TO: ROBERT BELL, Communication Graduate Group Chair

FROM: KYAW THA PAW U, Graduate Council Chair

RE: Communication Degree Requirements

Enclosed is a copy of the Communication graduate degree requirements as approved by Graduate Council on May 20, 2016. These degree requirements are now the official requirements for the Communication Graduate Group and will be posted on the Office of Graduate Studies program webpage:

https://gradstudies.ucdavis.edu/programs/gcmn

Thank you for your efforts on behalf of graduate education.

Sincerely,

Kyaw Tha Paw U, Chair
Graduate Council

c: Kyaw Tha Paw U, Graduate Council Chair
   Regan Scott-Chin, Graduate Studies Analyst
   Cat Huff, Program Coordinator
Master’s Degree Requirements

1) Admissions Requirements

Students are admitted only to the Ph.D. program but may obtain a Masters of Arts degree en route to the Ph.D. Therefore, admissions requirements for the M.A. and Ph.D. program are nearly identical.

a) Prerequisites

All students are expected to have completed an undergraduate course in inferential statistics (a course equivalent to STA 13) prior to enrolling in the program’s required graduate-level methodology courses. Students who did not major in Communication as an undergraduate may also be required by the graduate program’s Executive Committee to take other undergraduate courses at Davis prior to enrolling in graduate courses, specifically, depending on deficiencies in undergraduate training, CMN 101, CMN 102, CMN 105, CMN 134, and CMN 140.

b) Deficiencies

Course work deficiencies should be made up by the end of the first academic year following initial enrollment by earning a letter grade of “B” or better in every course taken.

2) M.A., Plans I and II

Plan I. This plan requires a minimum of 32 units of graduate courses (200 series only). In addition, a thesis is required. The thesis serves as the capstone requirement. (Please note that Plan I requires more units than the UC Davis minimum, which are as follows: 30 units of graduate and upper division courses (the 100 and 200 series only), at least 12 of which must be graduate work in the major field.)

Plan II. This plan requires a minimum of 40 units of graduate courses. Research (CMN 299R) may not be used to satisfy the 40-unit requirement. A comprehensive final examination in the major subject is required of each candidate. No thesis is required. (Please note that Plan II requires more units than the UC Davis minimum, which are as follows: 36 units of graduate and upper division courses, of which at least 18 units must be graduate courses in the major field. Not more than 9 units of research (299 or equivalent) may be used to satisfy the 18-unit requirement.)

3) Course Requirements - Core and Electives (32-40 Units, Depending on Plan)

<table>
<thead>
<tr>
<th>Plan I (32 units)</th>
<th>Plan II (40 units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Core Courses (8 units)</td>
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<tr>
<td>CMN 201 Theoretical Perspectives on Strategic Communication (4 Units)</td>
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<tr>
<td>CMN 202 Communication Theory Construction (4 Units)</td>
<td>CMN 202 Communication Theory Construction (4 Units)</td>
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</table>
### Plan I (32 units)

**b) Elective Courses (24 Units)**

**I. Take two of the following theory courses (8 units)**
- CMN 220 *Persuasion Theories and Message Design* (4 units)
- CMN 221 *Communication and Cognition* (4 units)
- CMN 230 *Social Interaction Theory and Research* (4 units)
- CMN 244 *Organizational Communication* (4 units)
- CMN 250 *Mediated Communication Theory and Research* (4 units)
- CMN 251 *Digital Technology and Social Change* (4 units)

**II. Take two of the following methods courses (8 units)**
- CMN 210 *Experimental Methods and Analysis in Communication* (4 units)
- CMN 211 *Survey Research Methods in Communication* (4 units)
- CMN 271 *Communication Networks* (4 units)

**III. Statistics Requirement (4 units)**
Take one graduate-level (200 series) statistics course of at least four units, selected in consultation with the major professor.

**IV. General Elective (4 units)**
Take one graduate level elective (200 series only, ≥4 units) from within or outside of the Department, selected in consultation with the major professor. (4 units)

**c) Summary**
8 units of core coursework, 8 units of theory electives, 8 units of methods electives, 4 units of elective statistics, and 4 units of general electives from within or external to the Department, for a total of 32 units. All coursework must be graduate-level (200 series). Full-time students must enroll for 12 units per quarter including research, academic and seminar units. Courses that fulfill any of the program course requirements may not be taken S/U unless the course is normally graded S/U. Once course requirements are completed, students can take additional classes as needed, although the 12 units per quarter are generally fulfilled with a research class (299) and seminars. Per UC regulations students cannot enroll in more than 12 units of combined graduate and undergraduate level (100, 200, 300) courses per quarter.

### Plan II (40 units)

**b) Elective Courses (32 Units)**

**I. Take two of the following theory courses (8 units)**
- CMN 220 *Persuasion Theories and Message Design* (4 units)
- CMN 221 *Communication and Cognition* (4 units)
- CMN 230 *Social Interaction Theory and Research* (4 units)
- CMN 244 *Organizational Communication* (4 units)
- CMN 250 *Mediated Communication Theory and Research* (4 units)
- CMN 251 *Digital Technology and Social Change* (4 units)

**II. Take two of the following methods courses (8 units)**
- CMN 210 *Experimental Methods and Analysis in Communication* (4 units)
- CMN 211 *Survey Research Methods in Communication* (4 units)
- CMN 271 *Communication Networks* (4 units)

**III. Statistics Requirement (4 units)**
Take one graduate-level (200 series) statistics course of at least four units, selected in consultation with the major professor.

**IV. General Electives (12 units)**
Take three graduate level electives (200 series only, ≥4 units) from within or outside of the Department, selected in consultation with the major professor. (12 units)

**c) Summary**
8 units of core coursework, 8 units of theory electives, 8 units of methods electives, 4 units of elective statistics, and 12 units of general electives from within or external to the Department, for a total of 40 units. All coursework must be graduate-level (200 series). Full-time students must enroll for 12 units per quarter including research, academic and seminar units. Courses that fulfill any of the program course requirements may not be taken S/U unless the course is normally graded S/U. Once course requirements are completed, students can take additional classes as needed, although the 12 units per quarter are generally fulfilled with a research class (299) and seminars. Per UC regulations students cannot enroll in more than 12 units of combined graduate level courses (200) or more than 16 units of combined undergraduate and graduate level (100, 200, 300) courses per quarter.

### 4) Special Requirements

Any student hired as a TA or AI is required to take CMN 396 (or an equivalent teacher preparation course, as specified by the program’s Executive Committee). CMN 396 credits do not satisfy the unit requirements for the degree.
5) Committees

a) Admission Committee

The program’s Executive Committee serves as its Admissions Committee. Once the completed application, all supporting material, and the application fee have been received, the application will be submitted to the Admissions Committee. The Admissions Committee consists of three program faculty. Based on a review of the entire application, a recommendation is made to accept or decline an applicant’s request for admission. That recommendation is forwarded to the Dean of Graduate Studies for final approval of admission. Notification of admissions decisions will be sent by Graduate Studies. Applications are accepted throughout the year but should be submitted by January 5 for full funding consideration.

b) Course Guidance

Students develop their plan of study and select courses in consultation with their major professor and the program’s Graduate Adviser. The student’s plan of study shall be submitted to the Graduate Program Coordinator no later than the end of the first quarter of study.

c) Thesis Committee or Comprehensive Examination Committee

Thesis Committee (Plan I): The student, in consultation with his/her major professor and graduate adviser, nominate no less than 3 faculty to serve on the Thesis Committee. The committee may (but is not required to) include one faculty member from outside the program. These nominations are submitted to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy. The major professor serves as Chair of the committee.

Comprehensive Examination Committee (Plan II): The student, in consultation with the major professor and graduate adviser, nominate no less than 3 faculty to serve on the Comprehensive Examination Committee. The committee may (but is not required to) include one faculty member from outside the program. These nominations are submitted to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy. The major professor serves as Chair of the committee.

6) Advising Structure and Mentoring

The Major Professor is the faculty member who supervises the student’s thesis research; this person serves as the Chair of the Thesis Committee. The Graduate Adviser, who is appointed by Graduate Studies, is a resource for information on academic requirements, policies and procedures, and registration information until the Course Guidance Committee is formed. The Graduate Program Coordinator (staff) assists students with identifying a major professor, identifying appointments, and general university policies. The Mentoring Guidelines can be found in the graduate student handbook and on the Department’s website.

http://communication.ucdavis.edu/graduate/mentoring-guidelines

7) Advancement to Candidacy

Every student must file an official application for Candidacy for the Degree of Master of Communication and pay the Candidacy Fee after completing one-half of their course requirements and at least one quarter before completing all degree requirements; this is typically the fourth or fifth quarter of study. The Candidacy for the Degree of Master form can be found online at: http://www.gradstudies.ucdavis.edu/forms/. A completed form includes a list of courses the student will take to complete degree requirements.

If changes must be made to the student’s course plan after s/he has advanced to candidacy, the Graduate Adviser must recommend these changes to Graduate Studies. Students must have their
Graduate Adviser and committee Chair sign the candidacy form before it can be submitted to Graduate Studies. If the candidacy is approved, the Office of Graduate Studies will send a copy to the appropriate Graduate Program Coordinator and the student; the Thesis Committee Chair will also receive a copy, if applicable. If the Office of Graduate Studies determines that a student is not eligible for advancement, the program and the student will be told the reasons for the application’s deferral. Some reasons for deferring an application include: grade point average below 3.0, outstanding “I” grades in required courses, or insufficient units.

8) Comprehensive Examination and/or Thesis Requirements

a) Thesis Requirements (Plan I)

Thesis committee meetings: Students must submit a thesis proposal, developed with guidance from the major professor, to the thesis committee for its approval. Data may not be collected prior to committee approval of the thesis research project, with the exception of pilot research designed to develop measures and/or stimulus materials.

Thesis: Research for the Master's thesis is to be carried out under the supervision of a faculty member of the program and must represent an original contribution to knowledge in the field. The thesis research must be conducted while the student is enrolled in the program. The thesis, which will consist of an original research report of at least the length and sophistication of a research article appropriate for publication in a peer-reviewed journal in communication or related fields, is submitted to the thesis committee at least one month before the student plans to make requested revisions. This time limit policy does not apply to summer periods for faculty holding nine-month appointments. All committee members must approve the thesis and sign the title page before the thesis is submitted to Graduate Studies for final approval. Should the committee determine that the thesis is unacceptable, even with substantial revisions, the program may recommend to the Dean of Graduate Studies that the student be disqualified from the program.

The thesis must be filed in a quarter in which the student is registered or on filing fee. Instructions on preparation of the thesis and a schedule of dates for filing the thesis in final form are available from Graduate Studies; the dates are also printed in the UC Davis General Catalog and in the Class Schedule and Registration Guide issued each quarter. A student must have a GPA of 3.0 for the M.A. degree to be awarded.

b) Comprehensive Examination (Plan II)

The Comprehensive Examination includes written and oral components, as described below.

Written Comprehensive Examination: The format for the written examination can include a “sit down” essay examination, a “take home” essay assignment, or some combination of each format. The student’s major professor and committee, in consultation with the student, will determine the most appropriate format. At minimum, every student’s written examination will cover the core theories and methodologies that define the field of communication. These theories and methodologies are covered in the core classes and other coursework. The student's examination will go beyond the scope of these courses to include foundational principles of communication theory, research, and research methods, as well as current trends and controversies in the field. These examinations often ask the student to integrate issues covered across courses and apply theories and principles to new situations. Each examination will also address the student’s primary interest area. Evaluation of the written component of the examination will be the responsibility of the student’s comprehensive examination committee.

Oral Comprehensive Examination: The student advances to the oral comprehensive examination only after all written work is judged by his or her M.A. Committee to be of acceptable quality. The oral examination has the format of a cross-examination, in which students are...
asked to defend or expand upon their written examination answers. Questions will also address foundational principles of communication theory, research, and research methods, as well as current trends and controversies in the field. At the conclusion of the cross-examination, the student will be asked to leave the room. The Committee will then confer and make a determination of whether the student has passed or failed the oral examination. Once a decision has been made, the student will be called back into the room and told of the Committee’s evaluation by the major professor.

**Timing:** The written component of the comprehensive examination must be administered no later than the last weekday of the month of April of the student’s second year of study. Oral examinations must be scheduled no later than the last weekday of the month of May of the student’s second year of study.

**Outcome:** All written components of the examination must be acceptable to the Committee. The student’s committee has the option of requiring a rewrite of unacceptable work, but only if the Graduate Adviser concurs with the committee. Only one revision of written work is permitted. A second oral examination may be scheduled if a student fails on the first attempt, but only if the Graduate Adviser concurs. A student who does not pass on the second attempt or the written or oral component of the comprehensive examination will be recommended for disqualification from further graduate work in the program to the Dean of Graduate Studies.

9) **Normative Time to Degree**

Normative time to advancement to candidacy is four quarters for Plan I and five quarters for Plan II. Normative time in candidacy is two quarters for Plan I and one quarter for Plan II. Normative time to degree is two years (six quarters of study) for both Plan I and Plan II.

10) **Typical Time Line and Sequence of Events**

Below is an example study plan for an M.A. student on Plan I (thesis option). Students who must remedy deficiencies will typically be asked to take specified remedial undergraduate courses in the first year of study, in lieu of CMN 299R. The effect is that the student’s program of study may extend into the fall quarter of the third year.

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
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<tbody>
<tr>
<td></td>
<td>CMN 201 <em>Theoretical Perspectives on Strategic Communication</em> (4 units)</td>
<td>CMN 202 <em>Communication Theory Construction</em> (4 units)</td>
<td>CMN 251 <em>Digital Technology and Social Change</em> (4 units)</td>
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<td></td>
<td>PSC 204A <em>Statistical Analysis of Psychological Experiments</em> (4 units)</td>
<td>CMN 230 <em>Social Interaction Theory and Research</em> (4 units)</td>
<td>CMN 271 <em>Communication Networks</em> (4 units)</td>
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<td></td>
<td>CMN 396 <em>Teaching Assistant Training Practicum</em> (4 units)</td>
<td>CMN 299R <em>Thesis Research</em> (4 units)</td>
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<tr>
<td>Year</td>
<td>Fall</td>
<td>Winter</td>
<td>Spring</td>
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<td>2</td>
<td>CMN 211</td>
<td>CMN 299R</td>
<td>CMN 299R</td>
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<td></td>
<td><em>Survey Research Methods in Communication (4 units)</em></td>
<td><em>Thesis Research (12 units)</em></td>
<td><em>Thesis Research (12 units)</em></td>
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<td></td>
<td>CMN 270</td>
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<td><em>Diffusion of Innovations (4 units)</em></td>
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<td></td>
<td>CMN 299R</td>
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<td></td>
<td><em>Thesis Research (4 units)</em></td>
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<td></td>
<td><em>Advancement to M.A. Candidacy</em></td>
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Note: CMN 396 and CMN 299R do not satisfy the 32 unit credit requirement for Plan I.

11) **Sources of Funding**

Most students are funded through academic appointments as Teaching Assistants (TA) or Assistant Instructors (AI). Students also have the opportunity to be funded through fellowships or as Graduate Student Researchers (GSR). A student may be funded through multiple sources throughout their period of study at UC Davis, and may even be funded through multiple sources in any given quarter.

12) **PELP, In Absentia and Filing Fee Status**

Information about PELP (Planned Educational Leave), In Absentia (reduced fees when researching out of state), and Filing Fee status can be found in the Graduate Student Guide: [http://www.gradstudies.ucdavis.edu/publications/](http://www.gradstudies.ucdavis.edu/publications/)

**Ph.D. Degree Requirements**

1) **Admissions Requirements**

Consideration for program admission requires a bachelor’s degree, three letters of recommendation, official transcripts, GRE scores, TOEFL or IELTS score (if applicable) and Office of Graduate Studies online application with fee by the stated admission deadline. A minimum GPA of 3.0 is required. Most successful applicants have a GRE Verbal Reasoning score at or above the 60th percentile, a GRE Quantitative Reasoning score at or above the 80th percentile and an Analytical Writing score at or above the 50th percentile. However, admissions decisions are made on a case-by-case basis. Meeting some or all of these criteria does not guarantee admission, but merely eligibility. The decision to recommend admission to the Dean of Graduate Studies will be made by the Program Admissions Committee on the basis of available space and the competitiveness of applicants compared to the eligible pool.

a) **Prerequisites**

All students are expected to have completed an undergraduate course in inferential statistics (a course equivalent to STA 13) prior to enrolling in the program’s required graduate-level methodology courses. Students who did not major in Communication as an undergraduate may also be required by the graduate program’s Executive Committee to take other undergraduate courses at Davis prior to enrolling in graduate courses, specifically, depending on deficiencies in undergraduate training, CMN 101, CMN 102, CMN 105, CMN 134, and CMN 140.
b) Deficiencies

Course work deficiencies should be made up by the end of the first academic year following initial enrollment by earning a letter grade of “B” or better in every remedial course taken.

2) Dissertation Plan: Plan C

The Ph.D. program in Communication follows Plan C, which specifies a three member (minimum) dissertation/final examination committee, a final oral examination, and no exit seminar.

3) Course Requirements – Core and Electives (56 units)

<table>
<thead>
<tr>
<th>a) Core Courses (8 units)</th>
<th>b) Elective Courses (48 units)</th>
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<tbody>
<tr>
<td>Required Theory Courses (8 Units)</td>
<td></td>
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<tr>
<td>CMN 201 Theoretical Perspectives on Strategic Communication (4 Units)</td>
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<td>CMN 202 Communication Theory Construction (4 Units)</td>
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<tr>
<td>CMN 250 Mediated Communication Theory and Research (4 units)</td>
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<td>CMN 251 Digital Technology and Social Change (4 units)</td>
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<tr>
<td>II. Take two of the following research methods courses (8 Units)</td>
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<tr>
<td>CMN 210 Experimental Methods and Analysis in Communication (4 units)</td>
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<tr>
<td>CMN 211 Survey Research Methods in Communication (4 units)</td>
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<td>CMN 271 Communication Networks (4 units)</td>
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<tr>
<td>III. Statistics Requirement (12 units)</td>
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<tr>
<td>Take three graduate-level (200 series) statistics course of at least four units, selected in consultation with the major professor.</td>
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<tr>
<td>IV. General Elective (20 Units)</td>
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<tr>
<td>Take five graduate level elective (200 series only, ≥4 units) from within or outside of the Department, selected in consultation with the major professor.</td>
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</tbody>
</table>

C) Summary

8 units of required theory coursework, 8 units of theory electives, 8 units of methods electives, 12 units of statistics, and 20 units of general electives from within or external to the Department, for a total of 56 units. All coursework must be graduate-level (200 series). Full-time students must enroll for 12 units per quarter including research, academic and seminar units. Courses that fulfill any of the program course requirements may not be taken S/U unless the course is normally graded S/U. Once course requirements are completed, students can take additional classes as needed, although the 12 units per quarter are generally fulfilled with a research class (299R) and seminars. Per UC regulations students cannot enroll in more than 12 units of graduate level courses (200) or more than 16 units of combined undergraduate and graduate level (100, 200, 300) courses per quarter.

4) Special Requirements

Any student hired as a TA or AI is required to take CMN 396 (or an equivalent teacher preparation course, as specified by the program’s Executive Committee). Students who are not funded as TAs or AIs are encouraged to take this course as well to become eligible to teach in the program. CMN 396 credits do not satisfy the unit requirements for the degree.
5) Committees

a) Admissions Committee

Once the completed application, all supporting material, and the application fee have been received, the application will be submitted to the program’s Executive Committee, which also serves as the program’s Admissions Committee. The Admissions Committee consists of the three members of the Executive Committee and one graduate student representative. Based on a review of the entire application, a recommendation is made to accept or decline an applicant’s request for admission. That recommendation is forwarded to the Dean of Graduate Studies for final approval of admission. Notification of admissions decisions is submitted by Graduate Studies. Applications are accepted throughout the year but should be submitted by January 5 for full funding consideration.

b) Course Guidance

Students develop their plan of study and select courses in consultation with their major professor and the program’s Graduate Adviser. The student’s plan of study should be submitted to the Graduate Program Coordinator no later than the end of the first quarter of study.

c) Qualifying Examination Committee

After verifying that all required coursework has been completed satisfactorily (i.e., with a minimum GPA of 3.0), the Graduate Adviser (in consultation with the student and the student’s Major Professor) will recommend a Qualifying Examination committee to the Office of Graduate Studies for approval (http://gradstudies.ucdavis.edu/forms/gs319-qualifying-exam-app-PhD.pdf). The QE Committee will consist of five members, with at least three members from the program’s faculty and at least one member external to the program’s faculty. The QE Committee will have a Chair that is from the program’s faculty but is not students’ intended Dissertation Chair (also known as the Major Professor). The intended Dissertation Chair should, however, reside on students’ QE Committee. The suggested QE Committee must be finalized no later than the first week of the Fall quarter of students’ third year. Because required coursework should be completed before engaging in the QE, students should have all coursework finished by the end of the Fall quarter of their third year, after which the Graduate Adviser will submit the completed QE application. Students not conforming to this schedule must meet with the Graduate Adviser and Department Chair to discuss and provide an explanation for their deviation from the expected schedule timeline. Such students will be considered on a case-by-case basis but likely deemed as not making satisfactory academic progress and as either progressing marginally or unsatisfactorily. This status will be reflected in students’ Graduate Student Progress Report that is conducted annually in the Spring quarter.

d) Dissertation Reading Committee

The Dissertation Committee is a three-member committee identified by the student, in consultation with the Major Professor. The majority of the committee should be from program. The composition of the dissertation committee is entered on the Advancement to Candidacy Form and submitted to Graduate Studies for formal appointment in accordance with Graduate Council policy. The role of the Dissertation Committee is to advise the doctoral student on the research topic and methods, and then to review the final completed dissertation for acceptance. The Committee Chairperson (usually the Major Professor) should determine the desires of the individual members regarding assistance with the research and dissertation review at the time the dissertation committee is constituted. Students are expected to meet with the Chair of their dissertation committee regularly. Dissertation committee members are expected to read and comment on a dissertation within four weeks from its submission. This time limit policy does not apply to summer periods for faculty holding nine-month appointments. The student and faculty will coordinate a timeline for the student to present the thesis to the dissertation com-
mittee. This timeline must allow all dissertation committee members enough time to fulfill their responsibilities within the four-week deadline.

6) Advising Structure and Mentoring

The **Major Professor** is the faculty member who supervises the student’s thesis research; this person serves as the Chair of the Thesis Committee. The **Graduate Adviser**, who is appointed by Graduate Studies, is a resource for information on academic requirements, policies and procedures, and registration information until the Course Guidance Committee is formed. The **Graduate Program Coordinator (staff)** assists students with identifying a major professor, identifying appointments, and general university policies. The **Mentoring Guidelines** can be found in the graduate student handbook and on the Department’s website. ([http://communication.ucdavis.edu/graduate/mentoring-guidelines](http://communication.ucdavis.edu/graduate/mentoring-guidelines)).

7) Advancement to Candidacy

Before advancing to candidacy for a doctoral degree, a student must have satisfied all requirements set by the graduate program, must have maintained a minimum GPA of 3.0 in every course taken (except those courses graded S or U), and must have passed a Qualifying Examination before a committee appointed to administer that examination. Normally, students advance by the end of the 7th quarter. The student must file the appropriate paperwork with the Office of Graduate Studies and pay the Candidacy Fee in order to be officially promoted to Ph.D. Candidacy. Refer to the Graduate Council website for additional details regarding the Doctoral Qualifying Examination at [http://gradstudies.ucdavis.edu/gradcouncil/policiesall.html](http://gradstudies.ucdavis.edu/gradcouncil/policiesall.html).

8) Qualifying Examination and Dissertation Requirements

a) Qualifying Examination

1. General Information

   The Qualifying Exam (QE) in Communication is intended to validate that students are academically qualified to generate a theoretically derived research project, effectively engage in independent research, and successfully complete a Dissertation required for a doctoral degree. The QE also provides an opportunity for the Committee to provide important guidance to the student regarding his or her Dissertation work and future academic and professional development. The QE will consist of a written exam and an oral exam with the QE committee. Along with the written exam, the student is also required to assemble and submit an academic portfolio as supplementary materials. Because the Communication QE policy is meant to reinforce and provide details to the general UC Davis QE policy, students should be familiar with the graduate council policy that applies to all QEs ([http://gradstudies.ucdavis.edu/gradcouncil/QE_POLICY%20approved%204-1-2011.pdf](http://gradstudies.ucdavis.edu/gradcouncil/QE_POLICY%20approved%204-1-2011.pdf)).

2. Written Portion of the Exam – Dissertation Prospectus

   The written portion consists of a carefully-written and researched answer to a question that concerns the student’s specialized area of study and is directly related to their Dissertation objectives. The question, which may include sub-questions, will be written by the QE Committee chair in consultation with the student and the student’s Major Professor and will need to be approved by the remainder of the Committee. While students can start preparing for the written exam as early as they can (e.g., consulting with the QE committee to determine the focus of the written question and constructing the relevant
reading list), they will be given 4 weeks from the time they receive the exact question from the Committee chair to complete the written QE.

The QE chair, in consultation with the committee, will determine and make available to students no later than the 2nd week of the quarter in which the QE is taken (Fall or Winter quarter of the student’s third year) the exact dates, timing, and procedures for making the written QE question available and receiving students’ responses. For example, students may have access to a question via SmartSite (or similar website) or email at a set time on a scheduled date and have exactly 4 weeks to submit their response to the question via SmartSite (or similar website) or email. Students can access whatever materials they wish during the 4-week period, but should maintain academic integrity and uphold the University’s code of academic conduct. The QE chair should also provide the student with guidelines regarding the length and format of response to the written QE question.

3. **Oral Portion of the Exam**

The oral portion of the qualifying exam will be 2-3 hours in length and is intended to demonstrate the student's critical thinking ability, powers of synthesis and application, and broad knowledge of the field of study.

The oral portion is a verbal exam that interactively assesses students’ command of the concepts and research germane to the written portion of the qualifying exam, as well as the student’s command of the discipline more broadly. The QE Committee members may feel free in the course of the oral examination to address issues of mastery of fundamental knowledge of communication theory and research, especially that relates to the student’s area of research.

The oral exam will take place approximately two weeks after the student submits the written. Students should schedule the oral exam in a manner that accommodates all Committee members’ schedules. Committee member selection should also consider possible schedule conflicts.

4. **Portfolio Portion of the Exam**

The student will submit, by the due date of the written portion of the qualifying exam, a portfolio including the student’s CV, graduate transcripts, and research publications and writings. The portfolio is a required element of the qualifying exam, and is intended to provide the QE Committee with a complete view of the student’s accomplishments and abilities that relate to eligibility as a doctoral candidate and likelihood of success as a PhD professional.
5. **Outcome of the Exam**

The committee will reach a decision on the student’s performance immediately after the oral exam. The committee, having reached a unanimous decision, shall inform the student of its decision to:

- “Pass” (no conditions may be appended to this decision),
- “Not Pass” (the Chair’s report should specify whether the student is required to retake all or part of the examination, list any additional requirements, and state the exact timeline for completion of requirements to achieve a “Pass”), or
- “Fail”.

If a unanimous decision takes the form of “Not Pass” or “Fail”, the Chair of the QE committee must include in its report a specific statement, agreed to by all members of the committee, explaining its decision and must inform the student of its decision. Having received a “Not Pass” the student may attempt the QE one additional time; the QE report must list the specific conditions and timing for the second exam. After a second examination, a vote of “Not Pass” is unacceptable; only “Pass” or “Fail” is recognized. Only one retake of the qualifying examination is allowed. Should the student receive a “Fail” on the first or second attempt at the exam, the student will be recommended for disqualification from the program to the Dean of Graduate Studies.

In the event of a split Committee vote, the chair of the QE Committee will submit to Graduate Studies, with a copy to the student’s file, a written summary of the Committee vote and decision, accompanied by letters supporting the majority and minority viewpoints, and any documentation offered by the student. The letters from Committee members should address the student's performance in the individual areas of the examination, as well as performance overall. Graduate Studies will render the final decision, as described in the Graduate Advisers Handbook.

In evaluating the student’s performance, no single aspect of the student’s QE or the portfolio should be taken as a determining factor, but rather an attempt should be made to consider all strengths and weaknesses and to determine whether, overall, the student may reasonably be expected to succeed in the PhD program.

b) **The Dissertation**

1. **Dissertation: General Requirements**

Filing of a Ph.D. dissertation with the Office of Graduate Studies is normally the last requirement satisfied by the candidate. The deadlines for completing this requirement are listed each quarter in the campus General Catalog (available online at the website of the Office of the Registrar or from the Bookstore). A candidate must be a registered student or in Filing Fee status at the time of filing a dissertation, with the exception of the summer period between the end of the Spring Quarter and the beginning of Fall Quarter. The PhD Dissertation will be prepared, submitted and filed according to regulations instituted by the Office of Graduate Studies (http://gradstudies.ucdavis.edu/students/filing.html). Satisfaction of this requirement must be verified by the Dissertation Committee Chair.

2. **Dissertation**

The research conducted by the student must be of such character as to show ability to pursue independent research. The dissertation reports a scholarly piece of work of publishable quality that solves a significant scientific problem in the field and is carried out under the
supervision of a member of program while the student is enrolled in the program. The chair of the dissertation committee must be a member of the program and must be immediately involved with the planning and execution of the experimental work done to formulate the dissertation. The Department requires that all dissertations be prepared according to the requirements of the American Psychological Association (i.e., “APA style”).

Students should meet regularly with their dissertation committee. The dissertation must be submitted to each member of the dissertation committee at least one month before the student expects to make requested revisions; committee members are expected to respond within 4 weeks, not including summer months for nine-month faculty. Informing committee members of progress as writing proceeds helps the members to plan to read the dissertation and provide feedback within this time frame. The dissertation must be approved and signed by the dissertation committee before it is submitted to Graduate Studies for final approval.

9) **Normative Time to Degree**

Normative time to candidacy is 7 quarters. Normative time in candidacy is 5-8 quarters. Normative time may be longer for students who have entered the Ph.D. program directly after the bachelor’s degree. Normative time to degree is generally 4 years for students who enter the program with an M.A. and 5 years for students who enter without an M.A.

10) **Typical Time Line and Sequence of Events**

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>CMN 201 <em>Theoretical Perspectives on Strategic Communication</em> (4 units)</td>
<td>CMN 202 <em>Communication Theory Construction</em> (4 units)</td>
<td>CMN 230 <em>Social Interaction Theory and Research</em> (4 units)</td>
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<tr>
<td></td>
<td>PSC 204A <em>Statistical Analysis of Psychological Experiments</em> (4 units)</td>
<td>PSC 204B <em>Causal Modeling of Correlational Data</em> (4 units)</td>
<td>PSC 205C <em>Structural Equation Modeling</em> (4 units)</td>
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<tr>
<td></td>
<td>CMN 396 <em>Teaching Assistant Training Practicum</em> (4 units)</td>
<td>CMN 299R <em>Thesis Research</em> (4 units)</td>
<td>CMN 299R <em>Thesis Research</em> (4 units)</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>CMN 211 <em>Survey Research Methods in Communication</em> (4 units)</td>
<td>CMN 271 <em>Communication Networks</em> (4 units)</td>
<td>CMN 252 <em>Computer-mediated Communication</em> (4 units)</td>
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<tr>
<td></td>
<td>CMN 250 <em>Mediated Communication Theory and Research</em> (4 units)</td>
<td>CMN 251 <em>Digital Technology and Social Change</em> (4 units)</td>
<td>200 Series Elective (4 units)</td>
</tr>
<tr>
<td></td>
<td>CMN 299R <em>Thesis Research</em> (4 units)</td>
<td>CMN 299R <em>Thesis Research</em> (4 units)</td>
<td>CMN 299R <em>Thesis Research</em> (12 units)</td>
</tr>
<tr>
<td>Year</td>
<td>Fall</td>
<td>Winter</td>
<td>Spring</td>
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<tr>
<td>3</td>
<td>CMN 255 <em>Social Media</em> (4 units)</td>
<td>CMN 299R <em>Thesis Research</em> (12 units)</td>
<td>CMN 299R <em>Thesis Research</em> (12 units)</td>
</tr>
<tr>
<td></td>
<td>CMN 256 <em>Communication Perspective on Video Games</em> (4 units)</td>
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<tr>
<td></td>
<td>CMN 299R <em>Thesis Research</em> (4 units)</td>
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<td></td>
<td>Qualifying Examination will typically be conducted in this quarter, leading to Advancement to Candidacy.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>CMN 299R <em>Thesis Research</em> (12 units)</td>
<td>CMN 299R <em>Thesis Research</em> (12 units)</td>
<td>CMN 299R <em>Thesis Research</em> (12 units)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submission and approval of Dissertation.</td>
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</tbody>
</table>

Note: CMN 396 and CMN 299R do not satisfy the 32 unit credit requirement for Plan I. Students who enter the program without an M.A. may be expected to take more coursework, leading to a longer normative time in candidacy, and potentially increasing time to degree to 5 years.

11) Sources of Funding

Most students are funded through academic appointments as Teaching Assistants (TA) or Assistant Instructors (AI). Students also have the opportunity to be funded through fellowships or as Graduate Student Researchers (GSR). A student may be funded through multiple sources throughout their period of study at UC Davis, and may even be funded through multiple sources in any given quarter.

12) PELP, In Absentia and Filing Fee status

Information about PELP (Planned Educational Leave), In Absentia (reduced fees when researching out of state), and Filing Fee status can be found in the Graduate Student Guide: http://gradstudies.ucdavis.edu/students/handbook/GS201_GraduateStudentGuide.pdf.

13) Leaving the Program Prior to Completion of the PhD Requirements

Should a student leave the program prior to completing the requirements for the PhD, they may still be eligible to receive the Masters if they have fulfilled all the requirements (see Master’s section). Students can use the Change of Degree Objective form available from the Registrar’s Office: http://registrar.ucdavis.edu/local_resources/forms/D065-graduate-major-degree-change.pdf.