job description form to the Graduate Academic Advisor and make sure you and your GA also keep one copy to evaluate GA performance at the end of the appointment period. The GA appointment period typically begins around August 15th and ends around May 15th each year.

GA duties will require up to 20 hours of work every week. Responsibilities will be determined by the supervisor or the Associate Dean for Graduate Studies & Research.

In addition to making satisfactory progress towards their degree, the duties of GA's will include one or more of the following tasks. Please check all the type(s) of the duties that you'd like your GA to assist you for the incoming semester:

Classification	Type of tasks	Required Duties (please check here)
Teaching	Conducting class lectures	
Teaching	Assisting class preparation (e.g., examinations and class lectures)	
Teaching	Maintenance of class records (checking class attendance and class participation)	
Teaching	Proctoring exams/quizzes	
Teaching	Grading exams/quizzes	
Teaching	Posting grades	
Teaching	Offering office hours and tutoring students outside classroom hours	
Teaching	Others (please specify: _____)	
Teaching	Others (please specify: _____)	
Teaching	Others (please specify: _____)	
Research	Assisting annotated bibliography and/or literature review	
Research	Assisting data collection for an academic or administrative unit (e.g., conduct experiment, survey, interview/focus groups, content analysis, microfilm, etc.)	

APPENDIX L – Graduate Assistant Evaluation

Graduate Assistant Final Evaluation

GA Name: _____ Job Title: _____

Appointment Period: _____

Key

U = Unsatisfactory; NI = Needs Improvement; S = Satisfactory

Job Performance	U	NI	S
Quality of work	1	2	3
Timeliness of task completion	1	2	3
Focused on assignments	1	2	3
Takes initiative in getting things done	1	2	3
Makes suggestions for improvement	1	2	3
Works well with other staff	1	2	3
Punctuality for work/follows work schedule	1	2	3
Overall	1	2	3

Comments:

This evaluation has been reviewed by the graduate assistant and supervisor.

Supervisor Signature Date

Graduate Assistant Signature Date

APPENDIX M – Graduate Assistant Time Sheet



Graduate Assistant Time Sheets

GTA Name: _____

LSU ID#: _____ Email: _____

Department: Mass Communication Supervisor: _____

Month & Year: _____

Please type or write in the number of hours worked (including single decimal) for each day of the pay period:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Week Total
Week 1								
Week 2								
Week 3								
Week 4								

Monthly Total: _____

Monthly Total must not exceed: 20 days = 80 hours

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Supervisor Signature (if applicable): _____ Date: _____