

PhD Program Handbook
Academic Year 2017-2018

School of Film, Media & Theatre
College of the Arts
Georgia State University

I. Introduction	1
<i>Doctoral Faculty</i>	2
<i>Location</i>	2
<i>Graduate Administrative Staff</i>	3
<i>Funding Opportunities</i>	3
<i>Applying to the School of Film, Media & Theatre</i>	3
<i>Degree Requirements</i>	4
II. First Year in the Doctoral Program	6
<i>First-year Checklist</i>	6
<i>GSU.edu student e-mail</i>	8
<i>Register for FLME-Grads</i>	8
<i>Registering for Courses</i>	8
<i>Responsible Conduct of Research Requirement</i>	9
<i>Graduate Assistantships</i>	9
Graduate Assistantship Responsibilities	10
Mandatory Health Insurance	11
Assistantship Enrollment Requirements	11
Assistantship Evaluation, and Renewal, and Probation	12
Support for Conference Travel	12
<i>Getting to Know the Field</i>	13
<i>Doctoral Plan of Study</i>	13
Area of Emphasis	13
First-year Advisement	14
Plan of Study Tracking Forms	14
PhD Advisory (Plan of Study) Committees	14
Plan of Study Meetings	14
<i>Doctoral Curriculum</i>	15
Introduction to Graduate Studies (2 hours)	15
Communication Pedagogy (3 hours)	16
Research Tools (9-12 hours, at minimum)	16
Dissertation Research (21 hours)	16
Internship (up to 3 hours, optional)	17
Courses Outside the University (ARCHE)	17
Transfer Credit	17
Waiving or Substituting Required Courses	17
III. Maintaining Good Standing throughout the Degree Program	18
<i>Annual evaluations</i>	18
<i>GPA minimum</i>	18
<i>Policy on Academic Honesty</i>	19
<i>Changing Degree Programs</i>	20
<i>Degree Time Limits</i>	20
<i>Active student status and enrollment requirements</i>	21
Continuous Enrollment Requirement and active/inactive student status	21
Residency Requirement	21
Completion-term Enrollment Requirement	21
Academic Program Leave	22
Emergency Withdrawal Policy	22
Scholastic Termination	22

IV. Second Year in the Doctoral Program	22
<i>Second-year Checklist</i>	22
<i>Support for Conference Presentations</i>	23
V. Third Year in the Doctoral Program	23
<i>Third-year Checklist</i>	23
<i>Comprehensive Exams</i>	23
Preparing and Scheduling of the Examination	24
Nature of the Comprehensive Examination	24
Evaluation of the Comprehensive Examination	25
<i>Undertaking Dissertation Research</i>	29
<i>Selection of Dissertation Chair</i>	29
<i>Enrollment in FLME 9999 (Dissertation Research)</i>	29
<i>Dissertation Committee Selection</i>	30
<i>Developing the Prospectus</i>	30
<i>Defending the Prospectus</i>	31
<i>Advancement to Candidacy</i>	32
VI. Fourth and Final Year(s) in the Doctoral Program	32
<i>Fourth and Final Year(s) Checklist</i>	32
<i>Application to Graduate</i>	32
<i>Time Limits and Completion-Term Enrollment Requirement</i>	33
<i>Formatting the Dissertation</i>	33
<i>Defending the Dissertation</i>	33
<i>Embargoing the Dissertation</i>	34
<i>Filing the dissertation</i>	35
<i>Graduation</i>	35
Doctoral Faculty	36
Index	37
Library Proxy Authorization	41
Plan of Study Tracking Form: Moving Image Studies	42
Annual Plan of Study Form	45
Dissertation Chair/Advisor Agreement and FLME 9999 (Dissertation Research) Authorization Form	46

I. Introduction

The PhD Program Handbook describes requirements for earning advanced degrees in the School of Film, Media & Theatre, College of the Arts, Georgia State University. It details program curricula along with School policies and procedures that govern graduate students. Graduate students in the School are responsible for knowing about and complying with all the requirements, policies, and procedures described herein, as well as the policies and requirements of the College of the Arts detailed in the Graduate Catalog.

In general, students must adhere to the course and other requirements in effect when they enroll, as described in the edition of the PhD Program Handbook that corresponds to the year they entered. However, students may elect to be governed by a later edition of the handbook (in its entirety). To do so, submit a request in writing to the School's Graduate Director.

About the School of Film, Media & Theatre

The doctoral program in Moving Image Studies is specifically designed to provide students with the conceptual and methodological tools to study the complex and vastly expanded moving image environment of the 21st century, where the boundaries separating cinema, television, and new media are breaking down. Moving Image Studies is an outgrowth of cinema studies, television studies, new media studies, cultural studies, and critical theory. Many of our core seminars are designed to cut across media boundaries (by examining how models, paradigms, and methods are problematized and enriched as we move across specific media); while other seminars are devoted to intensive examination of problems within a specific media formation.

The doctorate in Moving Image Studies is thus designed to give students a solid foundation in a specific moving image medium (whether cinema, television, or new media), while at the same time giving them the preparation and the confidence to research and write about moving images wherever they circulate. Our program encourages innovative new work that challenges existing paradigms of media study, that is theoretically rigorous, and that is aware of historical and cultural specificities.

The Moving Image Studies Program provides strong mentoring toward professionalization of our doctoral students. Both faculty and students are active participants in our professional organization, the Society for Cinema and Media Studies (SCMS). Our doctoral students regularly present their work at SCMS and at other film-media conferences across the country, such as the Flow Conference, World Picture, and MIT's Media in Transition Conference. In addition, the School of Film, Media & Theatre is home to the Media Commons site, In Media Res, and all doctoral students have opportunities to work with this online journal.

The city of Atlanta, a major world media center, offers students in the Moving Image Studies program a wealth of opportunities. The High Museum regularly programs cutting-edge series in world cinemas, while annually the Georgia State University Department of Latin American studies mounts a week-long conference which includes a festival of new Latin American cinema. The Moving Image Studies program maintains close ties with both CNN and Turner, both invaluable

resources for students doing research in television industries, history, or global media flows. Nearby Emory University is home to the Atlanta Institute for Psychoanalysis, while Georgia Tech has cutting edge research programs in digital culture and gaming. (Students in the Moving Image Studies program may opt to take a small number of elective courses from these universities.)

Both prospective and newly admitted students are strongly encouraged to visit the School of Film, Media & Theatre website at fmt.gsu.edu and the graduate program blog/site at <https://movingimagestudies.org/>. There, you can peruse extensive faculty biographies and learn more about various aspects of our doctoral programs, their areas of emphasis, and ongoing School initiatives. In addition, particular information about our research and creative production areas can be accessed through the main School website. More information about the College of the Arts graduate policies and procedures is available at [the College of the Arts website](#).

Doctoral Faculty

A list of the School of Film, Media & Theatre doctoral faculty appears at the [end of this handbook](#). Faculty biographies and descriptions of current research and teaching can be found at the School website.

Location

The Main Office of the School of Film, Media & Theatre is physically located on the 10th floor of 25 Park Place NE (25PP), a Georgia State University office building that overlooks Woodruff Park and is situated on Park Place between Auburn Ave. and Edgewood Ave. The main office is the physical location for School business, scheduling (facilities and courses) and human resources operations. Faculty and staff mailboxes are also located on the 10th floor of 25PP.

Mailing Address (US Postal Service):

School of Film, Media & Theatre
Georgia State University
P.O. Box 5060
Atlanta, GA, 30302-5060

Physical Address (and Address for Fedex, UPS, and Other Ground Courier Delivery):

School of Film, Media & Theatre
25 Park Place NE, Suite 1000
Georgia State University
Atlanta, GA 30303

School Phone Numbers

Main Office: 404-413-5171

Graduate Administrative Staff

The following is a partial list of School of Film, Media & Theatre faculty and staff directly connected to the operations of the School graduate programs.

Dr. Greg Smith, Professor and Director	Suite 1016, 404-413-5605, gsmith@gsu.edu
Dr. Phil Lewis, Professor and Associate Director	Suite 1010, 404-413-5673, plewis14@gsu.edu
Dr. Jennifer M. Barker, Graduate Director	Suite 1009, 404-413-5793, jmbarker@gsu.edu
Ms. Karin Smoot, Graduate Program Coordinator	Suite 1016, 404-413-5043, ksmoot@gsu.edu
Ms. Gina Anderson, Business Manager	Suite 1029, 404-413-6559, randerson23@gsu.edu
Mr. Edward Griggs, Office Manager	Suite 1027, 404-413-5321, egriggs2@gsu.edu
Mr. Matt Rowles, COTA Technology Officer	404-413-6701, cotatech@gsu.edu

Funding Opportunities

The School of Film, Media & Theatre offers PhD students graduate assistantships that offer teaching and research responsibilities. Graduate assistants are expected to teach or be assigned as an assistant to the equivalent of three 3-hour undergraduate courses per year and assist an appointed faculty member in his or her creative practice and research endeavors. Assistantships are subject to annual renewal for up to four years, contingent upon student progress. Four years is the typical and expected duration of funding, except in cases where a student begins the program mid-year. Students on assistantship receive a full tuition waiver, a stipend (currently \$15,000), \$400 to support travel for the presentation of conference papers, and a 10% discount at the university bookstore. Graduate teaching and research assistants also receive access to subsidized health insurance. Graduate students may apply for an assistantship by filling out an application available on the School's website (fmt.gsu.edu)

Applying to the School of Film, Media & Theatre

Information about applying to the School of Film, Media & Theatre graduate programs — including deadlines, application requirements, and recommended GRE scores — is available online at the School's website (fmt.gsu.edu). For more information and to start the application process, visit the College of the Arts graduate admissions website: <http://thearts.gsu.edu/how-to-apply/graduate-admissions/>. International applicants, review additional requirements needed for your application to be processed: <http://admissions.gsu.edu/how-do-i-apply/international-students/>. For more information about the university's graduate programs generally, see the Georgia State Graduate Studies website: <http://graduate.gsu.edu>.

The School of Film, Media & Theatre reviews applications to its doctoral program for fall semester admission only. To be assured of consideration for assistantships, complete applications must be received no later than December 1.

In addition to the general application and eligibility requirements of the Georgia State University College of the Arts, the School of Film, Media & Theatre requires the following:

- 1) A statement of educational and career goals.
 - The Graduate Committee is interested to see the student connect their own interests with a broad area of moving image studies scholarship and articulate a connection to the specific strengths of the GSU faculty and research facilities.
 - The goals statement can also be used to draw reviewers' attention to areas of strength in the application that might otherwise be overlooked, or to explain apparent weaknesses that might impair the odds of acceptance.
- 2) Three (3) letters of recommendation from individuals who can evaluate the applicant's past experiences and potential to do graduate work in moving image studies.
- 3) Acceptable GRE scores on the verbal and quantitative sections. Currently the typical minimum verbal score is around 157, with a typical minimum quantitative score of 145, and a typical minimum combined total score of 300. Our applicants typically average considerably higher than these minimums.
- 4) An undergraduate cumulative grade point average of 3.0 or higher. (In cases where the cumulative GPA falls slightly below 3.0, but the GPA in the major or in the last two years is above 3.0, the applicant should indicate this in the personal statement.)
- 5) For international students, a minimum TOEFL score of 80 (internet-based test) or 550 (paper-based), or a minimum IELTS score of 6.5.
- 6) Official transcripts from all colleges/universities the applicant has attended.
- 7) Personal statement of goals for pursuing the degree. The personal statement is generally one to two pages (single-spaced) and gives the Graduate Committee a sense of who you are, your intellectual formation and interests, and your reasons for wanting to study in our graduate program.
- 8) An academic writing samples of between 15 and 25 pages in length. This might be a seminar paper written for the applicant's MA program, for example.

Degree Requirements

No more than sixteen (16) hours of coursework outside the School of Film, Media & Theatre may be counted toward fulfilling a student's minimum coursework requirements without approval from the Graduate Director, but students are encouraged to take more than the minimum number of courses.

No more than six (6) credits — two courses maximum — of independent study may be counted toward fulfilling a student's coursework requirements. All independent studies require a [FLME 8980 Authorization Form](#) (available on the School's website and graduate program page) that includes a description of the course of study and a detailed reading list. In addition, students must receive advance approval from the Director of the School for any independent study involving more than two (2) students on a related topic in the same academic year with the same instructor.

Only courses numbered 6000 and above may be counted toward fulfilling a student's coursework requirements. PhD students are expected to take almost all their courses at the 8000-level. Students may petition the Graduate Director to have a 6000-level course credited to their degree; the petition requires a copy of the syllabus, a compelling rationale, and the written approval of the student's plan of study chair or dissertation chair. This is not recommended except in cases where the course relates directly to dissertation research and is not offered at the doctoral level. No more than two (2) such courses will be approved.

Some students may be required by the School to complete preparatory courses (which may include courses numbered below 6000) as a condition of admittance into the PhD program. These courses cannot be counted toward fulfilling a student's 68-hour coursework requirement.

A student must earn a grade of "B" or better in all required coursework. In the Georgia State University plus-minus grading system., a grade of "B-" does not satisfy this requirement.

In addition to these general guidelines, the Moving Image Studies doctoral degree requires:

1. At least 47 hours of graduate coursework in communication and allied fields:
 - A. Core coursework: at least nine (9) hours* in research tools courses, as recommended and approved by the student's advisory committee, but selected from the following list.
 - FLME 8160 (*Style and Narrative Analysis*) – may be repeated if content varies
 - FLME 8420 (*Media Historiography*)
 - FLME 8680 (*Reception Studies*)
 - FLME 8980 (*Media Industries*)
 - FLME 8385 (*Critical Visual Cultural Theory*)
 - FLME 8980 (*Advanced Topics in Theory*)
 - B. Introduction to Graduate Studies, a two (2)-credit hour course that meets weekly during the first semester of the degree program.
 - C. Three (3) hours of COMM or FLME 8035 (*Pedagogy*).
 - D. 33 additional hours in Moving Image Studies courses; or courses in allied disciplines as approved by the student's advisory committee and consistent with School policy.
2. Responsible Conduct of Research requirement (see page 10 for details)
3. At least 21 hours of FLME 9999 (*Dissertation Research*). The typical full-time student can complete these hours in two to three semesters.
4. Written comprehensive examination with successful oral defense.
5. A successful prospectus defense.
6. A dissertation with successful oral defense.

*Students often take more than the minimum required nine (9) hours of research tools courses from this list; any additional research tools course hours may credit as electives.

II. First Year in the Doctoral Program

First-year Checklist

June - August prior to fall semester

- Complete the [first steps for newly admitted students](#) on the College of the Arts webpage
- Register for the university-wide [graduate orientation](#).
- Register, if applicable, for the university-wide [international student orientation](#).
- Inform the School of your GSU email address when you get it and check it regularly throughout the summer.
- Sign up for FLME-GRADS listserv (see page 8)
- Register for first-semester courses (see page 8)

- Additional first steps for students on graduate assistantships
 - Sign contract in early June (sent to the home address on file in your graduate school application) and return materials to Ms. Karin Smoot, the Graduate Program Coordinator
 - Submit signed contract and all hiring paperwork to the School in early June
 - Purchase mandatory health insurance or apply for waiver
 - By August 1, register for 15 hours (see pages 9 and 11)

Mid- to late August, your first weeks on campus

- Check your GSU student e-mail, and/or have it forwarded to your preferred e-mail address
- Attend university-wide orientation for new graduate students
- Attend international student orientation, if applicable
- Attend School of Film, Media & Theatre orientation for new grad students
- Familiarize yourself with the university library and meet Arts Librarian Nedda Ahmed
- Additional steps for students on graduate assistantships
 - GLAs: Meet with lab supervisor, prior to, during, or shortly after the first day of graduate orientation. Ask about your duties, your responsibilities, your supervisor's expectations, and establish a work schedule and plan for regular communication.
 - GTAs: Attend the teaching orientation and meet your teaching supervisor, Dr. Harper Cossar. Ask about your responsibilities, expectations, and establish a plan for weekly communication. Get course syllabus and textbooks if applicable. Find out your assigned classrooms from Ms. Karin Smoot, then get keys to your classroom from Mr. Edward Griggs. Get access to the course on Brightspace, the GSU online course management system. Must be "instructor of record" to get access to Brightspace, so have patience but be in regular communication with Ms. Smoot. Download the [Fair Use Checklist](#) and read it carefully prior to putting materials on reserve or on Brightspace for your students. Finally, visit your classroom and get acclimated, familiarize yourself with the technology and make sure everything works.
 - GRAs: Meet personally with your research supervisor during first or second week of classes. Ask about your responsibilities, expectations, and establish a work schedule and plan for regular communication. Download and bring a copy of the [Library Proxy Access](#).

[Authorization Form](#) to this meeting for your supervisor to sign, then submit that to the library's circulation desk.

Late August to mid-June, your first year in the program

- Maintain good standing and active status
- Orient yourself to graduate study and to the field
- Meet with the Graduate Director at least once during the semester: this is your advisor until you choose a PhD advisory (plan of study) committee chair
- Choose a PhD advisory (plan of study) committee chair by end of first year
- Meet with PhD advisory (plan of study) committee by end of year
- Develop your plan of study
- Submit transfer credits by end of first year
- Submit required online ethics test scores by end of year
- End of year evaluation meeting with Graduate Director and Director of the School
- GRA, GLA, and GTAs: fill out assistantship application/renewal form in January

Registration and tuition deadlines

Fall 2017

- August 21: Classes Begin
- August 25: Last Day of Late Registration/Grad Assistant Tuition Waiver Deadline**
- August 29: Late Registration Student Account Payment Due

Spring 2018

- Jan. 8: Classes Begin
- Jan. 12: Last Day of Late Registration/Grad Assistant Tuition Waiver Deadline**
- _____: Last Day of Regular Registration/Grad Assistant Tuition Waiver Deadline**
- _____: Fee Payment Deadline

GSU.edu student e-mail

Upon first registration, the university assigns each student an official e-mail address, to which important information about a student's status is regularly sent. Students are responsible for regularly accessing that e-mail account, thereby staying aware of important, time-sensitive policy announcements and requirements. If you prefer to use a private e-mail address, you **MUST** have your [GSU.edu](mailto:gsu.edu) e-mail forwarded to your preferred address. All official university correspondence will be sent via the GSU.edu address, and students are responsible for all deadlines, requirements, and policies thus communicated.

Note: During your transition to the program, the School must be able to contact you via e-mail with time-sensitive information. Until you have established your GSU.edu address, keep your preferred e-mail address up to date in the online system where you originally submitted your graduate application, as this is the only contact information the School has for you during this period. When you activate your campus ID and student e-mail, inform the Graduate Program Coordinator of your GSU.edu address so that you don't miss important information prior to your arrival on campus.

Register for FLME-Grads

FLME–grads is an Internet mailing listserv for news and announcements regarding graduate study in the School of Film, Media & Theatre. FLME–grads is the primary way the Director of the School and the Graduate Director communicate pertinent information to Moving Image Studies graduate students. All graduate students must subscribe. To subscribe, send an e-mail to [Karin Smoot](mailto:karin.smoot@gsu.edu).

Registering for Courses

Newly admitted students should register for courses as soon as possible, and not later than August 1. This allows us to ensure that courses fill and that graduate teaching assistants will not be assigned sections that conflict with their own preferred courses. When choosing electives, choose what interests you most. You may make changes to your schedule during orientation sessions in August, when the Graduate Director and faculty will advise you and provide details regarding elective seminars. If there is a seminar you're particularly interested in, but the course is filled, feel free to contact the instructor to express your interest. The instructor may be willing to sign a Special Authorization form to admit new students in specific cases.

The graduate studies site includes a [page devoted to first-year students](#), where this handbook and other pertinent forms and information are available.

To view course listings:

- Log in to your PAWS account (<https://paws.gsu.edu/cp/home/displaylogin>)
- Click "Enrollment (One Stop Shop)" tab
- Click "Lookup classes to add"—this will take you to GoSolar
- Select semester and department (FLME in the case of School of Film, Media & Theatre courses)
- To enroll, you will need the 5-digit CRN number for each class.

To register:

- Click on "Add/Drop/Withdraw Classes" and select term
- Enter CRN numbers for each class in the worksheet

- Graduate students on assistantship must register for a total of 15 credit hours every semester, including summer semesters, in order to maintain the assistantship.
- Graduate students on assistantship will register for FLME 8780 (*Directed Research*) under the name of the School Director. Sign up for enough research hours to get you to the 15-hour minimum every semester. You can adjust the number of credit hours for FLME 8780 using the “Change Variable Hours” link in PAWS.

Holds on your account:

- Most holds can be resolved online by following the links given in PAWS.
- For issues that cannot be resolved online, see the Graduate Program Coordinator.

Add/drop period

- You can register through the first week of classes without penalty. At the close of the add/drop period you will be charged for the credit hours even if you withdraw from the class.
- If you have not paid for tuition hours and student fees by the end of the add/drop period you will be automatically dropped from the class roster.

Responsible Conduct of Research Requirement

Georgia State University-requires all graduate students to complete a federally mandated Responsible Conduct in Research requirement. The requirement has two parts:

1. Five (5) hours of in-person ethics training by the School. The School will provide a means for fulfilling this portion of the requirement: details are forthcoming.
2. The online Responsible Research Conduct (RCR) module:
 - Basic instructions for the test can be located here: <http://ursa.research.gsu.edu/ursa/responsible-conduct-in-research/>.
 - After reading those instructions, create a free account at <http://www.citiprogram.org/>.
 - Then, log onto the training modules found there. Under “Select Curriculum,” there are five curricula available, but the only test required is the “Responsible Conduct in Research” test. (For all the other modules, respond with “no” or “not at this time.”) Select the RCR module, then choose your area of research (most likely “Arts and Humanities”).
 - Click “submit,” and begin the test.
 - Once you have completed the RCR test with a score of 80 or above, save a copy for yourself and give a copy to the Graduate Program Coordinator (PDF or hard copy).

Graduate Assistantships

The School of Film, Media & Theatre offers PhD students graduate assistantships that offer teaching and research responsibilities. Graduate assistants are expected to teach or be assigned

as an assistant to the equivalent of three 3-hour undergraduate courses per year and assist an appointed faculty member in his or her research endeavors. Students on assistantship receive a full tuition waiver, a stipend (currently \$15,000), \$400 to support travel for conference presentations or other professional development, and 10% discount at the university bookstore. Assistantships do not cover student fees. Graduate teaching and research assistants also receive access to subsidized health insurance. See the graduate studies site for [Graduate Assistant Resources](#) and forms.

Graduate Assistantship Responsibilities

The details of each graduate assistantship are outlined in a contract letter, usually mailed out in May or June. An assistantship generally has two parts: a teaching component and a research component. The standard doctoral assistantship teaching assignment is an annual three-course load, with two (2) courses/sections assigned during the fall semester and one (1) course/section during the spring semester. The total annual workload commitment of hours we attach to the teaching component of the assignment is 340 total hours. The doctoral assistantship research assignment involves assisting a designated member of the faculty with current research projects. This faculty member may also serve as a research mentor for the duration of the year's assignment. (He or she is not necessarily or automatically a member of your plan of study committee, unless you ask him or her to serve in that capacity.) The required annual workload commitment of hours for the research component of the assistantship is 180 total hours. In sum, the total annual appointment workload is 520 hours.

Generally, graduate assistants are expected to do the following:

- 1) maintain a grade point average in graduate coursework of 3.5 or above;
- 2) consistently achieve an average student response score of 4.0 or above on teaching evaluations, if they have assigned teaching duties;
- 3) consistently receive a grade of satisfactory for their performance in FLME 8780 (*Directed Research*) if they are assigned research and/or lab duties;
- 4) submit all student grades correctly and completely, prior to leaving campus at the end of any given semester, if assigned teaching duties. Grade submission includes having those grades verified and approved, in writing, by the Graduate Program Coordinator or a staff member designated by the Director of the School. Failure to do so creates severe difficulties for undergraduates, including the suspension of financial aid, and will result in the graduate assistantship being immediately put on probation.
- 5) get written approval in advance for any and all absences from GTA (teaching) and GLA (lab) assignments from the faculty supervisor and the Graduate Program Coordinator.

Graduate assistants are also expected to show academic progress toward the degree: this normally means passing comprehensive exams in year three, and defending a prospectus in year four. Students are also expected to show progress in professional development each year: this normally means submitting papers to conferences in year one, presenting conference papers in year two, submitting a publication for review in year three, and publishing at least one article or otherwise having made some demonstrable public contribution to the field by year four). These are general expectations, and individual cases may vary.

Funding for graduate students is intended to cover four years, unless the student begins the program mid-year. Annual renewal of funding within these four years is contingent upon satisfactory performance and timely progress toward degree.

Funding beyond four years in the program is not available, except in the event of a budget surplus. When available, fifth-year funding is highly competitive. Applicants for additional funding are expected to have passed their comprehensive exams and, ideally, to have defended the prospectus by the time of application. Applicants for additional funding must demonstrate the ability to complete the degree within one (1) year. To apply, submit a request via e-mail to the Graduate Program Coordinator by no later than February 1 of the fourth year of your assistantship. Including a current C.V., the date of comprehensive exam and prospectus defense, a statement of need, and a detailed plan for successful completion of the degree in the fifth academic year. The dissertation advisor must e-mail a detailed letter of support. The Graduate Committee will review the request and make a recommendation to the Director.

At any time, a student's assistantship may be placed on probation or be terminated altogether based on a failure to perform assigned duties. See "Evaluation, Renewal, and Probation" on the following page for details.

Students on doctoral assistantship may not be employed in any capacity with other University System of Georgia schools or with the State of Georgia.

Mandatory Health Insurance

All graduate assistants receiving a full tuition waiver must be enrolled in a university-sponsored, heavily subsidized health insurance packages OR have applied for a waiver and taking the necessary steps to demonstrate that they have comparable health insurance coverage. For enrollment periods, insurance premiums, waiver information, waiver application form, and premium contributions please visit the university's Health Insurance page: <http://sfs.gsu.edu/tuition-fees/student-health-insurance/>. To apply for a waiver, visit this page: <http://sfs.gsu.edu/tuition-fees/student-health-insurance/waiving-ship/>.

Assistantship Enrollment Requirements

Graduate assistants must be enrolled for a total of fifteen (15) hours each semester (fall, spring, and summer) for the duration of the assistantship. As part of those eighteen hours, students must register for at least three (3) courses in both fall and spring that have announced days and times in the course schedule. Students generally register for the remaining hours under the variable-credit FLME 8780 (*Directed Research*) under the School Director's name. Students earn a pass/fail grade in FLME 8780 based on their performance as research assistants. These hours of FLME 8780 do not count toward the minimum credit hours required for the doctoral degree. Graduate assistants must receive permission from the Graduate Director to take fewer than three (3) courses that have announced days and times in the course schedule in their fall and spring semesters, with the exception of FLME 8900 (*Internship*) and FLME 9999 (*Dissertation Research*), which are acceptable despite not having announced days and times.

Students who receive full tuition waivers from another college or area of the university also must enroll according to the College of the Arts standards listed above.

Assistantships are normally awarded in the late spring, and the assistantship term is annual (i.e., running from July 1 – June 30) after the first year. (First-year student assistantships do not begin until the start of the first fall semester in which a student has enrolled.) Students receiving support are required to enroll in fifteen (15) credit hours in the summer sessions connecting their years of funding. This may include graduate seminars, but students not in local residence over the summer may take all 15 hours as FLME 8780 (*Directed Research*).

Assistantship Evaluation, and Renewal, and Probation

Renewal of assistantship depends on a successful annual performance review with the student's area Graduate Director and Director of the School. Continuing students must fill out an Assistantship Application / Renewal Form (available on the graduate studies site under "[Handbooks and Forms](#)") and submit that to the Graduate Program Coordinator in January of the semester prior to desired renewal of the assistantship.

Students will be notified at the year-end evaluation if their assistantship is put on probation or terminated. In probationary cases, the Director of the School and Graduate Director will indicate what steps are needed to improve performance and restore good standing. The student will have a period of time designated by the chair (normally one year) to accomplish these.

A student may lose funding if, after a poor performance review and a probationary period, the student performance fails to meet expectations, and/or if the student is not satisfactorily progressing to degree completion. Years in which funding has been denied because of the outcome of a probation situation count against one's years of total eligibility. That is, students are eligible for funding for four years, contingent upon performance; students who lose funding because of performance may or may not receive a total of four years of support.

Support for Conference Travel

PhD graduate assistantships include up to \$400 to support travel directly related to professional development, such as conference presentations. To receive these funds, student must complete the following forms, available on the School's website. For more information on travel policies and reimbursement procedures, contact the School's Business Manager, Gina Anderson.

- [Travel Authorization Form](#), to be submitted to the Director of the School at least ten (10) weekdays in advance of the planned travel, and by no later than April 1 of the current year, even when the travel will take place later than that date.
- [Travel Expense Form](#), to be submitted to the School's Business Manager within 20 days of travel to allow for processing within the university's 30-day deadline. Note that meal and other expenses must be equal to or less than the per diem for the destination, must be itemized, and must be recorded by original receipts when submitting.

In the event that a graduate assistant exceeds the travel fund allotted by the assistantship and has exhausted all other means of travel funding, the student may request assistance from the Executive

Committee. When available, these limited funds will be awarded on a competitive basis, and are given as reimbursement for completed travel, not advance funding. Preference is given to those who are presenting papers and who are in residence with active student status. No requests will be considered after March 15 for any given academic year.

Note: Students not currently on a graduate assistantship, but who have had a paper accepted for a conference, may petition the Executive Committee for assistance with travel expenses in excess of the assistantship's limit. When available, these limited funds will be awarded on a competitive basis and are given as reimbursement for completed travel, not advance funding. Preference is given to those who are actually presenting papers, and who are in residence, with active student status. No petitions will be considered after March 15 for any given academic year. If awarded, a student must meet immediately with the School's Business Manager for guidance through the strict university regulations and procedures for reporting travel expenses in order to receive funds.

Getting to Know the Field

Several additional resources are available to help students orient themselves to doctoral graduate study and to the field of communication. Introduction to Graduate Studies is designed to provide an introduction to the field and the diversity of research within the School. Students should be in frequent contact with members of their advisory committees about conference attendance and presentation, publication, and so on. In addition, familiarize yourself with the professional associations in your area of the field (see links on the graduate program page). Individual faculty can recommend many resources, publications, and networking opportunities. In addition, a website organized by Dr. Jonathan Sterne, chair of the department of art history and communication at McGill University (<http://sterneworks.org/Academe/>) also makes available a number of quality resources that assist students as they orient their professional lives in the allied fields of communication. First-year students may want to become regular readers of academic news sources such as [Inside Higher Education](#) and [The Chronicle of Higher Education](#), both of which are free or have subscription-free segments and offer news, community forums, and other resources specifically for graduate study.

Doctoral Plan of Study

Area of Emphasis

Working closely with their PhD advisory (plan of study) committee, students will choose courses within the Moving Image Studies program or allied disciplines and will plan a program of conference attendance and presentations as well as independent reading, etc., to build a coherent program of study in his or her area of emphasis. In the process of fulfilling the degree requirements, students in the Moving Image Studies program may take courses from any School in the College of the Arts as well as the allied Department of Communication, contingent upon approval by the student's advisory (plan of study) committee.

First-year Advisement

All graduate students in the School of Film, Media & Theatre should seek advisement in their first semester of attendance at Georgia State University from the Graduate Director, who keeps scheduled office hours each semester.

Plan of Study Tracking Forms

Students should use the [Plan of Study Tracking Form](#) (online and in this handbook) to track their progress through degree requirements across the first three years of the program. When meeting with the Graduate Director and Plan of Study Committee (see below), bringing a completed (and recently updated) copy of this form will be helpful.

PhD Advisory (Plan of Study) Committees

All PhD students will choose a three (3)-member advisory (“plan of study”) committee by the end of the first year in the program, or after having taken fifteen (15) hours, whichever comes first. First, in consultation with the faculty concerned and the Graduate Director, where appropriate, the student first selects a committee chair, who must be a member of the School of Film, Media & Theatre doctoral faculty (consult the list at the back of this handbook). Then, in consultation with that committee chair and with the consent of all faculty concerned, the student selects the remaining two committee members. All three (3) committee members must be doctoral faculty, and two (2) members, including the committee chair, must be from the School of Film, Media & Theatre.

Students should be aware, when considering committee composition and likely timetables for their program, that faculty are not obligated to be available and may not be available during sabbaticals, certain leaves, or summers in which they receive no support from the School. Recognizing the limits of long-range planning and the likelihood that unexpected exigencies will arise, students should, as they create their committees, discuss possible timelines and contingencies with prospective committee members in order to have a basic idea of each prospective member’s availability and flexibility. If a student wishes or needs to schedule a defense or other critical meeting at a time when one or more committee members is unavailable, regular committee members can often be replaced on an ad hoc basis in consultation with the committee chair. Committee chairs are difficult if not impossible to replace, however, as they provide continuity for the student’s plan of study or dissertation project, ensuring both that the student conforms to the committee’s expectations set in plan-of-study meetings, the prospectus defense, and any other meetings the committee may have had with the student and that the student is not held to account to standards and expectations introduced at the last minute.

The composition of the committee can be changed with the agreement of the committee chair.

Plan of Study Meetings

The advisory (plan of study) committee must meet annually to evaluate the student’s progress, discuss research interests and the development of a dissertation topic, and plan the student’s remaining coursework. All PhD students with active status who have not yet passed their comprehensive exams are required to participate in this annual meeting. In the Moving Image

Studies area, the Graduate Program Coordinator will schedule these meetings to take place during a single two-day period in the spring semester.

In that meeting, the committee gives feedback about the strengths and weaknesses of the student's performance in the program. In consultation with the committee, the student will decide upon specific areas of research/teaching concentration and a plan designed to achieve expertise in each area. This plan may include a combination of course work, conference activity, independent reading, and so on. The committee may require additional courses beyond the minimum requirements to prepare the student for their research.

The student will bring to that meeting a copy of the [Annual Plan of Study Form](#) for the student's area of emphasis (online and in this handbook), which the student and committee will fill out and the committee chair will sign. The student will submit this form to the Graduate Program Coordinator immediately following this meeting, keeping a personal copy for reference. This form remains in the student's file with the Graduate Coordinator and is consulted during the annual evaluation meeting with the Director of the School and the Graduate Director.

Any subsequent changes in the plan must be approved by the chair of the committee.

Toward the end of the student's coursework, the committee makes certain that the student has taken the appropriate courses to satisfy requirements and to prepare the student for the comprehensive exams. (See "[Comprehensive Exams](#)," page 23-29 for details.) The committee also works with the student on bibliographies for comprehensive exam questions.

After the comprehensive examination has been successfully completed, the advisory ("plan of study") committee dissolves. The student then, in consultation with the advisor, appoints a five (5)-member dissertation committee, which may or may not include all the members of the original advisory committee. The student should maintain regular contact with this committee throughout the dissertation process, but annual plan-of-study meetings and submission of the Plan of Study Form are not required by the School beyond this point.

Doctoral Curriculum

Introduction to Graduate Studies (2 hours)

Introduction to Graduate Studies meets weekly, Wednesdays 11-11:55am, and is designed to give doctoral students an overview of the field of moving image studies, an introduction to academia, and strategies for the development of students' academic careers, including but not limited to learning how to read for graduate school; learning how to craft a research question; thinking critically about research methodologies; making creative use of library research tools; proposing and presenting conference papers; practicing ethical and generous scholarship; networking with fellow scholars; blending theory, history, and creative practice in one's scholarship; integrating digital tools into one's research; building an academic online profile; submitting work for publication; developing a dissertation topic; writing a prospectus; sustaining one's mental health through first-year jitters and "imposter syndrome"; and understanding the job market.

Communication Pedagogy (3 hours)

Once during the doctoral program, most likely in the first semester, students should enroll in COMM 8035 (*Communication Pedagogy*). This course introduces the student to the teaching expectations of the academy, familiarizes the student with the legal and ethical requirements of teaching, and begins a teaching portfolio for each student.

All students who currently hold Graduate Teaching Assistantships (or who wish to apply for one in the future) must complete the Communication Pedagogy course before they begin their teaching assignments, or in the same semester in which they begin their teaching assignments. In other words, this course is a pre- or co-requisite for students who will teach course sections or stand-alone courses, as Instructor of Record or as Section Leader, in the School of Film, Media & Theatre.

Research Tools (9-12 hours, at minimum)

Students will complete a minimum of nine to twelve approved credit hours of courses that build their research skills (often referred to as methods courses). Courses both inside and outside the School may count toward the research requirement, although students should remember that they can apply a total of no more than 16 credits completed outside the School toward their 68-hour coursework requirements. Classes chosen to fulfill this requirement must be approved by the student's advisory (plan of study) committee and the Graduate Director.

Students must take at least three (3) Moving Image Studies research methods courses. The MIS research courses are: FLME 8160 (*Style and Narrative Analysis*), which may be repeated if content varies; FLME 8420 (*Media Historiography*); FLME 8680 (*Reception Studies*); FLME 8980 (*Media Industries*); FLME 8385 (*Critical Visual Cultural Theory*); and FLME 8980 (*Advanced Topics in Theory*).

In addition to these research methods courses, students are usually required to take additional methods courses necessary for their research. Additional methods courses must be agreed to by the advisory (plan of study) committee or dissertation committee chair. Students should work closely with their committees to develop a plan for completing research courses that provide the skills and expertise necessary to conduct advanced research in moving image studies. Only courses deemed capable of building research competencies directly relevant to the students' program of study will be approved by the committee. Courses may be selected from across the university. Courses should cover research methods per se. Courses in computer programming, foreign languages, and other areas relevant to the student's program of study may also be appropriate. Appropriate courses will vary from student to student, because appropriate programs of study may vary from student to student. These courses must be reflected in the Annual Plan of Study Form submitted to the Graduate Program Coordinator following the annual meeting with the advisory (plan of study) committee.

Dissertation Research (21 hours)

Each student will complete a minimum of 21 hours of FLME 9999 (*Dissertation Research*). Under the direction of the dissertation advisor and the dissertation committee, students will complete the exit project for the program. In each semester, students on assistantship usually sign up for nine (9)

hours of dissertation credit per semester with the remaining nine (9) required hours in FLME 8780 (*Directed Research*).

Internship (up to 3 hours, optional)

Doctoral students are also eligible, but not required, to enroll in internships for up to three (3) hours of course credit. An internship provides students with both observational and hands-on learning experiences that enhance their academic preparation and increase their ability to perform on a professional level after graduation. Students must have completed 12 hours of coursework in the School, have at least a 3.0 GPA, and have a full-time faculty member from their area of concentration sponsor them. Students should apply for an internship one (1) semester prior to the semester of actual enrollment. Applications are located in the School of Film, Media & Theatre, 10th floor, 25 Park Place NE and on the graduate studies site.

Courses Outside the University (ARCHE)

Students may take courses from any department in the university. In addition, the Atlanta Regional Council for Higher Education ([ARCHE cross registration program](#)) gives access to courses offered by other area schools. The plan of study committee chair and Graduate Director must approve this course the student's application to register. Application deadlines are very early each semester, so students should consult participating schools' course schedules as soon as they become available.

Transfer Credit

According to college regulations, a PhD student's master's degree is transferred to the PhD program. In addition, a maximum of six (6) hours of graduate credit in an area related to the student's program of study earned beyond the master's degree at another accredited institution may be applied toward the PhD degree. (In unique circumstances a student may request additional transfer credit hours with permission of the Graduate Director.) To do so, the student should submit a request in writing to the Graduate Director during the student's first two (2) semesters, listing the student's date of admission into the PhD program, the specific courses he/she wishes to count toward the PhD program with copies of appropriate syllabi and/or catalog copy, and a short justification as to why the request should be approved. The Graduate Program Coordinator will notify the student when a decision has been reached. Application for transfer credit must be made during the student's first two (2) semesters at Georgia State University. Transfer credit is subject to evaluation and approval by the School's Graduate Committee and the Associate Dean of the College of the Arts.

Waiving or Substituting Required Courses

Students who believe that any of the core/required courses should be waived for any reason, or who wish to substitute a course requirement with a course other than the designated to fulfill that requirement, must obtain written approval from their plan of study or dissertation committee chair, and submit that with a formal petition in writing to the Graduate Director. The Graduate Committee will consider the petition and forward its recommendation to the Director of the School for approval.

III. Maintaining Good Standing throughout the Degree Program

Annual evaluations

In addition to the required annual meetings with their Plan of Study committee (see above), all students meet with Director of the School and the Graduate Director every spring. These meetings are brief and designed to provide students and the School with ongoing feedback relating to progress in program, the pace of professional development, and if applicable, performance as graduate assistant to the School. Students who must attend such a meeting include any PhD students who have not yet successfully defended a prospectus AND any PhD student currently on a graduate assistantship funded by any school, program, or department in the College of the Arts. The Graduate Program Coordinator will schedule these meetings.

Prior to this annual meeting, the School collects evaluations of the student's assigned work from the student's teaching/lab and research assistantship supervisor. The Director of the School and Graduate Director determine at this meeting whether the student is making satisfactory academic progress and, if applicable, whether the student is performing satisfactorily in the role as graduate assistant (see [Assistantship Evaluation, Renewal, and Probation](#) section). In the case of academic probation and/or the probation or termination of a student's graduate assistantship, the Director of the School and Graduate Director will advise the student how to remedy problems and restore good standing. The student will have a designated amount of time (normally one year) to restore good standing.

In addition to (and prior to) these end-of-year meetings, all PhD students with "active" student status participate in a yearly survey. The brief survey is a (mandatory) opportunity for students to update the School on their academic progress, professional activity, and, if applicable, graduate assistantship experience and preferences regarding teaching, lab, and research assignments. This survey is an invaluable resource in the School's ongoing efforts to communicate effectively with current students as well as to guide students' academic and professional development. Finally, all students with "active" student status will submit a .PDF of their current C.V. to the Graduate Program Coordinator to be kept on file in the School.

GPA minimum

In general, the College of the Arts and the School of Film, Media & Theatre expect students to maintain superior performance in coursework. The College requires that a grade point average (GPA) of 3.0 on a 4.0 scale be maintained and stipulates that a graduate student is subject to scholastic termination for failure to achieve a 3.0 cumulative grade point average by the end of the next eighteen (18) semester hours of enrollment in letter-graded courses after the student's GPA has fallen below a 3.0. No course in which a C- or below was earned will count toward the degree.

These are minimum expectations, however, and the faculty expects doctoral students to exceed this minimum.

Policy on Academic Honesty

As members of the academic community, students are expected to recognize and uphold standards of intellectual and academic integrity. The University assumes as a basic and minimum standard of conduct in academic matters that students be honest and that they submit for credit only the products of their own efforts. Both the ideals of scholarship and the need for practices that are fair require that all dishonest work be rejected as a basis for academic credit. They also require that students refrain from any and all forms of dishonorable conduct in the course of their academic work. Students are required to read and abide by the university's complete Policy on Academic Honesty, available here: <http://codeofconduct.gsu.edu/files/2013/03/2014-2015-Section-II-Academic-Conduct-Student-Code-of-Conduct.pdf>. A selection from that policy follows:

The examples and definitions below are intended to clarify the standards by which honesty and academically dishonest conduct are judged. The list is merely illustrative of the kinds of infractions that may occur, and it is not intended to be exhaustive. Moreover, the definitions suggest conditions under which unacceptable behavior of the indicated types normally occurs; however, there may be unusual cases that fall outside these conditions that will also be judged unacceptable by the academic community. If a student has any doubts about what constitutes proper ethical conduct, he or she should err on the side of caution, citing original sources even in apparently ambiguous situations, and seeking clarification from the course instructor. These standards govern all work submitted in the course of degree program work; for instance, students should avoid plagiarizing material even when they are using it for ungraded classroom presentations or handouts.

Definitions and Examples

Plagiarism: Plagiarism is presenting another person's work as one's own. Furthermore, plagiarism includes any paraphrasing or summarizing of the works of another person without acknowledgment, including the submitting of another student's work as one's own. Plagiarism frequently involves a failure to acknowledge in the text, notes, or footnotes the quotation of paragraphs, sentences, or even a few phrases written or spoken by someone else. The submission of research or completed papers or projects prepared by someone else is plagiarism, as is the unacknowledged use of research sources gathered by someone else when that use is specifically forbidden by the instructor. It is, for instance, plagiarism when an article abstract is copied without attribution into an annotated bibliography, or when images are copied into presentations without providing appropriate credit. Failure to indicate the extent and nature of one's reliance on other sources is also a form of plagiarism. The use of text copied from the World Wide Web, without specific attribution, is unethical and constitutes plagiarism. Finally, there may be forms of plagiarism that are unique to an individual discipline or course. The student is responsible for understanding the legitimate use of sources, the appropriate ways of acknowledging academic, scholarly, or creative indebtedness, and the consequences of violating this responsibility.

Cheating on Examinations: Cheating on exams involves giving or receiving unauthorized help before, during, or after an examination. Examples of unauthorized help include the use of notes, texts, or "crib sheets" during an examination (unless specifically approved by the instructor). Other examples include intentionally allowing another student to view one's own examination and

collaboration before or after an examination if such collaboration is specifically forbidden by the instructor.

Unauthorized Collaboration: Submission for academic credit of any work product, or part thereof, represented as being one's own effort, which has been developed in substantial collaboration with or without assistance from another person or source is a violation of academic honesty. Collaborative work specifically authorized by an instructor is allowed.

Falsification: It is a violation of academic honesty to misrepresent material or fabricate information in an academic exercise or assignment (for example, false or misleading citation of sources, the falsification of the results of experiment or of computer data).

Multiple Submissions: It is a violation of academic honesty to submit substantial portions of the same work for credit more than once without the explicit consent of the instructor(s) to whom the material is submitted for additional credit. In cases in which there is a natural development of research or knowledge in a sequence of courses, use of prior work may be desirable, even required; however, the student is responsible for indicating in writing, as a part of such use, that the current work submitted for credit is cumulative in nature.

Obligation to Report Suspected Violations: Members of the academic community - students, faculty, and staff - are expected to report violations of these standards of academic conduct to the appropriate authorities. The procedures for such reporting are on file in the Office of the Dean of the College of Arts Sciences and in the Office of the Dean of Students.

Changing Degree Programs

Changing from the PhD program in the School of Film, Media & Theatre to a degree program in another department or school, or vice versa, requires application through the admissions process for the new program and adherence to published application deadlines.

Degree Time Limits

All requirements for the PhD degree must be completed within ten (10) years of the student's first semester in the program. Students should be aware of and plan their course of study in accord with the time limitations on completion of various aspects of the program. While students may petition for an extension from the Graduate Petitions Committee of the College of the Arts, such extensions are not automatically granted. Students should therefore be mindful of their timely progress through the program.

For consideration of an extension beyond the published time limit for degree programs, students must petition through the College of the Arts Graduate Office. Upon receipt of the petition, both the Graduate Director and the Director of the School are asked to make recommendations for or against the proposed extensions. Factors considered in those recommendations include: successful defense of the dissertation proposal, demonstrated progress toward the completion of the dissertation, level of support from the student's committee advisor, relevance of courses taken beyond the term limit to the student's dissertation, and whether a previous extension has been

granted. Students must provide a convincing argument that includes a discussion of these factors. The Director of the School and the Graduate Director may require a student to retake core classes (or classes that are particularly crucial to the student's dissertation) if the student took those classes more than 10 years before the semester of petition and/or if the content of those courses has changed significantly. Students should also be aware that the Graduate Petitions Committee may only meet once each semester.

Active student status and enrollment requirements

Continuous Enrollment Requirement and active/inactive student status

As part of the university's continuous enrollment policy, students in all graduate programs must maintain enrollment totaling six (6) hours or more over all consecutive three (3)-semester periods (including summers). In other words, the total enrollment of the current term plus the two (2) terms preceding it must add to six (6) hours or more at all times.

Not all six (6) credit hours can be taken in the summer semester.

The status of all students will be checked by the midpoint of each term for compliance with the continuous enrollment requirement. Any student whose enrollment is out of compliance will be placed on inactive status effective at the end of the current term and all pre-registration for subsequent terms will be canceled. Those students will be notified by an e-mail message sent to their official Georgia State University e-mail account.

To resume their programs, inactive students must file for re-entry by the published deadline and must enroll at a level sufficient to satisfy the continuous enrollment criterion. That is, their enrollment in the re-entry term plus the two (2) terms preceding it must add to six (6) hours or more. The maximum required enrollment level for the re-entry term is six (6) hours. Before reentry will be approved, the College of the Arts Graduate Office will seek approval from the Graduate Director and the Director of the School. For more information on this policy, and for details regarding the re-entry process, see section 1100 of the Graduate Catalog:

<https://catalog.gsu.edu/graduate20142015/graduate-admissions/>

Residency Requirement

Four (4) semesters of residence are required, two (2) of which must be consecutive. During all four (4) semesters of residence the student must register for at least six (6) hours of coursework. On the recommendation of the School and with the approval of the Graduate Director, up to one half of the residence requirement may be waived on the basis of competence obtained through coursework completed elsewhere. Students must petition the Graduate Committee to request consideration for such a waiver.

Completion-term Enrollment Requirement

Additionally, all students must be enrolled in the term in which they complete the requirements for their degree. Normally, this is the term in which they will graduate. However, if the requirements are completed after the deadline for graduation in a term, but before the first day of classes in the

subsequent term, then it is not necessary to enroll in the subsequent term. If the continuous enrollment criterion is not met in the term in which degree requirements are completed, then it must be met in the term of graduation. Students who have enrolled for a total of six (6) or more hours in the two (2) terms preceding the term of completion may register for one (1) hour in that term, unless their department requires a higher number of hours.

Academic Program Leave

Students seeking an Academic Program Leave for one (1) to three (3) semesters must first contact the Graduate Program Coordinator to inform the School of their plans. Then the student would formally apply through the Graduate Office.

Graduate Assistants must, at the same time, submit a formal petition to the Graduate Committee to pause their assistantship for the duration of the intended leave. Students must continue to perform their assigned duties until and unless the College's Graduate Office formally approves the Academic Program Leave. During an approved leave, all parts of the graduate assistantship — workload, tuition waiver, and stipend — would be suspended, and the terms of renewal will be determined by the Director of the School, informed by the recommendation of the Graduate Committee. The ten (10)- year deadline for completing all degree requirements will nevertheless remain the same.

Emergency Withdrawal Policy

Students may request an emergency withdrawal when a nonacademic emergency situation occurs, which prevents them from completing their coursework (e.g. severe medical problems, traumatic events) and when the timing or nature of the emergency prevents them from voluntarily withdrawing from their classes. Please see the GSU Dean of Students Emergency Withdrawal Page for further details: <http://deanofstudents.gsu.edu/student-assistance/emergency-withdrawal/>. In the event of an emergency withdrawal, any graduate assistant tuition waiver may be retracted. If possible and appropriate, student would meet with the Director of the School to discuss a plan and timeline for withdrawing and perhaps returning to the program.

Scholastic Termination

A student whose grade point average falls below the 3.0 required to receive a degree will have eighteen (18) semester hours in which to raise the GPA before being subject to termination from the graduate program. Students who twice fail the PhD comprehensive examination will also be terminated from the graduate program. (See page 28 - 29 for details.)

IV. Second Year in the Doctoral Program

Second-year Checklist

- Submit Responsible Conduct of Research [CITI test](#) score if not already submitted.
- Attend Responsible Conduct of Research ethics seminar if unable to attend the prior year
- Maintain good standing and active student status (refer back to [part II of this handbook](#))

- Graduate assistants: maintain the minimum required registration for fifteen (15) credit hours
- Meet at least once with PhD Advisory (Plan of Study) Committee
- Submit one or more papers to a conference in your research area

Support for Conference Presentations

It is expected that doctoral students will begin to submit papers to conferences in their research area in the second year of the program. Usually this means further developing and polishing a particularly strong paper written originally for a graduate seminar, with the support and advice of the instructor for whom it was originally written.

Graduate assistants have an allotted amount for travel funds to present at conferences in their area. Students not currently on a graduate assistantship, but who have had a paper accepted for a conference in their research area, may request assistance from the Executive Committee. See the [Assistantship](#) section of this handbook for details on applying for funding and reimbursement.

V. Third Year in the Doctoral Program

Third-year Checklist

- Maintain good standing and active student status (refer back to [part II of this handbook](#))
- Graduate assistants: maintain the minimum required registration for fifteen (15) credit hours
- Present one or more conference paper (see page 21 and the [Assistantship](#) section for information about conference travel)
- Meet with PhD Advisory (Plan of Study) Committee to prepare comprehensive exam areas and bibliographies
- Schedule, complete, and pass comprehensive exams
- Select a dissertation chair and committee immediately following comprehensive exams
- Write the prospectus
- Successfully defend the prospectus

Comprehensive Exams

Each student must pass a School-administered comprehensive examination that tests the student's knowledge of theory and research. The test is designed, administered, and evaluated by the student's PhD advisory (plan of study) committee (see page 14 for details on the constitution of that committee). Typically this occurs during the student's third year in the program, after the last semester of coursework. The comprehensive examination will typically be passed at least one academic year prior to the conferral of the doctoral degree. A student should have completed all coursework, with perhaps the exception of one summer course, before scheduling the exam.

Students are eligible to take the comprehensive examination only after completing all coursework, with the exception of required **FLME 9999** (*Dissertation Research*) hours. In the semester in which a student takes the comprehensive exam, she or he will usually be permitted to enroll in a combination of **FLME 9999** (*Dissertation Research*) and **FLME 8780** (*Directed Research*) hours in

order to meet assistantship registration requirements), even though actual work on the dissertation may not have commenced by this time. Permission to do this should be obtained from the PhD advisory (plan of study) committee and the Graduate Director.

The comprehensive examination process serves many important purposes, including the following: (a) It provides the student an opportunity to demonstrate her or his general competence in moving image studies and allied disciplines or areas of specialization; (b) It affords the graduate faculty an opportunity to certify a student's written and oral advocacy skills in communicating complex ideas and literatures; (c) It provides the student an opportunity to integrate his or her educational experiences in the doctoral program, and offers evidence that s/he is able to evaluate and communicate research in a way that does justice to the larger traditions of the chosen field; and (d) It assures that a student is prepared to undertake the major research demanded by the dissertation requirement.

Preparing and Scheduling of the Examination

Students must submit to the advisory (plan of study) committee suggested research areas for questions in each of the four examination areas, along with a bibliography for each area. These materials are often, and ideally, organized with the advisory (plan of study) committee months before the exam. Examination areas and bibliographies must thus be specifically approved by the advisory (plan of study) committee, who will create the questions to be asked. One of the examination areas will be film, television, or new media; once the student has chosen from these options, the committee chair will provide the student with the program's standardized bibliography for that area. Advisory (plan of study) committees regularly use their discretion to add reading material to an area bibliography, even if such material was not part of prior completed coursework. The areas and bibliographies must be finalized no later than thirty (30) days before the examination is to take place, so as to provide significant lead time both for exam preparation and study.

The student is responsible for scheduling his/her examination, working with the Graduate Program Coordinator and advisory (plan of study) committee. Comprehensive examinations (both written and oral) may be scheduled during the fall and spring semesters, excepting university holidays. Once the exam is scheduled, it should not be rescheduled within one month from the scheduled date, except in cases of documented emergencies.

Nature of the Comprehensive Examination

The examination includes two parts: a written examination which involves two full days of writing, and an oral examination which should occur between two and three weeks following completion of the written exam and will typically involve approximately two hours of questioning. Both parts must be passed by the student, and a failing performance on one part of the examination cannot be redeemed with a strong performance on the other.

The comprehensive examination is one examination in two parts sub-divided by content areas. The written portion of the comprehensive examination always precedes the oral exam, and a student is only permitted to proceed to the oral examination upon the PhD Advisory (plan of study) committee's assessment that the written portion of the exam is defensible. In other words, a student may have, in some cases, provided controversial or relatively weak answers to some

questions, but overall, the committee's judgment is that the written answers could be defended in oral argument. In order to proceed to the oral exam, all four content areas must be judged to be defensible.

Each student will answer questions in four (4) examination areas. One area must deal with the foundations for the student's track (these are standardized bibliographies in Film, Television, or New Media, prepared by the faculty). One area should concern the student's research approach/method. One area should concern a subject of specialization that is strongly relevant to the student's intended dissertation topic. One area must deal with another subject of specialization, presumably emerging from some or all of the student's other elective coursework.

Each student will have 16 hours over a two-day period (eight hours per day) to complete the written portion of the comprehensive examination. Students will be allotted four hours to answer each of their four examination areas. The examination will be administered in School of Film, Media & Theater spaces; the Graduate Program Coordinator will provide a private office and computer so that the written examination may be completed uninterrupted.

On the day of written exam, student is asked to leave all personal items with the Graduate Coordinator, including cell phones. The exam room will be camera-monitored to protect the integrity of the exam process and the academic reputation of both student and School. Following each of four writing sessions (prior to and following a daily lunch break), the student submits those to the Graduate Coordinator. When the exam is completed, the Graduate Coordinator will submit the exam to the online "Turnitin" software for an originality report, then send that report and the exam to both area's Graduate Directors for review and to the examination committee for grading.

Students must schedule their oral defense (see below) in consultation with their committee chair and the Graduate Program Coordinator. In the oral examination, the student will be questioned area-by-area by the entire committee. Because questions will often connect to the written examination, the student will be provided with a hard copy of their written answers in advance of the oral examination. Questions will also range more widely than the written responses, and students will be expected to articulate responses showing a detailed understanding of their designated areas of expertise.

Comprehensive exams, like all work undertaken toward the graduate degree, are subject to the university's Policy on Academic Honesty. Read and be familiar with this policy, available here in full: <http://codeofconduct.gsu.edu/files/2013/03/2014-2015-Section-II-Academic-Conduct-Student-Code-of-Conduct.pdf>.

Evaluation of the Comprehensive Examination

The comprehensive exam is evaluated at two points in time. The first portion of the exam is the written exam, and the second portion is the oral defense. The written portion must be successful in order to move on to the oral defense, and both portions of the exam (written and oral) must be successful in order for the overall comprehensive exam to pass.

A "passing" exam is one that has successfully passed through both the written and the oral defense stages. A "failing" exam is one that has failed at EITHER the written stage or the oral

stage. A single failure results in a second chance; a second failure results in dismissal from the program. Read carefully for details, and see the flowchart at the end of this section.

I. Written Exam

The first evaluation is of the written exam. The committee members individually evaluate all four areas of the written exam. The committee chair collects evaluations of the committee members, collates them and communicates the results to the committee members. The chair will then communicate to the student the outcome of the overall assessment, including whether particular sections of the written exam were considered to be weak and/or deemed indefensible.

The written exam is considered defensible (not “passing,” because only an overall exam can “pass”) and the student may proceed to the oral defense in either of the following cases:

Case 1) All four (4) areas of the written exam are deemed defensible by the majority of committee members. At that point, the student may work with the committee to schedule the oral defense. Note: an overall exam has not “passed” until after a successful oral defense.

Case 2) Only three (3) areas of the written exam are deemed defensible by the majority of committee members, AND the student satisfactorily (and within a timeframe designated by the committee) completes work that the committee assigns to improve or otherwise redeem the student’s performance in the one area deemed indefensible. The committee may require, in writing, that the student do one of the following:

- a) retest on that one area, OR
- b) submit other specified written work that certifies intellectual competence in the area, OR
- c) take additional coursework to bring the student up to a level of demonstrable competency.

For all these options, the specification of a completion timetable rests with the faculty committee, although new work should typically occur within six (6) months of the written examination. If the student completes the assigned task within the designated timetable AND the majority of the committee deems this improved response to be defensible (or the assigned work to be satisfactory), the student may work with the committee to schedule the oral defense. At this point, no part of the written portion of the exam may be attempted again; the student must pass the overall exam at the oral defense stage or be dismissed from the program.

The written exam is considered failing (and must be retaken again in its entirety) either of the following two (2) cases:

Case 1) Two (2) or more areas are indefensible. At this point, the student must retake the written exam again in its entirety, within six (6) months of the first exam. Once s/he does so, no part of the written exam may be attempted a third time.

Case 2) Three (3) areas are defensible, and the student does NOT satisfactorily (and within a timeframe designated by the committee) complete work that the committee assigns to improve or

otherwise redeem the student's performance in the one area deemed indefensible. In this case, the student must take the written exam again, in its entirety, within six months of the re-tested area or replacement work having been deemed indefensible. Once s/he does so, no part of the written exam may be attempted again.

If, following the student's second attempt at the written exam in its entirety, all four (4) areas are deemed defensible, the student may schedule the oral defense.

If, following the student's second attempt at the written exam in its entirety, fewer than all four (4) areas are deemed defensible, the student will be dismissed from the program.

II. Oral Defense

The oral defense may not be scheduled until the committee has deemed the written exam defensible. During the oral defense, committee members will ask the student to defend the written exam in its entirety by asking pointed questions about any or all of the written responses. After completing the oral exam portion of the examination to the satisfaction of all committee members, the student will be asked to leave the room while the committee deliberates.

The committee will decide if the student's combined performance on the written and oral portions of the exam constitute a pass or a failure. At this point, the student is not evaluated on an area-by-area basis; rather, the committee will make an overall assessment of the student's demonstrated competence in the oral defense (including emendation) of his/her written arguments. After the committee has deliberated and reached its conclusion, the student will be called back into the examination room and immediately notified of their examination results.

III. Overall Exam

The overall exam is considered "passing" in either of the following cases:

Case 1) A majority of committee members (i.e., 2 of the 3) deems the student's overall exam (both written exam and oral defense) to be satisfactory. In this case, the comprehensive examination has concluded successfully, and the student may now begin the work of forming a dissertation committee and writing a prospectus. The chair of the advisory (plan of study) committee should notify the Graduate Director and the Graduate Program Coordinator of the examination's outcome.

Case 2) A majority of committee members does NOT deem the student's overall exam (both written exam and oral defense) to be satisfactory. However, if the student's written exam was deemed defensible upon the student's first attempt (that is, the student has not already re-taken any portion of the written exam), the committee may assign work to improve or otherwise redeem the student's performance on the overall exam. The committee may require, in writing, that the student do one of the following:

- retake only the oral portion of the exam (in which case, this second oral examination will normally occur within six (6) months of the first, at the discretion of the committee), OR
- retake the overall exam (both written and oral portions)

In addition, the committee may also require the student to complete additional work to prepare for a second attempt at the oral or overall exam. This may include, for example, extra course work or other forms of study, public presentations such as presentation at academic conferences or School seminars, participation in mock examinations, or training to better handle communication apprehension.

If, following this second oral examination or overall exam and the timely completion of any additional assigned work (depending on what the committee required of the student), the committee deems the overall exam to be passing, the comprehensive examination will have concluded successfully. The student may now begin the work of forming a dissertation committee and writing a prospectus. The chair of the advisory (plan of study) committee should notify the Graduate Director and the Graduate Program Coordinator of the examination's outcome.

The overall exam is considered failing if:

A) A majority of committee members (i.e., 2 of the 3) deems the student's overall exam (both written exam and oral defense) to be failing, AND the student has already failed the overall exam once before. (That is, a first attempt at the written exam was deemed indefensible, thus preventing it from getting to a successful oral defense and passing as an overall exam. A student may only attempt any given part of the exam twice.)

B) A majority of committee members (i.e., 2 of the 3) deems the student's overall exam (both written exam and oral defense) to be unsatisfactory, AND the student does NOT satisfactorily (and within a timeframe designated by the committee) complete work that the committee assigns to improve or otherwise redeem the student's performance on the overall exam (written and oral).

Students who twice fail the PhD comprehensive examination will also be terminated from the graduate program.

—

Below is an outline of possible exam results, offered here simply to distill the procedures and policies outlined in detail above:

Trajectory One: Written exam is defensible in the first attempt, and the first attempt at the oral defense is satisfactory, thus the overall exam passes. The student moves on to doctoral dissertation research.

Trajectory Two: Written exam is defensible only after a second attempt at one area or remedial/substitute work, and the first attempt at the oral defense is satisfactory, thus the overall exam passes. The student moves on to doctoral dissertation research.

Trajectory Three: Written exam is defensible in the first attempt, but the first attempt at the oral defense is unsatisfactory, thus the overall exam is deemed failing. A second attempt at the oral examination or the overall exam (this choice is at committee's discretion) is deemed satisfactory, thus the overall exam passes. The student moves on to doctoral dissertation research.

Trajectory Four: Written exam is defensible in the first attempt, but the first attempt at the oral defense is unsatisfactory, thus the overall exam is deemed failing. A second attempt at the oral examination or the overall exam (this choice is at committee's discretion) is deemed unsatisfactory, thus the overall exam fails. The student is dismissed from the program.

Trajectory Five: Written exam is defensible only after a second attempt at one area or remedial/substitute work, and following the oral examination, the overall exam fails. The student is dismissed from the program.

Undertaking Dissertation Research

Dissertations must be the product of the graduate student to whom the degree is awarded. Approval by the student's committee of his/her dissertation is not only an approval of the manuscript and of the research described in it but also a certification that the student is qualified to conduct research on his/her own. Basic to that certification is the knowledge that the student is primarily responsible for designing the project or study, synthesizing the material examined, analyzing the data, and discussing the results, with guidance from his/her advisor, committee members, and others, and through the process, is able to conduct publishable research projects independently.

Enrolling in FLME 9999 (*Dissertation Research*) hours is an important exit requirement for students seeking the PhD in Moving Image Studies. Students must register for a minimum of twenty (21) credit hours of thesis research and will continue to receive a grade of "IP" (in progress) in FLME 9999 until the dissertation is completed.

Selection of Dissertation Chair

Prior to enrollment in FLME 9999 (Doctoral Dissertation Research), the student must take the appropriate coursework to prepare him/her for thesis research and must fulfill the Responsible Conduct of Research requirement.

The student must identify a faculty member who is willing and able to serve as the Dissertation Advisor. The advisor must be a member of the School's doctoral faculty (see list of doctoral faculty at the end of this document). The advisor must also be knowledgeable about the student's area of research. The student will nominate an advisor, who must be appointed by the Director of the School of Film, Media & Theatre by use of Dissertation Advisor Agreement Form (online and in this handbook). That form is submitted first to the intended committee chair for a signature, then to Director of the School for approval, then to the Graduate Program Coordinator for filing.

Enrollment in FLME 9999 (Dissertation Research)

Once the student's selection of an advisor has been approved and filed, the Graduate Coordinator may will authorize the student's enrollment in FLME 9999. The student must then enroll in FLME 9999. Usually students register for nine (9) hours of FLME 9999, with the remaining nine (9) required hours in FLME 8780 (*Directed Research*).

Dissertation Committee Selection

After selection of the committee chair, the student should nominate three (3) additional faculty members to serve on the dissertation committee. (More are allowable but not recommended.) Thus, the typical dissertation committee is comprised of four (4) faculty: the committee chair, two other School of Film, Media & Theatre doctoral faculty, and one outside member. In total, three (3) of the four (4) committee members must be appointed to the School of Film, Media & Theatre's doctoral faculty, and one of the four members must be a doctoral faculty from an allied department, including the Department of Communication. In the event that more than four (total) faculty are on the committee, the additional member(s) may hold the rank of graduate and/or doctoral faculty in the School of Film, Media & Theatre. All dissertation committee members must possess special expertise in the area of the student's proposed dissertation topic or research method.

In the interest of continuity and timely progress toward degree completion, the School discourages students from making changes to the dissertation committee at any time beyond a successful prospectus defense. If the student deems a change absolutely necessary, the student may petition the Graduate Committee to make a change. The petition must include a substantive justification/rationale for the proposed move. If the change is approved, the student will be required to defend the prospectus again to the satisfaction of the new committee. The new committee must sign/date a new prospectus title page, coupled with a complete prospectus, to be submitted for the signature of the Graduate Director, for the student's files.

Developing the Prospectus

The first step of dissertation research is to develop a complete prospectus that the student will orally defend before his/her dissertation committee. The prospectus is developed in consultation with the dissertation advisor and committee members. Below is a list of common prospectus elements, but each research area and each dissertation committee will have its own standards and expectations. Prior to developing the prospectus, students must consult the dissertation advisor to discuss requirements specific to the student's own research.

1. Title: the first sign to the reader as to topic and methodology, the title should be concise and suggestive.
2. Abstract: brief summary (usually limited to half a page) of the significance of the project, its research question/hypotheses, and the method planned to conduct the research.
3. Research question/Hypothesis/Thesis statement: identification of the problem or question the dissertation will seek to answer, along with an outline of the proposed answer(s) for the research question(s).
4. Object of Study. A clear delineation of which primary text(s) will be examined in order to answer the research question or support the proposed thesis, including a justification of why these text(s) have been chosen. Where appropriate, this could include a discussion of the method for obtaining and analyzing the text(s). Any use of students or others as research subjects but be described in detail and must be accompanied by advance permissions from the GSU Research Office.

5. Literature review: critical discussion of existing relevant literature, situating the proposed dissertation within a current academic debate and/or detailing an absence in the literature. Here the writer shows readers a broad awareness of the literature relevant to the chosen topic.
6. Methodological/theoretical frameworks: justification for the theoretical or methodological framework chosen to pursue the stated thesis or research question. This includes an organized explanation of how the proposed project engages the existing academic debate and describes the specific procedures, theories, strategies for data collection and analysis, and selection of participants that will ensure the completion of the project (including permissions from the GSU Research Office if necessary).
7. Contribution to the field(s): description of the project's significance to the field, i.e., why or how the project will extend the current body of knowledge in an important way. This section necessitates a clear indication of the nature of this contribution: theoretical, methodological, analytical, historical, and so on.
8. Chapter outline: brief summary outlining the step(s) that each chapter will make toward answering the research question or supporting the stated thesis (one or two paragraphs per chapter).
9. Conclusion: A summation or brief re-statement of the nature, scope and rationale of the project.
10. Bibliography: The prospectus will include a comprehensive bibliography, which will contain all cited references.

Defending the Prospectus

At least three (3) weeks after the student presents the committee with the prospectus acceptable to the dissertation advisor, he/she must set up an oral defense meeting time that is agreeable to all committee members. The student is responsible for arranging a room for this meeting (see the Graduate Program Coordinator) and for communicating meeting details with committee members.

All members should be in attendance. In the event that one committee member is unable to attend, the defense can move forward with a minimum of three (3) members. At this meeting, the student will answer questions from the faculty about the prospectus and receive recommendations for any revisions required by committee members. Possible outcomes for the prospectus defense include: passing the prospectus; passing the prospectus with specified conditions; not passing. If the prospectus does not pass the defense, the student must rewrite and re-defend the prospectus.

Students should bring to the meeting a properly formatted copy of the [Dissertation Prospectus Title Page/Signature Sheet](#), available on the graduate studies site, which the PhD advisory (plan of study) committee chair will sign upon successful completion of the defense. The student then submits this form to the Graduate Program Coordinator. In the event that the successful completion of the prospectus is contingent upon revisions, the PhD advisory (plan of study) committee chair will submit the form after those revisions have been completed satisfactorily.

Advancement to Candidacy

In order for a student to be advanced to candidacy, the student must have passed the comprehensive examination, and must have successfully defended a dissertation prospectus.

This four-year plan is, of course, ideal. This checklist carries the student through the final semester in the program, but depending on each student's circumstances, it may take longer than one year to complete it this particular checklist. Students who are "ABD" ("all but dissertation") should remain acutely aware of the 10-year degree time limit AND the continuous enrollment requirement, and the negative consequences of neglecting those, as they progress through the dissertation. ABD students must also continue to check their GSU e-mail account in order to receive timely information that may affect their student status and progress toward degree.

VI. Fourth and Final Year(s) in the Doctoral Program

Fourth and Final Year(s) Checklist

- Maintain good standing and active student status (refer back to [part II of this handbook](#))
- Graduate assistants: maintain the minimum required registration for fifteen (15) credit hours
- Register for dissertation hours FLME 9999 (*Dissertation Research*) each semester you require university resources
- Maintain regular contact with dissertation advisor, checking in on progress
- Apply to graduate two (2) semesters prior to graduation and know the filing deadlines
- Register for at least one (1) credit hour in the semester you intend to graduate
- Format your dissertation according to College requirements (easiest if you do it as you write).
- Defend your dissertation
- Choose whether to embargo your dissertation or not
- File your dissertation
- Complete survey of earned doctorates

Application to Graduate

As degree completion nears, students should consult the College of the Arts graduation webpage and be cognizant of these deadlines:

- Initial Dissertation Format Review Deadline
- Recommended Thesis/Dissertation Defense Deadline
- Embargo Request for Manuscripts Deadline
- Approved Formatting for Manuscripts Deadline

Students must apply for graduation two (2) semesters in advance of their expected date of graduation. Complete the application form by logging into [PAWS](#). To access the Graduation Application, select the Enrollment tab. The Application for Graduation link is located under the Updates/Requests Student Record section of the page. Once the link is selected, step-by-step instructions will be provided regarding the application process. Submit the form online with the

graduation fee. The graduation fee is \$50 for all graduate and undergraduate students. Students must apply for each degree/major earned and pay a separate fee. The fee covers the cost of printing, packaging and mailing your diploma.

Any questions regarding the process of applying to graduation may be addressed to the Graduate Program Coordinator or to the university's Graduation Office at 404-413-5040.

If a student is unable to finish by the semester originally specified, it is the student's responsibility to change the date by contacting the Graduation Office. Once a student has applied to graduate, an audit of the student's records will be completed by the College of the Arts Graduate Office. It is the student's responsibility to discuss any discrepancies with the Graduate Director.

Time Limits and Completion-Term Enrollment Requirement

Additionally, recall that all students have ten (10) to complete the degree, and that all students must be enrolled for at least one (1) credit hour in the term in which they complete the requirements for their degree. Refer back to [section III](#) for details.

Formatting the Dissertation

Georgia State University requires that each student assume full responsibility for the correctness in content and form of the dissertation. Explicit guidelines for the dissertation ("Thesis and Dissertation Guidelines") are available from the Office of Graduate Studies of the College of Arts and Sciences; these guidelines specify standards with respect to composition, format, and certain policies and requirements. Download the Thesis/Diss Signature Sheet Template and the Thesis/Dissertation Template from the graduate studies blog/site for this purpose.

Dissertations must conform to a standard bibliographic format, such as Chicago, MLA, APA, and so forth. The student's committee must approve the specific style manual as appropriate for the project. Deviations from this requirement must be approved in writing by the Graduate Director.

Defending the Dissertation

A student must provide his/her dissertation committee members with the completed dissertation at least three (3) weeks before the oral presentation and defense date. The presentation must be at a mutually agreeable time and should be scheduled no later than the midterm point of the semester the student expects to graduate. It is the responsibility of the student to schedule the defense and book the room (with the Graduate Program Coordinator) and to communicate these details to the committee.

All members of the dissertation committee must attend. Ideally, all members will be physically present, but a conference or Skype call for one member may be acceptable (pending the approval of the committee chair) if absolutely necessary. The date, time, and location will be publicized by the Graduate Program Coordinator and the meeting will be open to other interested students, faculty, and staff. The student must bring to that meeting a properly formatted Dissertation Title Page/Signature Sheet, available on the graduate studies site.

At the meeting, the student will present and defend the research project. At the conclusion of the defense, the committee will deliberate in closed session. If more than one member of the committee does not recommend that the dissertation be accepted, then the dissertation will not be accepted as a fulfillment of the degree requirements. If the dissertation is accepted, the dissertation committee will sign the Dissertation Signature Sheet/Title Page, and the student will submit this to the Graduate Coordinator.

A student who fails a dissertation defense will be allowed to attempt a second dissertation defense, with a significantly revised dissertation. The student who has failed an initial dissertation defense will be provided with detailed comments for revision by the committee chair, as gathered from the members of the dissertation committee. The student may, if the chair is amenable, decide also to confer directly with members of the committee for specific comments and feedback on the shortcomings of the work presented. When the committee chair believes the dissertation revision is sufficient to warrant a second defense, such a defense will be scheduled according to the protocols above. If more than one committee member judges the dissertation as failing in the second defense, then the student cannot continue and will be terminated from the program.

Embargoing the Dissertation

Following the successful filing of the dissertation, the dissertation will be uploaded to the university's ScholarWorks database. By default, any thesis or dissertation that is uploaded to the ScholarWorks database is made publically available on the internet, immediately upon upload. However, in certain circumstances, a student may wish to delay or limit access to the document. The following examples describe scenarios in which students may want to consider limiting or restricting access to their document:

- The student's work is based on data generated through research that will support other publications from people on the research team and those data may need to be delayed in their release;
- There is a plan to apply for a patent based on research discussed in the thesis/dissertation;
- The thesis/dissertation contains data or material that was generated pursuant to a grant or contract and the thesis/dissertation is subject to review by the sponsor or grantor prior to publication;
- The student plans to publish all or part of the document and knows that the publishers in the relevant field consider open access theses/dissertations to be a prior publication.

Embargoing Requirements: Students who wish to delay or limit access to their dissertation can choose from one of two options. The first option is a closed dissertation, which makes the document immediately available, but limited to the Georgia State community. This option is a permanent restriction, unless the student later requests to release the restriction. The second option is a complete embargo of the document, which makes the document unavailable for download to anyone. The complete embargo is time limited, with options for six months, one year and two years. Once the time limit is reached, the document is automatically released, unless the student submits a request for an extension.

Students who wish to restrict access to the dissertation using one of the embargo options described above, submit an embargo request form (on the graduate studies site or on the

College's Office of Academic Assistance page) prior to uploading your thesis to the Scholarworks ETD. The College of the Arts Graduate Office will ensure that the request also has the support of the Graduate Director, as well as the College's Associate Dean. For any questions concerning the embargo policy or procedures, contact the College of the Arts Graduate Office.

Filing the dissertation

When the signed copy of the student's dissertation title page is presented to the School's director and a correctly formatted final copy of the approved dissertation is submitted to the College's Office of Academic Assistance as a PDF file, the Director of the School will submit a Change of Grade form, which will allow the student to graduate. Explicit guidelines for the dissertation ("Thesis and Dissertation Guidelines") are available from the College of the Arts Graduate Office. The dissertation title page, signed by the dissertation committee and School director, is then submitted to the Graduate Program Coordinator.

Graduation

Every successful PhD graduate from the School of Film, Media & Theatre should take the opportunity to be hooded by his or her dissertation chair at the College of the Arts Recognition Celebrations!

Doctoral Faculty

Barker, Jennifer M. (PhD, University of California, Los Angeles, 2004). Associate Professor. Areas of research include cinema studies, aesthetics, spectatorship, embodiment, phenomenology, documentary. (Moving Image Studies)

Holmes, Shirlene (PhD, Southern Illinois University, 1991). Associate Professor. Areas of research include playwriting, African–American studies, acting, storytelling. (Moving Image Studies)

Lewis, Phil (PhD, Queensland University of Technology, 2006). Professor. Areas of research include documentary, digital humanities, media industries.

Raengo, Alessandra (PhD, New York University, 2006). Associate Professor. Areas of research include cinema studies, visual culture, critical theory, and cultural studies. (Moving Image Studies)

Restivo, Angelo (PhD, University of Southern California, 1997). Associate Professor. Areas of research include international film and media, critical theory, and global art cinema. (Moving Image Studies)

Shahaf, Sharon (PhD, University of Texas, 2008). Assistant Professor. Areas of research include television studies, global media, cultural studies, Israeli media, and media history. (Moving Image Studies)

Smith, Greg (PhD, University of Wisconsin, 1998). Professor. Areas of research include style and narrative, media and emotion, and new media theory. (Moving Image Studies)

Tussey, Ethan (PhD, University of California – Santa Barbara). Assistant Professor. Areas of research include media industries, media ethnography, television studies, new media. (Moving Image Studies)

Index

- academic dishonesty, p. 19-20
 - and comprehensive exams, p. 25
 - cheating on exams, p. 19
 - falsification, p. 20
 - multiple submissions, p. 20
 - plagiarism, p. 19
 - reporting violations, p. 20
 - unauthorized collaboration, p. 20
- academic program leave, p. 24
- address of School of Film, Media & Theatre, p. 2
- advisor, plan of study, pp. 11, 15, 16, 19, 27
- advisor, dissertation committee, p. 17, 32-34
- annual evaluations, p. 18
- applying to the School of Film, Media & Theatre, p. 3
- ARCHE (cross registration), p. 17
- assistantships, pp. 2, 9-13, 18, 20, 24
 - absences from teaching assignment, p. 10
 - academic program leave and, p. 22
 - conference travel funding for graduate assistants, p. 12
 - contract, p. 6, 10
 - enrollment requirements, p. 11, 17
 - satisfactory progress, p. 10
 - evaluation, pp. 12, 18
 - fifth-year funding requests, p. 11
 - mandatory health insurance, p. 11
 - probation, p. 12-13
 - renewal, p. 8, 12
 - responsibilities, p. 10
 - research supervisor, p. 10
 - prohibition on employment at other System of Georgia schools, p. 11
 - termination, p. 11, 12, 18
- changing degree programs, p. 20
- checklists
 - checklist: first year in program, p. 6
 - checklist: second year in program, p. 22
 - checklist: third year in program, p. 23
 - checklist: fourth year in program, p. 32
 - checklist: final year in program, p. 32
 - fair use checklist, p. 7
- FLME-grads listserv, p. 8
- committee, advisory (plan of study), p. 14-15
- committee, dissertation, p. 30
- completion-term enrollment requirement, p. 21, 23
- comprehensive exam, pp. 23-29

- and graduate assistant progress, p. 10
- and advisory (plan of study) meetings, p. 15
- evaluation of the exam, p. 27-29
- oral defense, p. 27
- question design, p. 24-25
- scheduling, p. 24
- written exam, p. 29
- conference travel funding, p. 12-13
- continuous enrollment requirement, p. 21-22
- course registration, p. 7
- cross registration (ARCHE), p. 17

- degree requirements, p. 4-5
- dissertation
 - chair, p. 29-30
 - committee, p. 30
 - defending, p. 33-34
 - embargo, p. 34-35
 - filing, p. 35
 - prospectus, p. 30-32
 - research hours, p. 9, 16, 23, 29, 30
 - time limits, p. 20
- doctoral faculty listing, p. 39

- e-mail, p. 9
- ethics requirement, p. 10
 - seminar, p. 10
 - See also** Responsible Conduct of Research (RCR) requirement
- extension of degree time limits, p. 33

- faculty listing, p. 36
- fair use, p. 6
- first year in program
 - advisement, 14
 - checklist, p. 6
- forms
 - annual plan of study form, pp. 15, 44
 - ARCHE cross registration form, p. 17
 - assistantship application / renewal form, p. 3, 12
 - dissertation title page/signature sheet, [online only](#)
 - fair use checklist, p. 6
 - health insurance waiver application form, p. 12
 - plan of study tracking forms, pp. 16, 46-54
 - prospectus title page/signature sheet, [online only](#)
 - travel authorization form, p. 14
 - travel expense form for reimbursement, p. 14
 - Special Authorization / Class Authorization form, pp. 9

- grade point average (GPA)
 - minimum to maintain good standing, pp. 18, 22
 - minimum to maintain assistantship, pp. 10
 - required for application, p. 4
- graduate assistant resources, p. 10
- Graduate Director, p. 3
- Graduate Program Coordinator, p. 3
- graduation, p. 36
 - application to graduate, p. 32-33
 - fee, p. 33
 - time limits, p. 20
 - completion-term enrollment requirement, p. 21, 33
- holds on account, p. 9
- independent study limit, p. 5
- internships, p. 11, 17
- leave of absence, p. 22
- library proxy access for Graduate Research Assistants, p. 6
- methods courses, **see** research tools courses
- Moving Image Studies
 - description, p. 1
 - graduate director contact, p. 3
 - degree requirements, p. 5
- PAWS, p. 8
- phone numbers, School of Film, Media & Theatre, p. 3
- plagiarism, p. 19
- plan of study, pp. 13-15
- plan of study tracking form, p. 41-43
- program leave, p. 22
- prospectus, pp. 30-32
- prospectus title page/signature sheet, [online only](#)
- research hours (FLME 9999), p. 16
 - and comprehensive exams, p. 24
 - Responsible Conduct of Research (RCR / ethics) requirement and, p. 10-11
- research tools courses, p. 5, 16
- residency requirement, p. 21
- Responsible Conduct of Research (RCR) requirement, p. 10
- termination from the program, p. 22
- time limits, p. 20, 33
- transfer credit, p. 17

waiver or substitution of required courses, p. 17
withdrawal from university, emergency, p. 22

Library Proxy Authorization

Georgia State University

University Library

100 Decatur Street, Atlanta, Georgia 30303-3202

MEMORANDUM

TO: Access Services Department
William Russell Pullen Library

FROM: _____
Faculty Member's name (type or print)

Department

SUBJECT: **Authorization of assistant for University Library proxy access**

The assistant will be using their own Panthercard to charge items out to the faculty member's library account*. The assistant must identify to which account the library materials will be charged. The faculty member is responsible for all materials charged out to their account by proxy. This privilege also gives the assistant access to viewing the faculty member's account.

*Faculty members must already have an established account with the library before this form can be processed. Please contact the Circulation Desk at (404) 413-2820 if you have any questions.

**This form is to authorize my assistant _____
to check out library materials to my account by proxy. I understand that this privilege also gives the assistant
access to viewing the items I have currently charged out.**

This authorization is to expire on _____ or at the end of the current fiscal year (6/30).

Signature of Faculty Member

Date

Patron Library ID _____

Signature of Assistant

Date

Patron Library ID _____

Revised 7/29/2004

Plan of Study Tracking Form: Moving Image Studies

Name: _____ Sem/Year of admission to the program: _____

Date: _____ Total hours completed thus far (of 68 required): _____

Research Tools Courses (minimum 9 hours, selected from the following):

- FLME 8160 Style & Narrative Analysis (may be taken twice if content varies)
- FLME 8420 Media Historiography
- FLME 8680 Reception Studies
- FLME 8680 Media Industries
- FLME 8385 Critical Visual Cultural Studies
- FLME 8980 Advanced Topics in Theory

Course No. and Title/Subtitle	Sem/Year	Hours	Grade	Professor

Introduction to Graduate Studies (2 hours)

Course No.	Sem/Year	Hours	Grade	Instructor
FLME 8111				

Communication Pedagogy (3 Hours)

Course No.	Sem./Year	Hours	Grade	Professor
COMM 8035				

Electives in Moving Image Studies or Allied Disciplines (30 hours--courses outside MIS required advance approval by the advisory committee and must be consistent with School policy)

Course	Semester	Year	Hours	Grade	Professor

Course	Semester	Year	Hours	Grade	Professor

Ethics Requirement (completed prior to registering for Dissertation Research hours)

Ethics seminar completed?	Sem./Year	CITI test scored ≥ 80 ?	Date CITI score filed

Dissertation Research (21 hours)

	Sem./Year	Hours		Sem./Year	Hours
FLME 9999			FLME 9999		
FLME 9999			FLME 9999		
FLME 9999			FLME 9999		
FLME 9999					

Comprehensive Exams

Date written exam passed	Date oral exam passed	Committee Chair Name	Committee Member #2	Committee Member #3

Prospectus and Dissertation

Date of Prospectus Defense:
Dissertation Committee Chair:
Dissertation Committee Members:
Dissertation Title:
Date of Dissertation Defense:

Plan for coming semesters to achieve required credits and complete degree:

Dissertation Chair/Advisor Agreement and FLME 9999 (*Dissertation Research*) Authorization Form

I agree to serve as dissertation advisor for

Student's Name | Student PantherID number

My signature below authorizes the Graduate Coordinator to approve the above named student to enroll in FLME 9999 and to begin dissertation research.

I have certified that the above named student has completed the Responsible Conduct of Research requirement and that documentation is on file with the Graduate Coordinator for both:

- (a) the 5-hour ethics seminar, and
- (b) successful completion of the online CITI ethics course.

I also certify that the student has completed all coursework, with no more than one exception. If there is an exception, that remaining course is _____, to be taken during _____ (semester, year).

Faculty Member Name (print)

Faculty Member Signature

Date

Approval:

Graduate Director, School of Film, Media & Theatre

Director, School of Film, Media & Theatre

Submit form to Karin Smoot prior to enrolling in FLME 9999.