



MASTER OF ARTS DEGREE PROGRAM HANDBOOK 2024-2025

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Links to Select University Policies

- [Academic Programs Catalog](#)
- [Anti-Discrimination Policy \(ADP\)](#)
- [Code of Teaching Responsibility](#)
- [Disability and Reasonable Accommodation Policy](#)
- [Digital Accessibility Policy](#)
- [General Student Regulations](#)
- [Graduate Students Rights and Responsibilities \(GSRR\)](#)
- [Guidelines for Integrity in Research and Creative Activities](#)
- [Integrity of Scholarship & Grades](#)
- [MSU Guidelines for Graduate Student Mentoring and Advising](#)
- [MSU-GEU Contract](#)
- [Policy on Relationship Violence and Sexual Misconduct](#)

Welcome

The faculty of the School of Journalism welcome you to our Master of Arts degree program. Our faculty of outstanding professionals and scholars have made important contributions in the academic and media worlds. We are committed to making your graduate program successful.

A successful graduate program requires students who are both committed to excellence in their work and knowledgeable about the requirements for the degree. This handbook is meant to help master's students in the School of Journalism to know, understand and complete their program requirements.

The information below complements university regulations. Students must meet all university as well as School of Journalism requirements. Students should also consult the publications linked on p. 27 for guidance. Students are also encouraged to consult the School of Journalism Graduate Studies Director and Academic Program Coordinator for advice and interpretation of the information in this handbook.

1. Program Overview

A. Program Goals

The master's degree program is for students who want either (A) scholarly training for an academic career or (B) applied professional training for communications-related employment. The program, therefore, provides academic courses that stress both scholarly research and professional journalism-related skills.

B. Role of Graduate Studies Director, Program Coordinator and Master's Graduate Committee

The School of Journalism Graduate Studies Director, Academic Program Coordinator and Graduate Studies Committee administer the master's degree program; together they recommend graduate program policy and curriculum to the faculty. The Director of the School of Journalism designates the Graduate Director, who oversees the day-to-day operation of the program. The Graduate Studies Director and Committee select students for admission into the program and select faculty advisers for students based on their interests. The Academic Program Coordinator manages the administrative aspects of the graduate program, including admissions, course scheduling and student advising. They act as a liaison between students, faculty and administration to ensure program effectiveness and compliance with institutional standards.

C. Role of Graduate Studies Adviser

The Graduate Committee matches each accepted student with an initial adviser who consults with students as they work toward their degree. In the beginning of your program, meet your initial adviser to establish the expectations for your relationship, including a calendar of meetings. Please meet regularly with your adviser to discuss your career objectives, determine courses and review your progress in the program.

Your program plan should be discussed with and approved by your adviser and the Director of the Grad Program within the first semester. Please design your entire program plan by determining when you will take which courses. Planning helps students take advantage of courses that are not offered every semester. Search for MSU graduate courses [here](#). College courses are available in Journalism (JRN), Digital Storytelling (DS), Advertising+PR (ADPR), Media & Information (MI), Communication (COM) and College of Communication of Arts and Sciences (CAS). You are also welcome to take electives outside of Journalism and the College if they make sense for your program.

Students may, at any time in their program, request to change their academic adviser. If you want a change but do not have a specific adviser in mind, you are welcome to ask the Director for help. Please update your GradPlan and apprise the Graduate Program Coordinator of the change.

D. Course Core Requirements

Four core courses (JRN 802, JRN 804, JRN 805, and JRN 806) are required for ALL students, with additional courses required for either Plan A (thesis) or Plan B (professional project). The core courses are meant to help students develop a broad and theoretical understanding of the processes, effects and cultural relevance of mass media in local to global communities.

E. Overall Degree Requirements

The program requires students to earn 31 credits in 400-, 800- and 900-level courses. Eighteen of the 31 credits must be at the 800 or 900 level in courses offered in the School of Journalism. The requirements are outlined in Table 1, below.

You may count up to 12 credits at the 400-level toward the program (including transfer courses). You cannot double count in JRN course content (e.g., a student could not receive credit for both JRN 430 and JRN 830, cross-listed courses). Courses from other units that duplicate the content of any of the core courses will not be counted.

Table 1

Requirements for the Master of Arts Degree in Journalism

A minimum of 31 credits are required for the master’s degree in journalism in Plan A (thesis) or Plan B (professional project).

Plan A Required Courses – see Appendix 1

1 credit	JRN 802 Journalism ProSeminar
3 credits	JRN 803 Introduction to Quantitative Research Methods
3 credits	JRN 804 Journalism Studies Seminar
3 credits	JRN 805 Disruptions in Journalism Seminar
3 credits	JRN 806 Current Issues in Journalism Seminar
3 credits	Approved 800-900 level research course
6 credits	JRN 899 (thesis)-2 semesters
9 credits	Electives
31 total credits	

Plan B Required Courses – see Appendix 2

3 credits	JRN 800 Multiple Media Reporting I*
3 credits	JRN 801 Multiple Media Reporting II*
1 credit	JRN 802 Journalism ProSeminar
3 credits	JRN 804 Journalism Studies Seminar
3 credits	JRN 805 Disruptions in Journalism Seminar
3 credits	JRN 806 Current Issues in Journalism Seminar
6 credits	JRN 896 (project)-2 semesters
9 credits	Electives
31 total credits	

*Students with commensurate professional experience or coursework may request a waiver.

Optional Transcriptable Concentrations or Certificate

The elective credits for both Plan A and Plan B students may include a 9-credit transcriptable concentration in Environmental, Science and Health Journalism or International Journalism. Please notify Nicole Bond to add the concentration to your transcript.

International Journalism – 9 credits

3 credits	JRN 465, Comparative Issues in International Journalism
3 credits	JRN 892, Global Affairs Reporting skills
3 credits	Choose from the following: JRN 872, Envir, Sci & Health Reporting Topics JRN 873, Envir., Sci & Health Reporting Seminar JRN 887, JRN Edu Abroad Any adviser-approved credits (skill, seminar or education abroad)

Environment, Science & Health Journalism – 9 credits

3 credits	JRN 872, Environment, Science & Health Reporting Topics – can retake with a different topic for another 3 credits
3 credits	JRN 873, Environment, Science & Health Seminars
3 credits	Any adviser-approved credits (skill, seminar or education abroad)

Documentary Film – 9 credits

6 credits	JRN 811, Advanced Documentary Filmmaking (2 semesters)
3 credits	Choose from the following: JRN 810, Visual Journalism Approved 800-900 level course(s)

F. Course Waiver

Plan B (professional project) students are required to take both JRN 800 and JRN 801. However, students with sufficient practical journalism experience earned through similar courses or professional practice may request a waiver from JRN 800. Shared students who did their undergraduate work through the School of Journalism should discuss with their adviser whether waiving or taking the course is in their best interest.

Interested students must write a letter to the JRN Graduate Committee requesting the waiver and justifying their commensurate academic and/or professional experience. To support their letter, students must submit their resume; the syllabus(es) of their similar course(s) and their final grade(s); and/or links to their published multimedia work. Please send to Academic Program Coordinator Nicole Bond (bondnic@msu.edu), ideally before the semester begins.

Note that a waiver is for the course itself and not the credits. Students would need to find an elective course or courses to replace JRN 800/801 and achieve the 31 program credits.

G. Minimum/Maximum Credit Load

To be considered full-time for academic purposes, financial aid and assistantships, etc., master's students must carry a minimum of 6 credits per semester. Most students take 9 credits per semester – and often 10 in their first semester, which includes the 1-credit proseminar.

Graduate students may carry up to 16 credits each semester, but this is NOT recommended. A course load of more than 16 credits requires the dean's approval.

All students using university services, such as the MSU library, for graduate work must be registered each semester. Minimum registration consists of 1 credit.

H. Independent Study

Elective Independent Study (1 to 6 credits) is an option for students who wish to research a specific topic in more depth than a particular course allows, or to research a topic not available in an established course. Six credits total are allowed and approved by the adviser.

Students seeking an independent study usually approach faculty members sometime during or after their first semester in the program.

Students wishing to enroll for Independent Study credits must complete an [Independent Study form](#) in collaboration with the instructor with whom they will be working.

Once the form is completed with the signatures of both the instructor and the student, the student must also get the signature of their academic adviser. Once the adviser signs the form, it should be submitted to the Academic Program Coordinator, Nicole Bond (bondnic@msu.edu).

I. Annual Evaluation

Meet with your adviser in April or early May to discuss your academic progress and how to move forward. Then complete the progress report, upload into your GradPlan and submit it to the Academic Program Coordinator, Nicole Bond.

The Annual Progress Report, along with official university transcripts and other relevant information, are used as the basis for the program's evaluation of your progress. The evaluation addresses the number of credits completed toward the degree, the satisfaction of core course requirements, and the documentation needed for thesis or project options. In addition, the evaluation notes areas of strong performance or cautions students in the event of substandard course performance or failure to make timely progress.

J. MAven Hour

A maven is "a person who knows a lot about a particular subject," as described by Merriam-Webster. Graduating students present their projects at MAven Hour, an event hosted at the end of fall and spring semesters by the School of Journalism to showcase your work. Friends and family are welcome. Students who graduate in the summer give a progress report in the prior spring. A MAven Hour presentation is a requirement for the degree. All MA students should attend each MAven hour.

2. Options for Completing the Program

The School of Journalism's Master's program offers two main tracks, depending on the student's primary career interest.

Plan A. Future Ph.D. applicants or research career students commonly conclude their program with a "Plan A" master's degree thesis demonstrating their ability to conduct research that contributes to our knowledge of media-society relationships. A thesis helps to prepare students for scholarly research and provides them with a credential that will distinguish them when applying for doctoral programs. Students in "Plan A" are encouraged to produce scholarly research and participate on research teams during their program.

Plan B. Master's degree students who seek to establish or advance their professional career commonly conclude their program with a "Plan B" professional project that showcases their professional skills. Students in the "Plan B" option are urged to demonstrate professional commitment and achievement by publishing their work during their program.

Students following either Plan A or Plan B should begin their final project during the first semester of their second year or earlier. Beyond specific course requirements, students choose the courses and degree-completion option that best fit their project plans and career goals.

A master's thesis and a professional project must demonstrate excellence that both draws on the courses composing the program and displays the student's original work. Each thesis or project will be unique, and the standards for evaluation of its merit will be specific to the goals set out in the approved proposal and the degree to which those goals have been met.

A. Plan A Thesis Process

Students must follow Graduate School procedures for obtaining approval and successfully completing their work. Students select a committee of faculty members for their thesis and have their written proposal approved by their committee before registering for thesis (JRN 899) credits, in the last two semesters of their program.

Thesis Standards

Students taking the thesis option (Plan A) must allocate six credits to the thesis. Students must be registered for at least one credit at the time of their thesis completion.

A thesis is ordinarily a more traditional, scholarly work that draws on previous research to define a problem that the thesis can address with new knowledge or insights. The purpose of research is to benefit society in some way through generative critique and/or proposed solutions/improvements. Most theses will focus on some aspect of media-society relations, attempting to describe such relations and define and/or explain influences on it. Consequently, a thesis is aimed at a scholarly audience attentive to research in the field for which the thesis is relevant. The standards of evaluation applied to the thesis are those used to assess a work for a peer-reviewed, scholarly convention or publication.

Students who plan to write a thesis are strongly encouraged to review the [Graduate School's formatting guidelines](#) prior to beginning the research project.

Chair Selection

Faculty members must supervise the work of students who select the "Plan A" thesis. The chair must be a tenure-stream faculty member from the School of Journalism. This could be the student's initial adviser or a different faculty member. Students may want to discuss with the Journalism Graduate Director or their adviser about finding a chair for the committee.

Committee Selection

Students should schedule a meeting with their chair to discuss the selection of two additional committee members. Ideally, a student's committee includes people with a diversity of backgrounds who can advise them on the final thesis. At least one committee member in addition to the chair must be a tenure-stream faculty member. One faculty member from outside the School of Journalism may serve on a student's thesis committee.

Oral Proposal Meeting

A formal, [written proposal](#) should be approved by the committee chair before it is sent to committee members. A proposal meeting should include an oral defense of the proposal in which students detail their thesis with an introduction, justification, literature review, method, timeline and description of the final product to their committee.

Plan A students' thesis committee must meet at least twice with the student (for the proposal and final defense). Students may meet with their committees and/or individual members as frequently as

necessary or desirable to review a student's progress toward thesis completion.

Oral Final Defense

The graduate student will present the results of the thesis at a meeting open to the community. While members of the public may attend the meeting, they may not participate in the discussion or remain for the committee's decision about the work.

Students should schedule their oral defense date and send their thesis to committee members at least two weeks prior to their defense date. Oral defenses are about an hour to 90 minutes long, during which the student presents their work to the committee and responds to members' questions. Within the same meeting, the committee will meet privately to decide whether to accept the work, accept the work conditionally, or reject the work.

Work that is considered to be acceptable has met the stated goals set out in the thesis proposal. Work considered acceptable conditionally has failed to meet all the proposal goals but adheres enough to proposal specifications so that the student can revise it successfully by following committee guidance. Unacceptable work has failed to adhere to stated proposal goals and cannot be successfully revised absent major undertakings by the student to bring the work into line with the approved proposal.

The decision will be made by majority vote, with each committee member's decision recorded. In the event that a majority cannot be obtained for one of the three options, the committee will meet again no later than two weeks later to continue its deliberations.

Should the committee pass the student's thesis, the committee may designate the committee chair to oversee any minor or stylistic revisions before the work is finalized. If the committee gives the student's work a conditional pass, the entire committee may review the revisions before a final decision is made on approval. If the committee rejects the work, the committee chair will provide reasons in writing within one week, along with options for how the student must complete the program and/or challenge the decision.

MAven Hour

Both Plan A and Plan B students will present their project at MAven hour at the end of the semester in which they plan to graduate (or the spring semester if graduation is scheduled for the summer).

B. Plan B Professional Project

Students must follow school procedures for obtaining approval and successfully completing their work. Students will register for project credits (JRN 896) in the last two semesters of their program.

Project Standards

Students selecting the professional project option (Plan B) must allocate six credits to the professional project. Students must be registered for at least one credit at the time of their professional project completion.

A professional project defines a problem relating to social issues or developments that can be explored journalistically through the use of advanced methods of newsgathering and dissemination. Students are expected to create a journalistic project that meets professional standards. A few examples include: a series of podcasts, original investigative reporting, historically oriented journalistic research, photographic portraits and related interviews, multiple infographics packages, or a documentary produced according to journalistic standards. Reporting methods may include interviews, direct witnessing, online database and document searches, archive visits, arts-based communication, and other information-gathering approaches, with the goal of interpretation and investigation. Students are also encouraged to draw on academic research encountered during their program to help justify and explain their reporting and interpretive processes. Dissemination may be through print, visual, digital or other means that demonstrate a student's mastery of the chosen medium. Consequently, professional projects are aimed at a wide public audience.

Chair Selection

Faculty members must supervise the work of students who select the "Plan B" professional project. The chair must be a tenure-stream faculty member from the School of Journalism. The committee could be the student's initial adviser or a different faculty member. Students may want to discuss with the Journalism Graduate Director or their adviser about finding a chair for their committee.

Committee Selection

Students should schedule a meeting with their chair by the end of their first year to discuss the selection of two additional committee members. Ideally, a student's committee includes people with a diversity of backgrounds

who can advise them on the final project. One faculty member from outside the School of Journalism may serve on a student's professional project committee.

Oral Proposal Meeting

A formal, written proposal should be approved by the committee chair before it is sent to committee members. The proposal meeting should include an oral defense of the proposal in which students detail their project plan with an introduction, justification, literature review, planned reporting and presentation methods, timeline and description of the final product to their committee.

Plan B students' project committee must meet at least twice with the student (for the proposal and final defense). Students may meet with their committees and/or individual members as frequently as necessary or desirable to review a student's progress toward project completion.

Oral Final Defense

The student will present the results of their project at a meeting of their committee. While members of the public may attend the meeting, they may not participate in the discussion or remain for the committee's decision about the work.

Students should schedule their oral defense date and send their project materials to committee members at least two weeks prior to their defense date. Oral defenses are about an hour to 90 minutes long, during which the student presents their work to the committee and responds to questions. Within the same meeting, the committee will meet privately to decide whether to accept the work, accept the work conditionally, or reject the work.

Work that is considered to be acceptable has met the stated goals set out in the project proposal. Work considered acceptable conditionally has failed to meet all the proposal goals but adheres enough to proposal specifications so that the student can revise it successfully by following committee guidance. Unacceptable work has failed to adhere to stated proposal goals and cannot be successfully revised absent major undertakings by the student to bring the work into line with the approved proposal.

The decision will be made by majority vote, with each committee member's decision recorded. In the event that a majority cannot be obtained for one of the three options, the committee will meet again no later than two weeks later to continue its deliberations.

Should the committee pass the student's thesis, the committee may designate the one committee member to oversee any minor or stylistic revisions before the work is finalized. If the committee gives the student's work a conditional pass, the entire committee may review the revisions before a final decision is made on approval. If the committee rejects the work, the committee chair will provide reasons in writing within one week, along with options for how the student must complete the program and/or challenge the decision.

MAven Hour

Both Plan A and Plan B students will present their project at MAven hour at the end of the semester in which they plan to graduate (or the spring semester if graduation is scheduled for the summer).

3. School of Journalism Unique MA-Related Programs

In addition to the regular master's degree, the School of Journalism offers three special programs related to master's-level work – the Shared Programs – Undergraduate to Graduate (UG2G), the Master's-Ph.D. program and the Journalism Graduate Certificate.

A. Shared Programs – UG2G in Journalism

The Shared bachelor's-master's program allows undergraduates at MSU to use 9 credits of qualifying (journalism courses preferred) 400-level courses toward the 31 credits required for a master's degree. The start of the UG2G program begins only after the student's first bachelor's degree program has been completed.

No 400-level courses with a grade lower than 3.0 will count toward the master's degree. Credit obtained from 400-level pass/fail courses and internships will not count toward the degree.

Students must complete the Shared Programs-UG2G Request Form on the Graduate School website through the Forms link before beginning any of the 9 shared credits of course work.

Admissions:

1. A minimum overall undergraduate GPA of 3.0
2. A completed online application that includes academic goals and personal statement such as applicant's background. Note: The Graduate Record Exam is NOT required.
3. Resume
4. At least 3 letters of recommendation: two must be MSU faculty who fill out a one-page reference form.
5. Completed the Shared Programs-UG2G Request Form prior to taking their 9 shared credits of course work.

B. Master's to Ph.D. Program

Master's students can apply to the [Information & Media](#) doctoral program at MSU during their second year in the program. Information about the application process is available [here](#). Students admitted to the doctoral program can transfer up to nine credits from their Master's program. Only 800- and 900- level courses with a grade of 3.0 or higher can be transferred. For more information about this special program, contact the Director of the master's program or the Director of the Information & Media doctoral program.

C. Journalism Graduate and Professional Certificate

The Graduate and Professional Certificate in Journalism is designed to help students understand the role of journalists and the news media in democratic societies. The certificate allows students to explore and understand the skills, historical developments and current issues that have and continue to shape the journalistic profession. Students learn how to apply critical perspectives in understanding the influence and effects of media in society.

Admissions:

To be considered for admission into the Graduate Certificate in Journalism, applicants must have completed a bachelor's degree and submit a short academic essay. For additional information or questions contact [Nicole Bond](#).

Requirements:

Students must complete a minimum of 9 credits, through selection of a minimum of three JRN courses at the 800-level, in consultation with the academic adviser.

4. University Policies on Academic Performance & Implications on Financial Aid

A. File Access and Privacy

Students may be granted access to their files. The student may bring to the attention of the committee any errors in the file or information not in the file at the time the evaluation was made. Letters documenting the error may be addressed to the Graduate Affairs Committee and will be placed in the student's file. Recommendation letters that have explicitly mandated confidentiality will be removed from the file before it is examined by the student. In addition, any correspondence in the file concerning the student must be explicitly released to the student by the author(s) of those correspondences.

B. Grief Absence Policy for Students

For master's (Plan A or Plan B) with research responsibilities, it is the responsibility of the students to: a) notify their adviser/major professor and faculty of the courses in which they are enrolled of the need for a grief absence in a timely manner, but no later than one week from the student's initial knowledge of the situation, b) provide appropriate verification of the grief absence as specified by the adviser/major professor and faculty, and c) complete all missed work as determined in consultation with the adviser/major professor and faculty. It is the responsibility of the adviser/major professor to: a) determine with the student the expected period of absence— it is expected that some bereavement processes may be more extensive than others depending on individual circumstances, b) receive verification of the authenticity of a grief absence request upon the student's return, and c) make reasonable accommodations so that the student is not penalized due to a verified grief absence. If employed as a RA or TA, the graduate student must also notify their employer. Both employer and student will swiftly communicate to determine how the student's responsibilities will be covered during their absence. Graduate teaching assistants (TAs) should refer to the bereavement policy in the MSU GEU CBU Article 18. Students who believe their rights under this policy have been violated should contact the University Ombudsperson.

C. Financial Aid

The School of Journalism master's program does not provide funding to our students. You can find additional funding resources under Appendix 5.

To receive financial aid and graduate office fellowships, students in the master's degree program in the School of Journalism need to maintain a minimum 3.0 grade point average (GPA). If a GPA dips below 3.0, the student will need to either re-take a course or courses that resulted in a 2.5 or lower or enroll in a new course or courses to improve the GPA. Graduate students who receive financial aid will have one semester to improve their GPA to a 3.0 or higher to continue to receive the aid. Students who fail to improve their GPA may appeal for continued financial aid by going through the Satisfactory Academic Process in the Office of Financial Aid.

In addition, consistent with college policies, a student who obtains a 2.5 or lower in three or more courses will be dismissed. A student withdrawn under this regulation is required to wait a minimum of one calendar year from the date of the withdrawal before becoming eligible to apply for readmission to a graduate program in the College of Communication Arts and Sciences.

The student may be readmitted, contingent upon repeating one of the three courses in which a grade of 2.5 or lower was received and earning a 3.0 or better grade in the course. The School may specify the course. While permission may be granted by the student's academic unit chair and the associate dean of the College to repeat a course in which a grade of less than 3.0 was earned, subsequently earning a grade of 3.0 or higher does not eliminate the first earned grade in the course as one of the two allowed under this regulation. Both grades are included in the GPA. A short letter requesting readmission, why improvement is assumed, and a timeline for completing the program is sent to Graduate Programs Coordinator Nicole Bond and the Director of the Master's program. Following readmission, any additional grade 2.5 or below in any course will result in permanent dismissal.

Students are also expected to complete their degree programs within the five-year limit set by the Graduate School. A student who exceeds that time limit must apply for a program extension. A packet must be completed with your adviser and submitted to the Academic Program Coordinator Nicole Bond and the Director of the Master's program. Examples of valid reasons for extending the program beyond five years include family or medical emergencies and extraordinary work or study opportunities that relate to the graduate program. The Academic Program Coordinator submits the packet via a Grad School form that is then routed for approval by

5. **Responsible and Ethical Conduct of Research (RECR)**

The School of Journalism and the College of Communication Arts and Sciences support the federal requirements for training set forth in the Competes Act and by the Graduate School which teaches the responsible conduct in research, scholarship, and creative activities which is fundamental to the integrity of every graduate program. As a graduate student you will be required to complete the appropriate training. You can find resources to help fulfill these requirements at [here](#).

6. **Standards for Integrity**

All university and college standards for ethical conduct are implemented by the School of Journalism. University standards are detailed in Article 2 of the [Graduate Student Rights and Responsibilities](#) document. In addition, the School of Journalism has adopted its [Students Code of Ethics and Standards](#) that governs the conduct of our students. (Please read it.)

These policies encompass cheating and plagiarism, as well as the expectation and demand that graduate students conduct themselves with respect and consideration for faculty and students in the program. Cheating, plagiarism, and conduct that is dangerous to the health and safety of others are all grounds for dismissal from the program.

In addition, students must conform to all college and university policies relevant to privacy, confidentiality, and concern for harm in any work in the program involving animals, adult human subjects, or children. Failure to follow these policies will result in immediate suspension of the work, the rectification of any harm done, and the review and appropriate revision of the student's program. Such errors made in ignorance or good faith are not considered criteria for the student's removal from the program. However, willful neglect or violation of such policies or repeated violations of such policies are considered criteria for removal from the program. Students should familiarize themselves with the Graduate School's guidelines for [Research and Scholarly Integrity](#). In addition, MSU has provided access to "iThenticate," the anti-plagiarism software that is available on [Desire 2 Learn](#) as part of the "Turn-It-In" package. iThenticate is set up so that faculty, postdocs, and graduate students can check their manuscripts for unintentional plagiarism before submitting them.

7. **Student Conduct and Conflict Resolution**

All university and college policies on resolving conflicts with students are followed by the School of Journalism. The university policy is detailed in Article 5, [Adjudication of Cases Involving Graduate Student Rights and Responsibilities](#). The School of Journalism policy on graduate student grievance procedures was passed in 2015. The procedures can be found in the Appendix. In general, the School seeks to resolve disputes as quickly and directly as possible. However, formal mechanisms can be created if a graduate student believes the informal resolution is impossible or undesirable.

Informal ways to correct grievances consist of conversations with faculty and/or academic staff over the nature and source of the grievance. In addition, the graduate student may talk with the director of the School of Journalism, with the director of the graduate affairs committee and the committee as a whole (if desirable). The student may also talk with the university ombudsman to resolve grievances.

The functions and services of the Office of the Ombudsman are in Appendix 6.

If the student wishes a more formal hearing on grievances within the School of Journalism, please consult the procedures in Academic Grievance Procedures for Master of Arts Students in the School of Journalism. (Please see Appendix 7.)

8. **Work-Related Policies**

Graduate students employed in teaching, research or other capacities in the School of Journalism are expected to perform their duties in accord with acceptable standards. This includes meeting all classes or attending all work hours required, handling the work professionally and competently, and providing adequate notice if illness or emergency makes performance of duties impossible.

Teaching assistants are referred to the Graduate Employees Union [website](#) and the current [GEU contract](#) and to [GSRR Article 4](#) for work-related policies and details of their health care plan.

A. **Appointments**

Any half-time and quarter-time assistantships appointment offers are normally made in spring or at the time that admission to the program is offered. Research and teaching assistantships are awarded based on merit and school research and teaching needs. They are renewable on a semester-by- semester basis depending upon performance, School needs and the availability of funds.

The J-School director will obtain a written evaluation of the student's assistantship each semester. When a student has the principal responsibility for teaching a course or section of a course, the director shall appoint a faculty

member to supervise the teaching assistant each semester of the appointment. The faculty supervisor should visit the classroom at least once during the first semester the student teaches the course. Following the visit, the faculty member should meet with the assistant to discuss strengths and weaknesses in teaching. Whenever a student teaches a course, student evaluation forms are presented to the school director at the end of the term. When a student assists a faculty member in teaching a course, separate written term-end reports by the faculty member should be prepared and discussed by the two.

If an assistantship involves research responsibilities, the supervising faculty member should evaluate the student's work. Unacceptable performance can result in loss of a student's assistantship. Students and departments should consult university guidelines for further information.

The University requires that departments notify their graduate assistants that their appointments either are or are not being renewed for the following semester. The student's faculty supervisor provides a written evaluation each semester. Assistantships may be terminated at any time and pay reduced for gross negligence, such as failure to perform assigned duties or, for teaching assistants, any serious dereliction of the Code of Teaching Responsibility. Faculty supervisors may require students to keep timecards and/or maintain regular office hours, at their option.

Graduate students may be appointed to assistantships on a quarter-time, half-time, or three-quarter-time basis. Graduate assistants must be registered each semester in which they hold an assistantship. Graduate assistantships are available only to students who are actively pursuing graduate degree programs and who are making satisfactory progress toward their degrees. The determination of what constitutes satisfactory progress is made by the Graduate Affairs Committee or by a student's guidance committee as appropriate.

Failure to maintain minimum academic standing requires no committee action to determine if work is unsatisfactory.

B. Work Rules

1. Minimum Work Hours

Normally during a semester, the weekly hours of graduate assistant duties will average:

Quarter-time	10 hours/weeks
Half-time	20 hours/weeks
Three-quarter-time	30 hours/weeks

2. Minimum Credit Registration

Quarter-time	6 credits
Half-time	6 credits
Three-quarter-time	3 credits

3. Maximum Credit Registration

Quarter-time	16 credits
Half-time	12 credits
Three-quarter-time	8 credits

Registration Standards

No deviation from minimum registration is allowed except in summer sessions, when students must register for a minimum of three credits. Graduate assistants must be enrolled in graduate level courses unless the Graduate Affairs Committee has granted written permission otherwise. Visitor credits do not count toward the minimum. Any deviation from the maximum credit load rule must have the approval of the graduate affairs committee, the director of the school and dean of the college prior to registration for the semester in which additional hours are to be taken.

C. Grief Absence Policy for RAs, TEs and TAs

If employed as an RA or TE, the graduate student must also notify their employer.

Both employer and student will swiftly communicate to determine how the student's responsibilities will be covered during his or her absence. Graduate teaching assistants (TAs) should refer to the bereavement policy in the MSU GEU CBU Article 18. Students who believe their rights under this policy have been violated should contact the University Ombudsperson.

D. Mandatory Training

All TAs and RAs must complete the on-line training about the Relationship Violence and Sexual Misconduct Policy. To Access the training, login to the ORA training [website](#) and click "Register," "Complete Registration" and then "Launch" to begin the Relationship Violence and Sexual Misconduct (RVSM) Policy—Faculty, Staff Training. (If it indicates that you have already registered, use "In Progress Training", then "Launch.") You will want to reserve approximately 30 minutes to complete all assignments. If you need assistance, contact the Helpdesk at 517-884-4600 or train@ora.msu.edu.

E. Terms of Appointment and Leave

Teaching and research assistants are expected to report for duty one week prior to the beginning of classes and to remain on duty until the day after final grades are submitted each semester. Sick leave requires documentation from a licensed physician and assistants are responsible for arranging, in advance, with their faculty supervisors for the completion of their duties while on sick leave.

Permission for late arrival or early departure or for temporary leave must be obtained in writing, in advance, from the student's faculty supervisor who will forward the request to the director for approval.

9. Tuition and Funding

1. [Tuition Calculator](#)
2. [In-state tuition eligibility](#)
3. [Office of Financial Aid](#)
4. [Emergency Funds](#)
5. [Council of Graduate Students Travel](#)
6. **Graduate Office Fellowship (GOF):** GOF funds may be available to graduate programs. Students must be enrolled in a degree-granting program in the semester they receive the funds and be in good academic standing. The Director of Graduate Studies decides how these funds are dispersed. Different models are used. For acceptable practices used in your department, please contact your Director of Graduate Studies. Examples of how these funds have been used by departments in the past include but are not limited to conference travel to support paper presentations, research support, merit, emergency funding and recruitment. Students who are requesting funding for travel to conferences should complete the [Graduate School Travel Funding](#) Request form.

The forms and all supporting documentation should be turned into the Grad Office (304 Com Arts). Students who are requesting funding for items other than travel should email the Director of Graduate Studies with their specific request. Students should cc: the Grad Office at bondnic@msu.edu

7. [School of Journalism Scholarships](#)

Appendix 1



PLAN A Timeline

Semester 01

- Meet with your assigned adviser.
- Take JRN 802, JRN 804 and COM 803.
- Complete the 4 required CITI modules by the end of your first year.
- Complete 6 hours of RECR training by the end of your first year.

Semester 02

- Take JRN 805, JRN 806 and another 3-credit course.
- Identify your committee.
- Populate your GradPlan.
- Complete the HRPP/IRB certification.
- Complete your annual progress review.

Semester 03

- Take 2, 3-credit courses and 3 thesis credits.
- Complete your thesis proposal.
- Complete 3 additional CITI modules from the list of 6.

Semester 04

- Take 1, 3-credit course and 3 thesis credits.
- Present at MA:ven Hour.
- Defend your thesis.
- Apply for graduation.
- Complete your annual progress report.
- Submit your thesis to the Grad School by both deadlines.
- Complete the Grad School Exit Survey.



PLAN B

Timeline

Semester 01

- Meet with your assigned adviser.
- Take JRN 800, JRN 802 and JRN 804.
- Complete the 4 required CITI modules by the end of your first year.
- Complete 6 hours of RECR training by the end of your first year.

Semester 02

- Take JRN 801, JRN 805 and JRN 806.
- Identify your committee.
- Populate your GradPlan.
- Complete the HRPP/IRB certification.
- Complete your annual progress review.

Semester 03

- Take 2, 3-credit courses and 3 project credits.
- Complete your project proposal.

Semester 04

- Take 1, 3-credit course and 3 project credits.
- Present at MA.ven Hour.
- Defend your project.
- Apply for graduation.
- Complete your annual progress review.
- Complete the Grad School Exit Survey.

**Academic Grievance
Procedures for Master of Arts Students in the School of Journalism
College of Communication Arts & Sciences
Michigan State University**

Each right of an individual places a reciprocal duty upon others: the duty to permit the individual to exercise the right. The student, as a member of the academic community, has both rights and duties. Within that community, the student's most essential right is the right to learn. The University has a duty to provide for the student those privileges, opportunities, and protections which best promote the learning process in all its aspects. The student also has duties to other members of the academic community, the most important of which is to refrain from interference with those rights of others which are equally essential to the purposes and processes of the University (GSRR Article 1.2)

The Michigan State University Student Rights and Responsibilities (SRR) and the Graduate Student Rights and Responsibilities (GSRR) documents establish the rights and responsibilities of MSU students and prescribe procedures to resolve allegations of violations of those rights through formal grievance hearings. In accordance with the SRR and the GSRR, the School of Journalism's M.A. program has established the following Hearing Board procedures for adjudicating graduate student academic grievances and complaints. (See GSRR 5.4.)

I. JURISDICTION OF THE School of Journalism M.A. PROGRAM HEARING BOARD

- A. The Hearing Board serves as the initial Hearing Board for academic grievance hearings involving graduate students who allege violations of academic rights or seek to contest an allegation of academic misconduct (academic dishonesty, violations of professional standards or falsifying admission and academic records). (See GSRR 2.3 and 5.1.1.)
- B. Students may not request an academic grievance hearing based on an allegation of incompetent instruction. (See GSRR 2.2.2)

II. COMPOSITION OF THE HEARING BOARD

- A. The Program shall constitute a Hearing Board pool no later than the end of the tenth week of the spring semester according to established Program procedures. Hearing Board members serve a one- year terms with reappointment possible. The Hearing Board pool should include both faculty and graduate students. (See GSRR 5.1.2 and 5.1.6.)
- B. The Chair of the Hearing Board shall be the faculty member with rank who shall vote only in the event of a tie. In addition to the Chair, the Hearing Board shall include an equal number of voting graduate students and faculty. (See GSRR 5.1.2, and 5.1.5.)
- C. The Program will train hearing board members about these procedures and the applicable sections of the GSRR. (See GSRR5.1.3.)

III. REFERRAL TO THE HEARING BOARD

- A. After consulting with the instructor and appropriate unit administrator, graduate students who remain dissatisfied with their attempt to resolve an allegation of a violation of student academic rights or an allegation of academic misconduct (academic dishonesty, violations of professional standards or falsifying admission and academic records) may request an academic grievance hearing. When appropriate, the Department Chair, in consultation with the Dean, may waive jurisdiction and refer the request for an initial hearing to the College Hearing Board. (See GSRR 5.3.6.2.)

- B. At any time in the grievance process, either party may consult with the University Ombudsperson. (See GSRR 5.3.2.)
- C. In cases of ambiguous jurisdiction, the Dean of The Graduate School will select the appropriate Hearing Board for cases involving graduate students. (See GSRR 5.3.5.)
- D. Generally, the deadline for submitting the written request for a hearing is the middle of the next semester in which the student is enrolled (including Summer). In cases in which a student seeks to contest an allegation of academic misconduct and the student's dean has called for an academic disciplinary hearing, the student has 10 class days to request an academic grievance to contest the allegation. (See GSRR 5.3.6.1 and 5.5.2.2.)
- E. If either the student (the complainant) or the respondent (usually, the instructor or an administrator) is absent from the university during that semester, or if other appropriate reasons emerge, the Hearing Board may grant an extension of this deadline. If the university no longer employs the respondent before the grievance hearing commences, the hearing may proceed. (See GSRR 5.4.9.)
- F. A written request for an academic grievance hearing must (1) specify the specific bases for the grievance, including the alleged violation(s), (2) identify the individual against whom the grievance is filed (the respondent) and (3) state the desired redress. Anonymous grievances will not be accepted. (See GSRR 5.1 and 5.3.6.)

IV. PRE-HEARING PROCEDURES

- A. After receiving a graduate student's written request for a hearing, the Chair of the Department will promptly refer the grievance to the Chair of the Hearing Board. (See GSRR 5.3.2, 5.4.3.)
- B. Within 5 class days, the Chair of the Hearing Board will:
 - 1. forward the request for a hearing to the respondent.
 - 2. send the names of the Hearing Board members to both parties and, to avoid conflicts of interest between the two parties and the Hearing Board members, request written challenges, if any, within 3 class days of this notification.
 - 3. rule promptly on any challenges, impanel a Hearing Board and send each party the names of the Hearing Board members. If the Chair of the Hearing Board is the subject of a challenge, the challenge shall be filed with the Dean of the College, or designee. (See GSRR 5.1.7.)
 - 4. send the Hearing Board members a copy of the request for a hearing and the written response and send all parties a copy of these procedures.
- C. Within 5 class days of being established, the Hearing Board shall review the request, and, after considering all requested and submitted information:
 - 1. accept the request, in full or in part, and promptly schedule a hearing.
 - 2. reject the request and provide a written explanation to appropriate parties, e.g., lack of jurisdiction. (The student may appeal this decision.)
 - 3. the GSRR allows the hearing board to invite the two parties to meet with the Hearing Board in an informal session to try to resolve the matter. Such a meeting does not preclude a later hearing. However, by the time a grievance is requested all informal methods of conflict resolution should have been exhausted so this option is rarely used. (See GSRR 5.4.6.)
- D. If the Hearing Board calls for a hearing, the Chair of the Hearing Board shall promptly negotiate a hearing date, schedule an additional meeting only for the Hearing Board should additional deliberations on the findings become necessary, and request a written response to the grievance from the respondent

- E. At least 5 class days before the scheduled hearing, the Chair of the Hearing Board shall notify the respondent and the complainant in writing of the (1) time, date, and place of the hearing; (2) the names of the parties to the grievance; (3) a copy of the hearing request and the respondent's reply; and (4) the names of the Hearing Board members after any challenges. (See GSRR5.4.7.)
- F. At least 3 class days before the scheduled hearing, the parties must notify the Chair of the Hearing Board the names of their witnesses and adviser, if any, and request permission for the adviser to have voice at the hearing. The chair may grant or deny this request. The Chair will promptly forward the names given by the complainant to the respondent and vice versa. (See GSRR5.4.7.1.)
- G. The Chair of the Hearing Board may accept written statements from either party's witnesses at least 3 class days before the hearing. (See GSRR5.4.9.)
- H. In unusual circumstances and in lieu of a personal appearance, either party may request permission to submit a written statement to the Hearing Board or request permission to participate in the hearing through an electronic communication channel. Written statements must be submitted to the Hearing Board at least 3 class days before the scheduled hearing. (See GSRR5.4.9c.)
- I. Either party to the grievance hearing may request a postponement of the hearing. The Hearing Board may either grant or deny the request. (See GSRR 5.4.8.)
- J. At its discretion, the Hearing Board may set a reasonable time limit for each party to present its case, and the Chair of the Hearing Board must inform the parties of such a time limit in the written notification of the hearing.
- K. Hearings are closed unless the student requests an open hearing, which would be open to all members of the MSU community. The Hearing Board may close an open hearing to protect the confidentiality of information or to maintain order. (See GSRR 5.4.10.4.)
- L. Members of the Hearing Board are expected to respect the confidentiality of the hearing process. (See GSRR 5.4.10.4.and 5.4.11.)

V. HEARING PROCEDURES:

- A. The Hearing will proceed as follows:
 1. Introductory remarks by the Chair of the Hearing Board: The Chair of the Hearing Board introduces hearing panel members, the complainant, the respondent and advisers, if any. The Chair reviews the hearing procedures, including announced time restraints for presentations by each party and the witnesses, and informs the parties if their advisers may have a voice in the hearings and if the proceedings are being recorded. Witnesses shall be excluded from the proceedings except when testifying. The Chair also explains:
 - In academic grievance hearings in which a graduate student alleges a violation of academic rights, the student bears the burden of proof.
 - In hearings in which a graduate student seeks to contest allegations of academic misconduct, the instructor bears the burden of proof.
 - All Hearing Board decisions must be reached by a majority of the Hearing Board, based on "clear and convincing evidence."(See GSRR 8.1.18.) (See GSRR 5.4.10.1 and 8.1.18.) For various other definitions, see GSRR Article 8.
 2. If the complainant fails to appear in person or via an electronic channel at a scheduled hearing, the Hearing Board may either postpone the hearing or dismiss the case for demonstrated cause. (See GSRR5.4.9a.)

3. If the respondent fails to appear in person or via an electronic channel at a scheduled hearing, the Hearing Board may postpone the hearing or hear the case in the respondent's absence. (See GSRR 5.4.9-b.)
4. If the respondent is absent from the University during the semester of the grievance hearing or no longer employed by the University before the grievance procedure concludes, the hearing process may still proceed. (See GSRR 5.3.6.1)
5. To assure orderly questioning, the Chair of the Hearing Board will recognize individuals before they speak. All parties have a right to speak without interruption. Each party has a right to question the other party and to rebut any oral or written statements submitted to the Hearing Board. (See GSRR 5.4.10.2.)
6. Presentation by the Complainant: The Chair recognizes the complainant to present without interruption any statements relevant to the complainant's case, including the redress sought. The Chair then recognizes questions directed at the complainant by the Hearing Board, the respondent and the respondent's adviser, if any.
7. Presentation by the Complainant's Witnesses: The Chair recognizes the complainant's witnesses, if any, to present, without interruption, any statement directly relevant to the complainant's case. The Chair then recognizes questions directed at the witnesses by the Hearing Board, the respondent, and the respondent's adviser, if any.
8. Presentation by the Respondent: The Chair recognizes the respondent to present without interruption any statements relevant to the respondent's case. The Chair then recognizes questions directed at the respondent by the Hearing Board, the complainant, and the complainant's adviser, if any.
9. Presentation by the Respondent's Witnesses: The Chair recognizes the respondent's witnesses, if any, to present, without interruption, and statement directly relevant to the respondent's case. The Chair then recognizes questions directed at the witnesses by the Hearing Board, the complainant, and the complainant's adviser, if any.
10. Rebuttal and Closing Statement by Complainant: The complainant refutes statements by the respondent, the respondent's witnesses and adviser, if any, and presents a final summary statement.
11. Rebuttal and Closing Statement by Respondent: The respondent refutes statements by the complainant, the complainant's witnesses and adviser, if any, and presents a final summary statement.
12. Final questions by the Hearing Board: The Hearing Board asks questions of any of the participants in the hearing.

VI. POST-HEARING PROCEDURES

A. Deliberation:

After all evidence has been presented, with full opportunity for explanations, questions and rebuttal, the Chair of the Hearing Board shall excuse all parties to the grievance and convene the Hearing Board to determine its findings in executive session. When possible, deliberations should take place directly following the hearing and/or at the previously scheduled follow-up meeting. (See Section IV.D above.)

B. Decision:

1. In grievance (non-disciplinary) hearings involving graduate students in which a majority of the Hearing Board finds, based on a "clear and convincing evidence," that a violation of the student's academic rights has occurred, and that redress is possible, it shall recommend an appropriate remedy to the Department Chair or School Director. Upon receiving the Hearing Board's recommendation, the Department Chair or School Director shall implement an appropriate remedy, in consultation with the Hearing Board, within 3 class days. If the Hearing Board finds that no violation of academic rights has occurred, it shall so inform the Chair or Director. The Chair of the Hearing Board shall promptly forward copies of the final decision to parties and the University Ombudsperson. (See GSRR 5.4.11.)

2. In grievance (non-disciplinary) hearings involving graduate students in which the Hearing Board serves as the initial hearing body to adjudicate an allegation of academic dishonesty and, based on a "clear and convincing evidence," the Hearing Board finds for the student, the Hearing Board shall recommend to the Department Chair or School Director that the penalty grade be removed, the Academic Dishonesty Report be removed from the student's records and a "good faith judgment" of the student's academic performance in the course take place. If the Hearing Board finds for the instructor, the penalty grade shall stand and the Academic Dishonesty Report regarding the allegation will remain on file, pending an appeal, if any to the College Hearing Board within 5 class days of the Hearing Board's decision. If an academic disciplinary hearing is pending, and the Hearing Board decides for the instructor, the graduate student's disciplinary hearing before either the College Hearing Board or the Dean of The Graduate School would promptly follow, pending an appeal, if any, within 5 class days. (See GSRR 5.5.2.2, 5.4.12.3, and 5.5.2.2)

C. Written Report:

The Chair of the Hearing Board shall prepare a written report of the Hearing Board's findings, including recommended redress or sanctions for the complainant, if applicable, and forward a copy of the decision to the appropriate unit administrator within 3 class days of the hearing. The report shall indicate the rationale for the decision and the major elements of evidence, or lack thereof, that support the Hearing Board's decision. The administrator, in consultation with the Hearing Board, shall then implement an appropriate remedy. The report also should inform the parties of the right to appeal within 5 class days following notice of the decision, or 5 class days if an academic disciplinary hearing is pending. The Chair shall forward copies of the Hearing Board's report and the administrator's redress, if applicable, to the parties involved, the responsible administrators, the University Ombudsperson and the Dean of The Graduate School. All recipients must respect the confidentiality of the report and of the hearing board's deliberations resulting in a decision. (See GSRR 5.4.12 and 5.5.2.2)

VII. APPEAL OF THE HEARING BOARD DECISION:

- A. Either party may appeal a decision by the Hearing Board to the College Hearing Board for cases involving (1) academic grievances alleging violations of student rights and (2) alleged violations of regulations involving academic misconduct (academic dishonesty, professional standards or falsification of admission and academic records.) (See GSRR 5.4.12.)
- B. All appeals must be in writing, signed and submitted to the Chair of the College Hearing Board within 5 class days following notification of the Hearing Board's decision. While under appeal, the original decision of the Hearing Board will be held in abeyance. (See GSRR 5.4.12, 5.4.12.2 and 5.4.12.3.)
- C. A request for an appeal of a Hearing Board decision to the College Hearing Board must allege, in sufficient particularity to justify a hearing, that the initial Hearing Board failed to follow applicable procedures for adjudicating the hearing or that findings of the Hearing Board were not supported by the "clear and convincing evidence." The request also must include the redress sought. Presentation of new evidence normally will be inappropriate. (See GSRR 5.4.12.1, 5.4.12.2 and 5.4.12.4.)

VIII. RECONSIDERATION:

If new evidence should arise, either party to a hearing may request the appropriate Hearing Board to reconsider the case within 30 days upon receipt of the hearing outcome. The written request for reconsideration is to be sent to the Chair of the Hearing Board, who shall promptly convene the Hearing Board to review the new material and render a decision on a new hearing. (See GSRR 5.4.13.)

IX. FILE COPY:

The Chair of the Department shall file a copy of these procedures with the Office of the Ombudsperson and with the Dean of The Graduate School. (See GSRR 5.4.1.) Approved by Faculty (Jan. 23, 2015)

Appendix 4

Office of the University Ombudsperson

Conflicts, disagreements, and issues sometimes arise during the course of a graduate program. If you find yourself in this situation and have exhausted the internal resources for resolving the issue, you may contact the Office of the University Ombudsperson.

The Office of the University Ombudsperson provides assistance to students, faculty, and staff in resolving University-related concerns. Such concerns include student-faculty conflicts; communication problems; concerns about the university climate; and questions about what options are available for handling a problem according to Michigan State University policy.

The University Ombudsperson also provides information about available resources and student/faculty rights and responsibilities. The office operates as a confidential, independent, and neutral resource. It does not provide notice to the University - that is, it does not speak or hear for the University.

Contact the Ombudsperson at any point during an issue when a confidential conversation or source of information may be needed. The Ombudsperson will listen to your concerns, give you information about university policies, help you evaluate the situation, and assist you in making plans to resolve the conflict.

Contact information:

[Office of the University Ombudsperson](#)

354 Farm Lane, room 129

(517) 353-8830

ombud@msu.edu

Appendix 5

Finding Funding Opportunities

MSU opportunities:

- OISS
- Graduate School
- Graduate School External Funding
- Council of Graduate Students (COGS)
- International Studies & Programs: Student Funding
- Office of Financial Aid > Graduate and Professional Aid
- Graduate School Diversity, Equity, and Inclusion Funding

Area studies:

For those conducting field work in Latin America, the Center for Latin American and Caribbean Studies also provides funding opportunities for pre-dissertation research:
<https://clacs.isp.msu.edu/funding/student-funding/clacs-graduate-student-research-grant/>

Conferences

- AEJMC
- AOIR Travel Grant
- Uniquely articulate and/or represent a distinctive perspective, Fee waivers and travel stipends of up to \$500 will be awarded
- AEJMC Travel Grant
- AEJMC provides approximately 20 travel grants
- AEJMC - MCS Division Graduate Travel Award; research awards; MAC - \$1000

Please note that Associations and their divisions also provide funds for graduate students attending their conferences. For example:

- ICA: please also check your division as they have their internal graduate student grants for travel
 - <https://www.icahdq.org/blogpost/1523657/317278/Travel-Grants>
 - <https://www.icahdq.org/donations/fund.asp?id=15201>

Other

Smithsonian Opportunities for Research and Study

Several fellowship opportunities for students to conduct research at Smithsonian institutes, \$7,500.00 for 10 weeks.

AT&T Labs Fellowship Program (ALFP).

Offers three-year fellowships to outstanding under-represented minority and women students pursuing PhD studies in computing and communications-related fields.

Association of Women in Science Education Foundation Fellowships

women pursuing doctoral degrees in science fields such as behavioral science, social science

Jacob K. Javits Fellowships for Graduate Study in the Arts, Humanities, and Social Sciences

Fellowships to students of superior academic in arts, humanities, and social sciences.

Social Science Research Council

Fellowship and grant programs engage themes ranging from global issues facing the U.S. and Japan, to security, drugs and democracy in Latin America, to approaches to the study of contentious politics. Our largest fellowship program, the International Dissertation Research Fellowship supports the next generation of scholars in the humanities and social sciences pursuing research that advances knowledge about non-U.S. cultures and societies.

American Council of Learned Societies

Multiple fellowships are offered in the humanities and social sciences.

American Philosophical Society Phillips Fund Grant for Native American Research

Provides grants for graduate students completing research in Native American linguistics, ethnohistory, and the history of studies of Native Americans, in the continental United States and Canada.

Social Science Research Council Dissertation Fellowships for Area Research

Funding in the social sciences, humanities; graduate students must be enrolled in U.S. institutions.

AAUW American Fellowships

Candidates are evaluated on the basis of scholarly excellence; quality and originality of project design; and active commitment to helping women and girls through service in their communities, professions, or fields of research.

Dissertation Fellowships

NSF Graduate Research Fellowship Program

Dissertation funding for students enrolled at U.S. institutions for up to 24 months. NSF Doctoral Dissertation Research Improvement Grants (DDRIGs) focus on array of topics including psychology, social sciences, sociology, political science, cultural anthropology, and learning

Charlotte W. Newcombe Doctoral Dissertation Fellowships

Fellowships that promote ethical or religious values in all areas of human endeavor.

Woodrow Wilson Dissertation Grants in Women's Studies and Women's Health

Supports research about women in society, history, the psychology of women, and women as seen in literature and art. A separate grant promotes research on issues relating to women's health.

Harry Frank Guggenheim Dissertation Fellowships

Funding for dissertation research in human dominance, aggression, and violence. Applications especially encouraged from students in biological and social sciences.

Jack Kent Cooke Foundation Graduate Scholarship Program

The Foundation's Dissertation Fellowship is for up to \$25,000 for advanced doctoral students who are completing dissertations that further understanding of the educational pathways and experiences of high-achieving, low-income students. Minimum eligibility includes demonstration of superior academic ability and achievement, successful defense of the dissertation proposal, and unmet financial need.

Josephine de Karman Fellowship

Provides funding for doctoral students completing their dissertation. All fields are welcome to apply, but special consideration is given to students in the humanities.

Kauffman Dissertation Fellowship Program

Awards fellowships for doctoral students to support dissertations in the area of entrepreneurship.

National Science Foundation SBE Doctoral Dissertation Research Improvement Grants

Supports research in the social, behavioral, economic, and biological sciences

Graduate School Resources

- [Graduate Career Development](#)
- [Diversity, equity, & inclusion programs](#)
- [Events](#)
- [Forms](#)
- [Funding](#)
- [Graduate Educator Advancement and Teaching \(GREAT\)](#)
- [Graduate School Office of Well-Being \(GROW\)](#)
- [Mentoring](#)
- [Out-of-State Tuition Waivers](#)
- [Policy information](#)
- [Professional development](#)
- [Research integrity](#)
- [Traveling scholar opportunities](#)
- [University Committee on Graduate Studies](#)

University Resources

- [Burgess Institute for Entrepreneurship & Innovation](#)
- [Council of Graduate Students](#)
- [DEI Training](#)
- [Essential Need Resource Guide](#)
- [Facilities and Housing](#)
- [Gender and Sexuality Campus Center](#)
- [Institutional Diversity and Inclusion](#)
- [MSU Center for Statistical Training and Consulting](#)
- [MSU Counseling & Psychiatric Services \(CAPS\)](#)
- [MSU Culinary Services](#)
- [MSU Food Bank](#)
- [MSU Libraries](#)
- [MSU Writing Center](#)
- [Office of Spartan Experiences](#)
- [OISS](#)
- [Olin Health Center](#)
- [Ombudsperson's Office](#)
- [RCPD](#)
- [RVSM, SARV, Bystander](#)
- [Student Advocates for Essential Needs Security](#)
- [Student Affairs](#)
- [Student Parent Resource Center](#)
- [Student Veterans Resource Center](#)
- [Support Services](#)
- [University Outreach & Engagement](#)
- [Women's Student Services](#)

College and Department Resources

- [10 Tips to Guide Social Media Use](#)
- [Centers and Labs](#)
- [College of Communication Arts and Sciences](#)
- [Information and Media Ph.D. Program](#)
- [Information and Media Faculty](#)
- [Information and Media Students](#)
- [Program Forms](#)
- [School of Journalism Code of Ethics](#)
- [Thematic Research Areas](#)

