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I. GRADUATE PROGRAM CULTURE AND EXPECTATIONS

PROFESSIONALISM

An academic career does not begin with graduation, but upon entering graduate school. In some cases, an academic career begins even prior to graduate school. In considering your decisions and actions as a graduate student, keep in mind that you are shaping your professional identity and reputation. Departmental expectations for professionalism include attendance at all class meetings and participation in departmental events (e.g., visits from scholars, speakers, and prospective graduate students). Though unavoidable time conflicts sometimes exist, only serious circumstances should prevent attendance. Students are also expected to become active in professional associations, participating in the academic discussion of the discipline and interdisciplinary interest areas and contributing to academic service. Within the university and community, students often have the opportunity to make significant contributions as a function of their professional commitments. The department expects students to begin planning a career beyond graduation as well, preparing themselves not just by completing program requirements, but also by becoming active in scholarship, researching career options, and connecting with colleagues at other institutions.

COLLEGIALITY

The relationships one forms in graduate school are likely to be long-lasting. Beyond the friendships formed between students, faculty and classmates may become future collaborators, departmental colleagues, editors, reviewers, and so on. In light of both the short-term and long-term relationships established in this program, the department expects graduate students to treat faculty, staff, classmates, and students with collegiality, that is, with respect and good will.

SOCIAL MEDIA

Students are expected to conduct themselves with professionalism and collegiality in social media. Keep in mind that information posted online is always available and can easily be shared beyond the intended audience. Consistent with university policy for employee use of social media, the department expects that any references to the university, graduate program, and students and employees of the university will follow relevant privacy laws, including FERPA and copyright laws. Social media interactions and postings should be guided by common sense, so that students express disagreements respectfully and refrain from personal attacks, exaggeration, and derogatory remarks. In particular, students may not post statements that are libelous, defamatory, or threatening toward the university or any employee or student of the university.
ADVISORY AND MENTORING

Advising and mentoring are two distinct activities in which faculty members engage. Each student will be assigned a temporary advisor. As students progress through the program, they may ask their temporary advisor or another faculty member to become their permanent advisor. Each student should establish an agreement with a permanent advisor by the end of the fall quarter of the second year. The advisor’s responsibility is to help guide a student to complete the program. The advisor is expected to meet with the student and/or discuss via phone or e-mail subjects like coursework plans, deadlines, plans for comprehensive exams, plans for and drafts of dissertations/theses, and navigating departmental and university procedures.

Mentoring is not the same as advising. Mentors offer counsel to their protégés based on their own knowledge and experience. The mentoring relationship is an interpersonal connection that students and mentors earn and develop over time. Though all students will have an advisor, a mentor is not formally assigned. Not all students may develop or desire a mentoring relationship with a faculty member, and others may have several mentors. A student’s advisor may be a mentor, but that will not necessarily be the case. A mentor may engage in a range of behaviors to assist a student in developing as a professional. A research mentor may read multiple drafts of a student’s papers, guide the student through the publication process, collaborate on research, or guide a student’s deeper reading on areas of common interest. A teaching mentor might offer a student feedback on course syllabi and materials, give advice on working with students, or visit a student’s class to offer teaching feedback. Mentors may also assist students in becoming involved in professional service by nominating a student to service positions in professional associations, introducing the student to colleagues in the discipline, or recommending conferences and associations for the student. Finally, a mentor may write letters of recommendation or prepare the student for the interview process for academic positions.

The student is responsible for taking initiative in both the advising and mentoring relationships. Students should be active in seeking out opportunities for advising and mentoring. Students are expected to approach a faculty member to ask him or her to serve in the permanent advisor role. Similarly, students should take the initiative in seeking a mentor by asking faculty members for help in various areas and asking faculty members about specific opportunities for research collaboration and other activities. Students are not expected to perform compensated or uncompensated personal services (e.g., running errands, babysitting, etc.) for a faculty member as a condition of the advising or mentoring relationship. Advisors and mentors are not expected to do the basic legwork to find answers to questions that the student can find easily. Thus, it is the student’s responsibility to become familiar with the program and university requirements, university deadlines, professional conference deadlines, and so on, and to attempt to find answers to basic questions before asking the faculty member to help.

II. SUMMARY OF IMPORTANT GENERAL PROCEDURES & POLICIES

ADMISSIONS STATUS
If you were admitted as a provisional status student, you must meet the requirements of your admission in order to progress through the program. According to University policy, graduate credit earned under the provisional status is limited to 15 quarter hours. Provisional status students must provide the Office of Graduate Admissions with proof of having met their outstanding requirements no later than the 6th week of fall quarter. Students who do not meet this requirement will have a hold placed on their registration until the requirements are met. If you have questions, consult the Director of Graduate Studies or the Graduate Student Services Manager.
ADVISING
Every fall quarter, Ph.D. students should meet their advisor in their area of concentration to discuss a course plan for the year. All students must have a current coursework plan on file with the department (forms available at the back of the handbook). Always check with your advisor before registering for courses.

COMPREHENSIVE EXAM POLICIES
Prior to being able to take the Comprehensive Exams, the student is expected to have a “B” (3.0) or better in total coursework. Students will not be allowed to take the comprehensive exams until all required classes are complete and all incompletes (“I”) have been removed from their transcripts.

CONTINUOUS ENROLLMENT POLICY
All graduate degree-seeking students must be in active status and continuously enrolled fall through spring terms. Enrollment may consist of registration for courses, thesis or dissertation credits, or Continuous Enrollment registration.

Academic units and programs may have additional registration and/or enrollment requirements. The minimum thesis or dissertation credit requirements are determined by the individual graduate programs, which may require students to register for additional thesis or dissertation credits to maintain degree candidacy.

A graduate student who is not in active status and not continuously enrolled must apply for readmission.

For additional information regarding Continuous Enrollment as it relates to other university resources, please go to http://www.du.edu/currentstudents/ and click on “Graduate Students” for the Continuous Enrollment Policy and Form.

FINAL CANDIDACY
Final candidacy for M.A. students is earned after successful completion of the comprehensive examination or thesis.

Final candidacy for Ph.D. students requires that the student demonstrate:
(1) Satisfactory progress in coursework
(2) Certification of completion of tool requirements
(3) Successful completion of the comprehensive examination
(4) Successful proposal of a dissertation topic. A student may not graduate in the same quarter that he or she is advanced to final candidacy.

FELLOWSHIPS
Division of Arts, Humanities & Social Sciences (AHSS): The AHSS Divisional Dissertation Fellowship

Purpose
The purpose of the AHSS Divisional Dissertation Fellowships is to provide support to fourth-year doctoral students who are working on their dissertations in the Department of Communication Studies at the University of Denver.

In 2009, the Division of Arts, Humanities and Social Sciences installed the AHSS Divisional Dissertation Fellowships to award annually $18,000* (gross) to a number of recipients in the Department of Communication
Studies’ doctoral program. The tenure of these Fellowships is for one year each; fellowship support is non-renewable.

At the completion of the yearly tenure of the AHSS Divisional Dissertation Fellowships, the Department Chair and the Director of Graduate Studies will report to the Department of Communication Studies and to the Dean of AHSS on the Fellows’ progress toward the completion of their dissertations. The following outcomes will be assessed annually:

- Number and quality of applicants
- Effectiveness of the Fellowships in promoting dissertation progress and completion
- Success of AHSS Dissertation Fellows in obtaining professional employment after completing the PhD in Communication Studies

The Fellowship recipients and their dissertation directors will be expected to report, by June first, on the dissertations’ progress to the Department Chair and the Director of Graduate Studies.

Eligibility
All candidates for the PhD in Communication Studies who will have successfully completed three years of study in the Department’s graduate program by the end of spring quarter are eligible to apply for the Fellowship. All coursework must be complete prior to the start of fall quarter of the student’s 4th year and student’s dissertation prospectus must also be approved prior to the start of fall quarter of the student’s 4th year.

Selection Process
The selection process and awards shall be based on the merits of the application materials and the quality of the students’ work over the first three years of doctoral study.

Application
To apply, eligible third-year doctoral students in the Department of Communication Studies must submit the following materials by March 31st:

- A one-page application letter
- A schedule of completion for Comprehensive Exams and Prospectus defense (both must be complete prior to the start of fall quarter of the applicant’s 4th year)
- Current curriculum vita
- One current, unofficial DU transcript

Review
Communication Studies Department Faculty shall select each year’s AHSS Divisional Dissertation Fellowship recipients from applications submitted by third-year doctoral students. While the criteria are flexible, the faculty looks at such things as the potential for contribution of the dissertation to the discipline, likelihood of finishing in the 4th year, as well as quality of contributions to the department in general. The Fellowship selection committee shall consist of all available departmental Faculty members. The Department of Communication Studies shall submit the nominees and their application materials to the Dean of AHSS for final review.

*These Fellowships do not include health insurance coverage or tuition credit waivers. The AHSS Fellows may not hold other jobs at DU during the tenure of these awards. Payment of the award will be made in thirds, at the beginning of each quarter (Fall, Winter, Spring). Please note that the Fellowship is awarded as a scholarship and the amount of the Fellowship meets
the financial aid budget of a graduate student that is not enrolled in courses, therefore, limiting a recipient's ability to take out additional federal financial aid (Stafford loans, etc.).

Division of Arts, Humanities & Social Sciences
University of Denver
The AHSS Divisional Dissertation Fellowships Recipients

2009-2010 Fellow
Lucie Lawrence

2010-2011 Fellows
Kathryn Baldwin
Katherine Hurley
Jeanne Marie Jacobs
Dawnmarie McIntosh
Beverly Natividad

2011-2012 Fellows
Shahreen Mat Nayan
K. Arianna Molloy
Daniel Strasser
Carrie West
Marissa Yandall

2012-2013 Fellows
Aaron Donaldson
Justin Eckstein
Kathryn Hobson
Gordana Lazic
Tiffany McDonald

2013-2014 Fellows
Fatima Zahrae Chrifi Alaoui
Bethany Doran
Leslie Rossman

GENERAL SUBSTITUTION COURSES
Occasionally, a student may have previously taken courses that are comparable to required courses. The student may petition the faculty to waive a required course in such a situation. The COMN Graduate Director must approve any substitutions for course requirements. To request a substitution, write a letter to the director describing the request and the details of your previous experience or related coursework and provide a syllabus, if possible, and a copy of the transcript to verify that a grade of B or better was earned. In order to transfer credit, the student must have taken the course after completion of the most recently earned degree.

GRADUATION APPLICATION
Students must apply for graduation online (directions can be found on the Office of the Registrar’s webpage) by the University published deadlines for the term in which they wish to graduate. FAILURE TO DO SO WILL AUTOMATICALLY DELAY GRADUATION TO A SUBSEQUENT QUARTER.

If a student applies for graduation for a specific quarter but does not graduate at that time she/he will be charged a $20 fee. Applications are available in the Department of Communication Studies office or at http://www.du.edu/grad/gradinfo/graduation.html. Instructions concerning commencement ceremonies in June and August and rental of caps, gowns and hoods will be mailed to student’s @du.edu email address.

STUDENTS MUST ASSUME FULL RESPONSIBILITY FOR MEETING THE BASIC REQUIREMENTS AND DEADLINES AS SET FORTH IN THE GRADUATE STUDIES BULLETIN AS WELL AS THE SPECIFIC REQUIREMENTS IN THE GRADUATE HANDBOOK.

INCOMPLETE GRADES
According to University Policy, an incomplete grade can be given only when a student is unable to complete the class due to circumstances beyond the student’s control. Incomplete grades for all graduate and professional students will appear on the transcript as an "I" for one year. During that time it will have no impact on the student’s grade point average. After one year, or at the time of graduation, any incomplete(s) will change to "F" on the transcript and will be calculated in the grade point average as an F.

Academic Deans may approve one or more extensions of incomplete for one or more academic years. However, the Department of Communication Studies has the discretion to institute stricter rules. The department’s policy requires that an incomplete grade must be removed by the Wednesday of the fourth week of the next quarter that the student is in residence. It is the policy of COMN that this deadline for removal of incompetes may be extended only with the permission of the instructor of the course involved, and such permission must be communicated to the COMN Graduate Director in writing.

Students with two or more unresolved incompletes (due to extended deadlines) must receive approval from the graduate director to take an additional incomplete. Requests for additional incompletes will be submitted in writing, with proper rationale, to the Graduate Director for review by the faculty, and must be supported by the course instructor.

To remove an incomplete, the student must get an Application for Incomplete Grade on-line. From the DU home page, click on “current student”, and then click on “Registrar office”, and under “current student” heading, click on “forms”. This form must be turned in with the assignment to the instructor for a letter grade. The instructor then forwards the form to the Office of the Registrar.

Once students have submitted the Change of Incomplete Form, they must follow-up and make sure that the grades have been posted by going to http://myweb.du.edu to reflect the change.

If the student cannot complete the removal of the incomplete within the one-year time-frame, s/he must submit an Application for Incomplete Grade form to her/his instructor. Once an incomplete turns into an “F”, an Application for Incomplete Grade form must be signed by the course instructor and the Dean in order to have the “F” removed from the student’s transcript. Removing the “F” from the transcript is subject to the approval of
both the instructor and the dean.

**INDEPENDENT STUDY**
A student may take an independent study course in consultation with her/his advisor and the faculty member with whom the study will be taken. Independent studies should be used to advance a student’s program of study or specialize in an area not being addressed in current coursework. *They should not be used in lieu of coursework when appropriate coursework is available.* Independent studies will be treated as a traditional course with the same amount of work and extensive reading lists. Additionally, faculty members are under no obligation to conduct independent studies with interested students. Students should take no more than two independent studies; however, exceptions can be made under exceptional circumstance in consultation with the advisor and the Director of Graduate Studies.

**REGISTRATION PROCEDURES**
The first quarter that you register for classes, your registration materials will be mailed to you and then you may register on the web at [http://www.myweb.du.edu](http://www.myweb.du.edu) or register in University Hall, Room 8. Every fall quarter, meet with your advisor and draw up a course plan (see Section II.B. Advising), then register in University Hall or via the web.  
*Note: The University will assess a late fee if you do not register before the first day of class in a particular quarter.*

**TIME LIMITS**

**M.A. Program**
A candidate for the master’s degree is expected to complete the requirements for the degree within five years from the time he or she begins his or her program of study, as measured from initial enrollment in work credited toward the degree.

**Ph.D. Program**
A student who holds a master's degree upon entering the doctoral program is expected to complete all requirements for the degree no later than seven years after beginning the program.

**Extensions & Procedures**
Permission to extend the time limit to complete the PhD degree may be obtained by submitting an “Extension of Time to Complete the Graduate Degree” form and petition in writing for an extension of time. Under most circumstances, the Faculty will not consider granting an extension of time limits for students who have not successfully proposed their dissertation topic.

All requests for extensions must first be submitted in the following way:

1) First, students should obtain the “Extension of Time to Complete the Graduate Degree” form located at: [http://www.du.edu/grad/current-students/](http://www.du.edu/grad/current-students/) under the “policies and forms” hyperlink.

Students must submit this form and a written request to their advisor/dissertation director requesting an extension and outlining the reasons for the request. Provide a detailed outline of the timetable you will follow to insure completion by the ending date of the extension you are requesting.
2) Your advisor/dissertation director will send a letter to the Director of Graduate Studies supporting or not supporting your extension. If your advisor/dissertation director or the Director of Graduate Studies does not approve your extension, your program will be terminated and you will be notified via e-mail.

3) If the advisor and Director of Graduate Studies support the extension, the advisor will send a letter to the Vice-Provost recommending approval for the extension. You will be notified of the Vice-Provost’s decision by letter.

TRANSFER OF CREDIT
To transfer credit for courses completed prior to enrollment in this program you will need to petition the Graduate Committee during your first quarter. Courses taken with Pass or Satisfactory grades are not acceptable for transfer unless the instructor provides a class syllabus and the student provides proof from the institution that a P/S is equivalent to a “B” or better. The coursework also must have been completed following the completion of the highest degree earned. It is your responsibility to check your transcript in Myweb or the Office of Graduate Studies to be sure accepted credit has been put on record. All transfer of credit must be completed at least one quarter prior to quarter of graduation.

UNSATISFACTORY GRADUATE STUDENT PERFORMANCE
According to University policy, a grade point average (GPA) of B (3.0) or better is required for the M.A. and Ph.D. degree. It is the policy of the Communication Studies Department that when a student receives two or more grades of B- or below, the Graduate Committee will review his/her progress. The Committee will normally terminate the student from the program if his/her GPA is below a 3.0, however, if evidence is presented suggesting that special circumstances account for the poor performance, the Graduate Committee shall have the option of allowing the student to continue in the program with the understanding that the GPA must be raised to a 3.0 at the time of the next grade reports or the student will be terminated from the program.

III. AREAS OF CONCENTRATION
Students must select a primary Area of Concentration in which to study. In certain cases, a student may combine two areas with the assistance of a faculty advisor. The student’s chosen area must be communicated to a faculty member in that area, as well as the Director of Graduate Studies.

CULTURE & COMMUNICATION

Program Description
The area of Culture and Communication investigates the communicative constitution and intersection of difference in its various codifications as culture, race, class, religion, ethnicity, nationality, gender and sexual orientation. Its vision is to promote an ethic of inclusivity, racial and social justice, reciprocity, and mutual transformation in the encounter of difference. Courses reflect this emphasis, focusing on the social and performative construction of identity, the politics of representation, performances of affect, identity, and community and vernacular and embodied rhetorics, all informed by, critical, feminist and queer perspectives on cultural communication.
Vision
This area investigates the communicative constitution and negotiation of difference in its various codifications as culture, race, religion, ethnicity, nationality, gender and sexual orientation. Its vision of the goal of intercultural communication is to promote an ethic of inclusivity, racial and social justice, reciprocity, and mutual transformation in the encounter of difference. As such, it endeavors to equip students with perspectives, knowledge, and skills needed to function in an ethical manner within a global cultural context. Besides introducing students to the history of theorizing and practice in the field that cover such problematics as cultural adaptation, intercultural training, sojourner experiences, and cultural marginality, the program seeks to update disciplinary competence to include more fluid and dynamic conceptions of cultural negotiation of difference within the context of trans-border crossings, intensified global interactions, and the displacement and movements of populations.

INTERPERSONAL & FAMILY COMMUNICATION

Program Description
The area of interpersonal communication explores how human communication works in our everyday lives, specifically, how people interact, and the impact their actions have on relationships between members of dyads, families, groups, social networks, and communities. A basic premise of work in this area is that human interaction is fundamental to the construction, development, and maintenance of personal and social relationships, and to the organization of social life as we know it today.

The curriculum in this area draws from and is grounded in several significant traditions in social science and communication research, namely social-psychological, dialectical, and interpretive approaches. Courses focus on current trends and significant contributions to research in interpersonal communication, family communication, and research on close relationships.

Vision
The objective of study in this area is to facilitate an increased understanding of the communication processes and practices that occur within various contexts of interpersonal and social relationships, such as close, intimate relationships, including friendships, marriages, and family relationships. Our primary value commitment is to high-quality relationships. That is, our research and teaching is directed toward discovering and disseminating information about the ways that relationships can be mutually satisfying and constructive—or dissatisfying and destructive. We emphasize the construction of relationships through communication and recognize that quality relationships can take many forms.

RHETORIC AND COMMUNICATION ETHICS

Program Description
The Rhetoric and Communication Ethics area of concentration is dedicated to the investigation of public communication and is particularly concerned with questions of how ethics and justice are constituted throughout the spectrum of public communication activity. The study of rhetoric and communication ethics at DU is best defined through three intellectual commitments. First, we are committed to developing philosophical accounts of the nature of communicative activity. Second, we are committed to understanding how communicative action works to form and transform our public and civic identities. And third, we are committed to producing reflective criticism of communicative activity in all of its textual and performative modalities.

Vision
It is our mission to foster intellectual relationships between faculty and students that will result in research
programs capable of describing the normative presuppositions of communication activity, using that knowledge to expose and critique illegitimate and unjust communication behavior and constructing normative models of ethical communicative practice. It is our mission to cultivate teachers dedicated to addressing important public issues in a reasoned, passionate and ethical manner. It is our mission to model a deep commitment to using knowledge of rhetoric and communication ethics to further the public good.

IV. M.A. IN COMMUNICATION STUDIES

DEGREE REQUIREMENTS
The M.A. in Human Communication requires completion of 52 quarter hours beyond the Bachelor’s degree. Master’s students may elect to complete 45 hours plus a thesis project or take an additional 7 or more hours of coursework and sit for comprehensive examinations. All M.A. students select two courses from the research foundations sequence about the conduct of inquiry in the field of communication studies (10 hours). Typically students select both courses in the qualitative or quantitative sequence. These courses provide an overview of the philosophical assumptions, major theoretical perspectives, and methodological approaches that characterize inquiry in the communication field. Depending upon interests, career goals, and advisor’s approval, M.A. students should take a minimum of 3 courses in area(s) of concentration. Students may decide to develop a more general background in communication by taking courses in all three areas of concentration or may opt to specialize by taking three courses in one area of concentration (15 hours). M.A. students work with an advisor to select two to three cognate courses outside of the area of concentration and/or outside of the department (10–15 hours).

GENERAL SUMMARY OF COURSEWORK
- Foundations / Methods Sequence: 10 Hours (two courses)
- Concentration(s): 15 hours (three courses)
- Cognate: 10-15 hours
- Electives: 2-17 Hours (Chosen with guidance from advisor)
- Thesis: 5-10 Hours (varies)
- Total: 52 Hours (depending on thesis option)

PERIODIC REVIEW
Each year the Faculty Graduate Committee meets and reviews the progress of all graduate students.

COMPREHENSIVE EXAMINATION / THESIS
A thesis defense or an eight-hour written comprehensive examination is required of all MA students.

Comprehensive examinations may be taken throughout the year with the exception of summer quarter. Exams taken during breaks will be reviewed the next quarter following completion of the examination. Comprehensive exam questions are developed by a minimum of three faculty members from whom the student has taken classes. The committee is selected in consultation with the advisor. The overall exam consists of three questions, one of which must address methodology. The questions may be answered over two to three days, may be take-home or answered in a classroom, with or without notes. The time period for answering the questions as well as the question format is to be determined by the faculty committee. The format, faculty readers, and schedule must be specified and approved by the advisor and Director of Graduate Studies, and the completed Comprehensive Exam Schedule Form turned in to the Graduate Student Services Assistant prior to beginning the exam.
Thesis: Students who opt to complete an M.A. thesis should follow the same procedures and steps outlined for doctoral students with modifications. The thesis committee is composed of two members of the COMN faculty and a third from outside of the department, who will chair the oral defense meeting.

V. PH.D. IN COMMUNICATION STUDIES

DEGREE REQUIREMENTS
The Ph.D. in Communication Studies requires completion of 135 quarter hours beyond the Bachelor degree, and 90 quarter hours beyond the Master’s degree. A maximum of 45 quarter hours may be transferred from a Master’s degree. Students must meet residence requirements by enrolling for at least six quarters, including at least two consecutive quarters of full-time attendance, i.e. 8 or more credit hours. Of this 90 quarter hours, no more than 15 quarter hours of dissertation research (COMN 5995) may be applied toward completion of degree requirements. Relevant course work, not to exceed 30 quarter hours (including the 8-10 hours that may be taken as a research tool), may be taken outside the department with the approval of the adviser.

Please note: course credit hours vary from department to department. Therefore, be aware that even when a course with fewer than 5 credit hours is approved by your advisor, you are still required to account for those fewer credits in order to reach the required credits for the degree. GTAs must also keep in mind that these hours should be made up in the same academic year because the 30 credit hour tuition waivers are not transferrable from year to year.

All Ph.D. students take a four-course research foundations sequence surveying the conduct of inquiry in the field of communication studies (20 hours). These courses provide an overview of the philosophical assumptions, major theoretical perspectives, and methodological approaches in the communication field. In addition, students select an area of concentration to develop specialized expertise, or may, with advisor’s approval, elect to combine coursework in two areas of concentration. A faculty member in each area must also approve the combination, and a description of the program should be submitted to the Graduate Student Services Assistant. Generally, students take six courses in one area of concentration (30 hours).

Ph.D. students work with their advisor to select three cognate courses from one of the other areas of concentration in the department (15 hours). Most students will specialize in one secondary area of concentration by taking three courses from one area of concentration, but in some circumstances, with advisor approval, you may design a departmental cognate that crosses more than one area of concentration.

Doctoral students are also required to develop additional methodological expertise by completing advanced coursework in a research area, the research tool requirement (10 hours).

Ph.D. students must pass comprehensive examinations and successfully complete a dissertation and oral defense (up to 15 hours)

GENERAL SUMMARY OF COURSEWORK (Beyond M.A.)
- Foundations / Methods Sequence: 20 Hours (four courses)
- Area(s) of Concentration: 30 Hours (six courses)*
• Cognate Courses: 15 Hours (three courses at the 4000 level from the other 2 COMN areas of concentration)
• Advanced Methods (Research Tool): 8-10 Hours
• Dissertation: 15 hours maximum
• Total: 90 Hours

*Each Area of Concentration has its own course requirements. Please refer to Coursework Plan forms in back of Handbook for specific requirements.

ADVANCED METHODS/TOOL REQUIREMENT
The tool is a methodological rather than a content requirement. This requirement should be met through course work in a particular methodology that results in advanced knowledge about methods that are related to the dissertation. In addition to recognizing tool requirement options in the traditional sense, (i.e., language, statistics), the student, in consultation with the dissertation adviser, may petition the faculty for an option deemed appropriate to the research/investigative requirements of the dissertation. The tool consists of 8 - 10 hours of course work taken during the Ph.D. program at the University of Denver; transfer hours from the student’s prior M.A. program coursework cannot be counted toward the tool.

TOOL OPTIONS
The following are suggested as options for the fulfillment of the tool requirements for doctoral students:

(a) Reading knowledge of a foreign language, as evidenced by “Graduate Proficiency Examination” administered by the University's Department of Foreign Languages.

(b) Statistics, as evidenced by the successful (grade of "B" or better) completion of two graduate-level statistics courses with a total of 8-10 credit hours earned.

(c) Any other tool deemed relevant to the student's individual research needs may be added to or substituted for the above with the approval of the faculty upon petition. Petitions containing the specific request and the rationale should be submitted in writing to the Director of Graduate Studies. Courses to satisfy the tool requirement may be selected either from the COMN Department or from other departments in the university. Please refer to the listing on page 36 for more Tools coursework options.

PERIODIC REVIEW
Each year (during the winter or early spring quarter) the Graduate Committee meets and reviews the progress of all graduate students.

COMPREHENSIVE EXAMINATION

Definition and Purpose of the Comprehensive Examination
At the end of required graduate course work and preliminary to advancement to final candidacy, the Ph.D. student is required to pass a comprehensive examination. The examination is designed to test the student’s competencies as a scholar. The examination assesses both depth and breadth of the student’s knowledge within the discipline by focusing upon the student’s curriculum concentration and supporting work in other fields of study. The comprehensive examination offers the doctoral student an opportunity to demonstrate that he/she
has become an independent, original, and mature thinker in the discipline as a consequence of the research and study engaged in during formal graduate course work.

This final assessment (in conjunction with a successful dissertation proposal) before the student is advanced to final candidacy has two major purposes:

a. To appraise the student’s ability to write intelligently, synthesize relevant literature and produce potentially publishable work about issues of substance within the discipline.

b. To assess the student’s ability to contribute to original scholarship. Thus, the successful comprehensive examination should provide evidence that the student has the potential to successfully complete a doctoral dissertation.

Examination Procedures
The examination preparation and administration is under the supervision of an examination committee chosen by the student in conjunction with his/her advisor. The committee consists of a minimum of 2 tenure-track faculty in the COMN Department. Please note that these must be current faculty members in the department. The advisor serves as the examining committee chair, who in consultation with the student, convenes the committee to prepare the examination and offers the student guidance in preparation for the meeting.

The Ph.D. comprehensive examination is administered when the candidate has completed his or her tool requirement and typically all his or her coursework. The student and the advisor should complete the Ph.D. Comprehensive Exam Form at this time and submit it to the graduate staff assistant. It can be taken at any time during the year, but it must be passed at least one quarter prior to graduation. Doctoral students intending to take the comprehensive examination during any particular quarter must inform the Director of Graduate Studies of their desire to do so before the end of the first week of that quarter.

Format
Nature of the Examination
The examination consists of two mandatory parts:

- Part one (1) involves three questions generated by the examining committee designed to test the student’s understanding of concepts, theories, and methodologies relevant to his/her program of study. One of the questions must pertain to methods. These questions are answered in a 3-day answer period for questions 1-3.

- Part two (2) requires the student to answer one question selected by the examining committee from three to five questions generated by the student for consideration. These questions are created in cooperation with the student’s advisor prior to the initial comprehensive examination meeting. The selected question should have the potential of becoming an original scholarly essay that contributes to the body of knowledge in the discipline and is a way of establishing a scholarly identity. With advisor approval, it is acceptable to approach this question by writing a dissertation proposal. This question is taken over a two-week period usually starting a few days after the completion of question 3.
• **Part three (3) is optional.** In cases in which the written answers require clarification, the examining committee may conduct an oral examination following the written portion. Since the oral examination is optional, the content to be covered will be determined by the examination committee.

**Examination Administration**

After the committee has agreed upon the questions, the chair of the examining committee is responsible for its administration. The examination policies and procedures are as follows:

1) The student’s examining committee approves a timetable for the taking of the examination, not to exceed thirty (30) days.
   - The examination is a take-home format. Student will email responses to the Graduate Student Services Assistant.
   - All questions in the examination must be read and evaluated by each member of the committee.
   - The evaluation consists of the following range: (1) Pass with distinction, (2) Pass, (3) Conditional pass requiring a rewrite, and (4) Fail.

2) While each member of the committee evaluates each answer according to the range specified above, the committee makes a final assessment to determine the overall merit of the examination. Failure on two or more questions constitutes a “Fail” on the examination. If needed, the advisor may convene a meeting of the examining committee.

3) If the work is judged “Pass with distinction,” or “Pass,” the student is considered to have completed the comprehensive examination requirement. In the case of an examination judged “Conditional pass requiring rewrite,” the student is asked to write on those questions again in three months following notification of the results of the original examination. If the student successfully rewrites he/she is considered to have completed the comprehensive examination requirement. If the rewrite is judged “Fail,” the student is given an opportunity to take a second examination with new questions after passage of not less than a month and not more than a year following notification of the results of the original examination. Creation of the new questions for the second examination should follow the procedure for the original examination. The answers to the second examination may be judged as “Pass” or “Fail.” If evaluated as a pass the student is considered to have completed the comprehensive examination requirement. If evaluated as a fail, the student is not considered to have completed the comprehensive examination requirement and cannot be advanced to final candidacy.

4) The examining committee may advise the student regarding strategies of preparation before the examination and for any rewrite. Guidelines pertaining to the original examination prevail for the rewrite procedure.

5) A majority of the recorded vote of the examining committee determines the “passing” or “failing” of any examination. Each faculty member on the Comprehensive Exam Committee should complete the **Evaluation of Comprehensive Exam Form** and return it to the Committee Chair within six weeks after the completion of the exam or within six weeks of the next quarter following completion of the examination if the student has elected to take the examination during summer session or quarter breaks.
6) The examination must be taken within one calendar year of the quarter in which the student completes required coursework.

7) The student will be informed in writing of the results of the examination evaluation within six weeks after the examination is completed. A student electing to take the examination during summer session or quarter breaks will be notified of the results within six weeks of the beginning of the next quarter following completion of the examination. Additionally, students who have not finished comprehensive exams at least six weeks before the end of the spring quarter will not receive their results until six weeks after the fall quarter starts. A copy of all correspondence between the examining committee and the student is placed on file with the Director of Graduate Studies.

DISSEYATION

Purpose
A dissertation is a demonstration that a candidate for the graduate degree is capable of doing original research that constitutes a contribution to knowledge in communication. Successful completion of a dissertation should demonstrate to the research committee that the candidate is capable of independently conducting and producing an academic argument about a research topic.

Selection of Topic
Students should begin looking for a dissertation topic at the beginning of their graduate program. Although the writing of the dissertation will commence later, with a topic in mind, students can test the potential topic with term papers, sharpen skills in the possible research area, and work with professors who are interested in that topic.

The dissertation topic should be one in which the student has strong interest. Since involvement with the topic must be sustained for a minimum of several months to a few years, students should select a topic accordingly.

In addition, the topic should be of interest to the faculty members with whom the student hopes to be working. Although the student has ultimate choice of a dissertation topic, this choice is constrained by the fact the student must assemble a committee that agrees that the project is relevant, worthwhile, and feasible.

Process

1) Proposal/Concept:
The student must prepare and have approved a dissertation proposal before he or she can proceed with the writing of the dissertation. The proposal should be developed by the student in close cooperation with the departmental faculty member who has agreed to serve as proposal and dissertation director.

The candidate should submit completed proposals to all members of the proposal committee by a minimum of two weeks before the scheduled defense and should notify the graduate staff assistant of the time and place of the proposal defense meeting.

2) Selection and Role of Committee
As the proposal nears completion, the student and the advisor informally identify and consult with additional faculty members, typically from the Communication Studies Department, who are asked to give their consent to serve on an ad hoc proposal/dissertation committee. The committee, thus informally constituted, may aid the candidate in the completion of the proposal.

The committee is comprised of a minimum of four and a maximum of seven members. Minimally three are voting members, including the dissertation director. The chair of the oral defense committee is a non-voting member and must be from a program, department, school or college other than that of the candidate. All members of the committee must be full-time appointed faculty at DU and have research records appropriate to the student’s area of specialization. Faculty from appropriately related units who hold the terminal degree in their field may serve on the committee as long as the candidate’s graduate unit has the majority representation and a two-thirds majority of the members, excluding the director, hold the earned doctorate. Effectively, the student must have three current COMN faculty members on the committee. When a Doctoral degree is interdisciplinary, faculty representation from all disciplines must be reflected on the committee.

Following the official faculty appointment of the proposal committee, the candidate and his or her director/advisor initiate an official proposal meeting through the Director of Graduate Studies. At this meeting, the candidate and the committee assess the acceptability of the proposal.

If the proposal is accepted, the committee automatically becomes the candidate's dissertation committee. The director submits the official results of the proposal meeting by completing the Thesis or Dissertation Proposal Approval Form to the Director of Graduate Studies. If the proposal is rejected, the candidate may re-submit the proposal the following quarter.

The student is responsible, with direction from the committee chair, for coordination of the work of the dissertation committee. Each member of the committee has the right to participate in the dissertation process in the manner he or she chooses. Some members may wish to see each chapter as it is completed, while others may wish to read a complete draft. The student must accommodate the various dissertation review styles, and the faculty members are expected to respond in a timely fashion. All committee members, however, should read the dissertation prior to the oral defense and the typing of the final draft.

3) Oral Defense of the Dissertation

Explanation
A final stage in the process is the oral defense. The primary purpose of the defense is to have the candidate demonstrate his or her ability to support and justify his or her research methodology, findings, and interpretations. The oral defense generally lasts between one and two hours.

Selection of Examination Committee
The examination committee consists of not fewer than four members: the dissertation director; a minimum of two faculty members (from within the COMN Department); and the outside chair of the examination committee, who must be a tenured faculty member with a Ph.D. from outside of the Department of Communication Studies. (Please check with the Office of Graduate Admissions, 303 871-2305 to see if your outside chair meets university requirements.)
Members of the examination committee usually are composed of regularly appointed faculty of the University of Denver, but with approval from the Office of Graduate Studies, may also include adjunct faculty, research professors, post-doctoral students, professors from other institutions, and other qualified persons. Only one committee member may be a non-appointed faculty member: retired, faculty members who have left the campus, or someone from another university, and this member would not replace one of the two committee members from within the COMN department. Students should submit their manuscripts to the examination committee at least two weeks in advance of the defense date.

Scheduling Of Oral Defense
Upon completion of the written dissertation, the graduate student should contact each of the committee members at least six weeks in advance to determine time availability and scheduling of the oral defense. When a time period for the examination has been determined, the student should inform the Director of Graduate Studies and Graduate Staff Assistant. At this time, the student must also request someone to serve as the examining chair of the committee.

The defense must be held at least one month before the end of the quarter in which the degree is to be awarded. In no case may the oral examination be taken during the same quarter as the comprehensive examination. A Schedule of Oral Exam Form (http://www.du.edu/grad/current-students/) must be completed and submitted to the office of Graduate Studies at least 3 weeks prior to the oral exam. Approximately one week before the defense, the student will receive official notice of the scheduled oral examination from the Graduate Office, along with information about submitting the final dissertation and a Survey of Earned Doctorates, which the student must submit to the Graduate Studies Office.

Conduct of the Examination
Interested faculty members may attend an oral examination from the COMN department. Faculty members from other departments in the University and other interested parties may attend with the approval of the candidate and the dissertation director. After the committee has conducted the primary examination of the candidate, questions may be asked by other persons present, within the limits of pertinence, propriety, and quality as determined by the examining chairperson and within the time limit of the examination.

Role of the Chairperson
The chairperson of the oral examination, who is a faculty member from another department, has the responsibility for making certain that the examination is conducted in a professional manner and for insuring that the student has a fair opportunity to defend his or her dissertation. The chairperson is expected to provide opportunities for each member of the examination committee to participate in the examination and to see that the examination is of high quality, while staying within the proper limits of inquiry. The chair is expected to have read the dissertation prior to the examination and to participate in the examination as his or her academic expertise permits, but the chairperson does not vote on the recommendation.

Possible Outcomes
When the examination is completed, the chairperson will request that the candidates and all other persons not on the examination committee leave the room; he or she will call for a motion to pass or fail the candidate. If the motion is a recommendation to pass, the committee then must agree on the conditions of the recommendation as follows:
• **Pass with no revisions** is interpreted to mean that only grammatical, labeling, or numbering changes are required. Only a limited number of sentence additions or deletions should be necessary.

• **Pass with minor revisions** indicates that the candidate will be required to reorganize portions of the manuscript and change some of the content.

• **Pass with major revisions** implies that a complete chapter or chapters must be rewritten, additional tables will be required and interpreted, or the general format must be changed. Responsibility for seeing that needed revisions are made usually rests with the thesis or dissertation advisor, but if major changes are indicated, committee members may request an opportunity for their approval before final submission.

A recommendation to pass can have no more than one negative vote from members of the officially composed committee.

A recommendation to fail indicates that the dissertation content does not demonstrate a high level of quality or that the candidate cannot defend the research. In such cases, a new or related study is usually undertaken.

If the committee cannot come to a decision, the chairperson may rule that the examination is postponed, and the candidate and his or her advisor may reschedule the examination.

4) **Submission of Dissertation to the Office of Graduate Studies**

**Copies**

An electronic PDF version of the dissertation must be submitted to ETD Administrator in accordance with the instructions provided by the Office of Graduate Studies. The electronic copy will be made available through the Penrose Library and through UMI/ProQuest. In addition, one printed copy of the final approved dissertation, must be submitted to the Graduate Studies Office for binding and cataloging in the COMN office. The binding title may contain no more than 46 characters, including spaces. Students may submit additional copies—up to six—to be bound and may be asked to provide copies of the dissertation for the dissertation director and/or members of the committee. Student copies are sent to the Human Communication Department office following binding, and the student must make arrangements with the Graduate Staff Assistant to have them mailed or to be notified when they are available. With submission of the dissertation, the student also must submit the Survey of Earned Doctorates. The student should take responsibility for completing all of the required paperwork.

**Format, Deadline and Fees**

Formatting instructions for the dissertation/thesis can be found at [http://www.du.edu/grad/gradinfo/graduation.html](http://www.du.edu/grad/gradinfo/graduation.html). Before final submission, it is recommended that you make a formatting review appointment with the Office of Graduate Studies (gststu@du.edu or 303-871-2305). The professor in charge of the dissertation must properly sign the final approval page (which will be mailed to him/her with the oral exam paperwork) and submit it to the Office of Graduate Studies. Copies of the dissertation are submitted after the final oral examination and by deadlines specified by the Office of Graduate Studies, usually no later than 14 days prior to the end of the quarter of graduation.
Payment of UMI/ProQuest fees must be made by credit card at the time of electronic submission. At the time of electronic submission, students will also have the option to request UMI register their copyright for them. The copyright service is offered for an additional fee, which will be charged at the end of the electronic submission process. Payment for binding must be made by check or money order at the time paper copies are submitted to the Office of Graduate Studies. The check should be made payable to “Denver Bookbinding Company.” In addition to the binding payment, students must submit a Binding Order Form with the copies to be bound. Copies submitted for binding must be boxed; loose copies will not be accepted.

VI. DUAL/JOINT GRADUATE DEGREE PROGRAMS

The Department of Communication Studies offers a dual degree with the Graduate School of Social Work (GSSW), Sturm College of Law, and Iliff School of Theology, and a joint degree with Media, Film and Journalism Studies and the Josef Korbel School of International Studies.

M.A. in Communication / Masters in Social Work (MSW)
Under the agreement with the Graduate School of Social Work, the student can earn the dual degree of Master of Arts and Master of Social Work. The dual degree requires application for admission and acceptance of application by each of the departments. Thus, the dual degree is earned concurrently within established guidelines. Specific details and requirements are consistent with the most current agreement date and can be provided upon request.

M.A. in Communication/Iliff School of Theology
Consult Faculty Advisors in Communication Studies and Iliff.

M.A. in Communication/Law (J.D.)
Consult Faculty Advisors in Communication Studies and the Sturm College of Law.

Other Options
University of Denver has a liberal policy concerning dual degree programs. Consult the DU Graduate Studies Policy Guide for more information.
VII. IMPORTANT CONTACT INFORMATION

BOOKSTORE..................................................................................................................303-871-3251

BURSAR’S OFFICE..........................................................................................................303-871-4900

CAMPUS SAFETY...........................................................................................................303-871-2139

CAREER CENTER............................................................................................................303-871-2150
  • Career Counseling/Testing, Career Resource Library, On-Campus Recruiting/Resume Referral

CENTER FOR TEACHING AND LEARNING.................................................................303-871-2763

CENTER FOR MULTICULTURAL EXCELLENCE..........................................................303-871-2942

COMMUNICATION STUDIES DEPARTMENT CHAIR
  • Dr. Bernadette Calafell, bernadette.calafell@du.edu ..............................................303-871-4322

COMMUNICATION STUDIES ASSISTANT TO THE DEPARTMENT CHAIR
  • Paula Martin, pmartin3@du.edu ...........................................................................303-871-2385

COMMUNICATION STUDIES DIRECTOR OF GRADUATE STUDIES
  • Dr. Mary Claire Morr Serewicz, mserewic@du.edu .............................................303-871-4332

COMMUNICATION STUDIES DIRECTOR OF GRADUATE TEACHING INSTRUCTORS
  • Dr. Erin Willer, ewiller@du.edu .............................................................................303-871-4308

AHSS GRADUATE STUDENT SERVICES MANAGER
  • Kristy Firebaugh, kirsty.firebaugh@du.edu ............................................................303-871-2169

DISABILITY SERVICES....................................................................................................303-871-3939

DU OPERATOR/SWITCHBOARD....................................................................................303-871-2000

ENGLISH LANGUAGE CENTER.......................................................................................303-871-3083

FINANCIAL AID...............................................................................................................303-871-4900

GRADUATE STUDIES......................................................................................................303-871-2831
  • Graduate Studies Executive Assistant to the Vice Provost....................................303-871-2706
  • Director of Graduate Admissions ...........................................................................303-871-2302
  • Graduate Admissions .............................................................................................303-871-2669
  • Graduate Records .................................................................................................303-871-2305

INTERNATIONAL STUDENT ADMISSIONS OFFICE..................................................303 871-2790
  • Associate Dir. Int’l Admissions ..............................................................................303-871-3107

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• Assistant, Int’l Admissions.................................................................................................................. 303 871-3336
MULTIMEDIA SERVICES......................................................................................................................... 303-871-3595

PARKING SERVICES.................................................................................................................................. 303-871-3210

PENROSE LIBRARY
  • Circulation Desk................................................................................................................................. 303-871-3707
  • Research Center................................................................................................................................. 303-871-2905

QUICK COPY CENTER................................................................................................................................. 303-871-3184

RECREATION (Campus) Athletics, ice arena, pool, equip. room, etc...................................................... 303-871-2275

REGISTRAR.................................................................................................................................................. 303-871-2284

STUDENT HEALTH & COUNSELING CENTER....................................................................................... 303-871-2205

UNIVERSITY TECHNOLOGY SERVICES (Help Desk)........................................................................ 303-871-4700
# M.A. Communication Studies

*(Thesis)*

Name:
Student ID:
Advisor:
Matriculation Qtr.:
Expected Date of Graduation:

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**ADVISOR SIGNATURE:** ____________________________________________ **DATE:** ___________________
# M.A. Communication Studies

## (Comprehensive Examination)

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Student ID:  
Advisor:  
Matriculation Qtr.:  
Expected Date of Graduation:  

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M.A. Communication Studies: Culture and Communication  
*(with Thesis)*

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Student ID:  
Advisor:  
Matriculation Qtr.:  
Expected Date of Graduation:  

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<tr>
<td>COMN 4220: Critical Intercultural</td>
<td>5 hours</td>
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<tr>
<td>Communication</td>
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<tr>
<td>COMN 4221: Critical Methods for</td>
<td>5 hours</td>
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<tr>
<td>Studying Culture</td>
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<tr>
<td>COMN 4222: Writing Culture</td>
<td>5 hours</td>
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<td><strong>Cognate Courses</strong></td>
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</tbody>
</table>

**GRAND TOTAL:** *(45 hours min.)*

**ADVISOR SIGNATURE:**  
__________________________________________  
DATE: __________________
M.A. Communication Studies: Culture & Communication  
(Comprehensive Examination)

Name: 
Student ID: 
Advisor: 
Matriculation Qtr.: 
Expected Date of Graduation:

<table>
<thead>
<tr>
<th>COURSE # / NAME</th>
<th>HOURS REQ’D</th>
<th>HOURS EARNED</th>
<th>QUARTER / YEAR COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Foundations / Methods Sequence</strong></td>
<td><strong>10 hours (min)</strong></td>
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</tr>
<tr>
<td>COMN 4900: Quantitative Methods I</td>
<td>5 hours</td>
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<tr>
<td>COMN 4901: Quantitative Methods II</td>
<td>5 hours</td>
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<tr>
<td>COMN 4930: Qualitative Methods I</td>
<td>5 hours</td>
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<tr>
<td>COMN 4931: Qualitative Methods II</td>
<td>5 hours</td>
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<tr>
<td><strong>Total:</strong></td>
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| **Area of Concentration Courses** | **15 hours (min)** | | |
| COMN 4220: Critical Intercultural Communication | 5 hours | / | |
| COMN 4221: Critical Methods for Studying Culture | 5 hours | / | |
| Culture and Communication Elective | 5 hours | / | |
| **Total:** | | | |

| **Cognate Courses** | **10-15 hours** | | |
| 1. : | | / | |
| 2. : | | / | |
| 3. : | | / | |
| **Total:** | | | |

| **Electives** | **12-17 hours** | | |
| 1. : | | / | |
| 2. : | | / | |
| 3. : | | / | |
| **Total:** | | | |

**GRAND TOTAL:** (52 hours min.)

**ADVISOR SIGNATURE:** ____________________________ **DATE:** ________________
Ph.D. Communication Studies: Culture and Communication

Name: 
Student ID: 
Advisor: 
Matriculation Qtr.: 
Expected Date of Graduation: 

<table>
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<th>HOURS EARNED</th>
<th>QUARTER/YEAR COMPLETED</th>
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<td>COMN 4900: Quantitative Methods I</td>
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<td>COMN 4930: Qualitative Methods I</td>
<td>5 hours</td>
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<tr>
<td>COMN 4931: Qualitative Methods II</td>
<td>5 hours</td>
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<td><strong>Total:</strong></td>
<td><strong>20 hours</strong></td>
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<td><strong>Area of Concentration Courses</strong></td>
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<td>COMN 4220: Critical Intercultural Communication</td>
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<tr>
<td>COMN 4221: Critical Methods for Studying Culture</td>
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<tr>
<td>COMN 4222: Writing Culture</td>
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<td><strong>Total:</strong></td>
<td><strong>30 hours</strong></td>
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<td><strong>Three Additional Courses in Area:</strong></td>
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<tr>
<td><strong>Cognate Courses</strong> (4000 level-3 from the other 2 COMN areas of concentration)</td>
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<td><strong>Advanced Methods / Tool</strong></td>
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<td><strong>Dissertation Hours</strong></td>
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</table>

*Assumes a 45 hr. credit transfer for the MA degree. If the student does not have an MA, the total hours required for the degree is 135 hours, or if the student has less than 45 hrs. of transfer credit s/he will need to take courses to equal 135 hours.

**GRAND TOTAL: (90 hours min)**

**ADVISOR SIGNATURE:__________________**
**DATE:_________________**

30
### Ph.D. Communication Studies: Interpersonal & Family Communication

**Name:**

**Student ID:**

**Advisor:**

**Matriculation Qtr.:**

**Expected Date of Graduation:**

<table>
<thead>
<tr>
<th>COURSE # / NAME</th>
<th>HOURS REQ’D</th>
<th>HOURS EARNED</th>
<th>QUARTER / YEAR COMPLETED</th>
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<tbody>
<tr>
<td><strong>Foundations / Methods Sequence</strong></td>
<td>20 hours</td>
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<tr>
<td>COMN 4900: Quantitative Methods I</td>
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<td>COMN 4931: Qualitative Methods II</td>
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<tr>
<td><strong>Area of Concentration Courses</strong></td>
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<td>COMN 4110: Theories of Interpersonal Communication</td>
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<td>COMN 4250: Seminar in Family Communication</td>
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<td><strong>Three Additional Courses in Area:</strong></td>
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<td><strong>Cognate Courses (4000 level-3 from the other 2 COMN areas of concentration)</strong></td>
<td>15 hours (min)</td>
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<td><strong>Advanced Methods / Tool</strong></td>
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<td><strong>Electives</strong></td>
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<td><strong>Dissertation Hours</strong></td>
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</table>

*Assumes a 45 hr. credit transfer for the MA degree. If the student does not have an MA, the total hours required for the degree is 135 hours, or if the student has less than 45 hrs. of transfer credit s/he will need to take courses to equal 135 hours.

**ADVISOR SIGNATURE:**

**DATE:**

---

**GRAND TOTAL:** (90 hours min)*
**Ph.D. Communication Studies: Rhetorical & Communication Ethics**

Name:  
Student ID:  
Advisor:  
Matriculation Qtr.:  
Expected Date of Graduation:  

<table>
<thead>
<tr>
<th>COURSE # / NAME</th>
<th>HOURS REQ’D</th>
<th>HOURS EARNED</th>
<th>QUARTER / YEAR COMPLETED</th>
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<tbody>
<tr>
<td><strong>Foundations / Methods Sequence</strong></td>
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<td></td>
<td></td>
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<tr>
<td>COMN 4900: Quantitative Methods I</td>
<td>5 hours</td>
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<tr>
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<td>5 hours</td>
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<tr>
<td>COMN 4930: Qualitative Methods I</td>
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<tr>
<td>COMN 4931: Qualitative Methods II</td>
<td>5 hours</td>
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<tr>
<td><strong>Total:</strong></td>
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</tbody>
</table>

| **Area of Concentration Courses** (6 courses designated by faculty in Rhet. & Comm. Ethics) | 30 hours (min) | | |
| 1. : | 5 hours | / | |
| 2. : | 5 hours | / | |
| 3. : | 5 hours | / | |
| 4. : | 5 hours | / | |
| 5. : | 5 hours | / | |
| 6. : | 5 hours | / | |
| **Total:** | | | |

| **Cognate Courses** (4000 level-3 from the other 2 COMN areas of concentration) | 15 hours (min) | | |
| 1. : | | / | |
| 2. : | | / | |
| 3. : | | / | |
| **Total:** | | | |

| **Advanced Methods / Tool** | 8-10 hours | | |
| 1. : | | / | |
| 2. : | | / | |
| **Total:** | | | |

| **Electives** | 0-15 hours | | |
| 1. : | | / | |
| 2. : | | / | |
| 3. : | | / | |
| **Total:** | | | |

| **Dissertation Hours** | 0-15 hours | | |
| : | | / | |
| **Total:** | | | |

*Assumes a 45 hr. credit transfer for the MA degree. If the student does not have an MA, the total hours required for the degree is 135 hours, or if the student has less than 45 hrs. of transfer credit s/he will need to take courses to equal 135 hours.

**GRAND TOTAL:** (90 hours min)*

**ADVISOR SIGNATURE:** ____________________________________________ DATE: _______
## MA COMPREHENSIVE EXAM APPROVAL FORM

- Prior to taking the Comprehensive Exam, all students are expected to have a “B” or better in required coursework.
- **Students will not be allowed to take the exams until all required classes are complete and all incompletes ("I") are removed.**

### Date:

### Student Name:

### ID:

### Email:

### Exam Schedule:

<table>
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<tr>
<th>Q1 Begin</th>
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<tbody>
<tr>
<td>Q2 Begin</td>
<td>Q2 End</td>
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<tr>
<td>Q3 Begin</td>
<td>Q3 End</td>
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<tr>
<td>Q4 Begin</td>
<td>Q4 End</td>
</tr>
</tbody>
</table>

### Results Deadline Date:

### Committee Members:

1) Committee Chair:

2) 

3) 

### Coursework Hours Completed: / GPA:

### Number of Thesis or Dissertation Hours needed:

### Comments:

__________________________  
Student Signature  Date

__________________________  
Comprehensive Exam Chair  Date

__________________________  
Director of Graduate Studies  Date
PHD COMPREHENSIVE EXAM APPROVAL FORM

- Prior to taking the Comprehensive Exam, all students are expected to have a “B” or better in required coursework.
- *Students will not be allowed to take the exams until all required classes are complete and all incompletes (“I”) are removed.*

Date: 
Student Name: ID: 
Email: 

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Exam Schedule:

<table>
<thead>
<tr>
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<th>Q1 Begin</th>
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<td>Q2 Begin</td>
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<td>Q3 Begin</td>
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</tr>
<tr>
<td>Q4 Begin</td>
<td>Q4 End</td>
<td></td>
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</tbody>
</table>

Results Deadline Date: 

Committee Members:
1) Committee Chair: 
2) 
3) 

Tools completed:
- HCOM: 
- HCOM: 
- Other: 

Coursework Hours Completed: / GPA: 
Number of Thesis or Dissertation Hours needed: 
Comments: 

Student Signature Date: 

Comprehensive Exam Chair Date: 

Director of Graduate Studies Date: 

34
THESIS / DISSERTATION PROPOSAL APPROVAL FORM
Proposal Meeting

Today’s Date:

Student:
Student ID:
Student email:

Date of Proposal Meeting:
Location of Proposal Meeting:

Dissertation Title:

Director(s):

Committee Members:

Outcome:

_____________________________________________________________

Summary of Suggestions:

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

Student Signature       Date

Director Signature       Date

Director of Graduate Studies  Signature       Date

Once complete, please return the form to the Graduate Student Services Assistant who will forward the advancement to final candidacy of PhD degree to the Office of Graduate Admissions.
Research Methods & Tools Requirement Alternatives

Please check with your advisor before registering for courses to meet this requirement.

<table>
<thead>
<tr>
<th>Department</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Studies</td>
<td>Various Courses, check with your advisor</td>
</tr>
<tr>
<td>Applied Communication</td>
<td>Mediation Training</td>
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<tr>
<td>International Studies</td>
<td>Research Methods</td>
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<td>Statistical Methods</td>
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<td>Data Analysis &amp; Development</td>
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<td>Conflict Resolution</td>
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<td>Empirical Research Methods</td>
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<td>Survey &amp; Design Analysis</td>
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<td>Statistical Methods</td>
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<td>Quantitative Methods</td>
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<td>Simulation Methods</td>
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</tbody>
</table>

Descriptions of Specific Qualitative Courses in Other Departments:

GSSW (Graduate School of Social Work)

*SOWK 5402 Qualitative Research Methods*
Typically offered Winter Quarter
Covers doctoral-level research methods focused on qualitative research methodology, based on subjective epistemology with a value-laden, inductive approach to data gathering, analysis and theory building. Focuses on the nature of the method, the epistemological implications and assumptions, and appropriate applications. Includes the experience of conducting a mini-research project or developing a research design based on qualitative methodology. Required.

*SOWK 5405 Qualitative Data Analysis*
Typically offered Spring Quarter
Provides an understanding of analysis methods used to draw meaning from qualitative data, methods that must be practical, applicable and understandable to other observers. Prepares students to use a systematic, scientific process of analysis that captures the meaning of data while avoiding research self-delusion and unreliable or invalid conclusions. Topics include data collection, data reduction, data display, and conclusion drawing and verification. Methods include application of computer software. Prerequisite: SOWK 5402. Required.

RMS (Research Methods and Statistics)

RMS 4941: Introduction to Qualitative Research
Typically taught Fall Quarter
Qualitative research involves obtaining in-depth information about the behaviors and beliefs of people in naturally occurring social settings. This course introduces students to the philosophical underpinnings, history, and key elements of five qualitative approaches: narrative research, phenomenology, grounded theory, ethnography, and case study. We will compare theoretical frameworks and methodologies, experience the use of data, and discuss writing strategies. In addition we will read articles that are exemplars of each approach.

Qualitative researchers need a clear understanding of the approaches they use, and the ability to give a coherent justification of their methodological decisions. In addition, they need to make important decisions about what they want to contribute to the field, and how they will go about constructing this contribution. This course will lead students through some of the difficult questions that they will need to answer in order to arrive at a well considered research design. Without a clear understanding of the underpinning issues, undertaking the research itself is likely to be fraught with all kinds of difficulties. You can avoid these troubles by having a deep understanding of what you’re doing from the outset. The effort that you spend in this class will certainly pay off in the process of developing your doctoral dissertation ideas and is more likely to result in a scholarly, rigorous study.

RMS 4942: Qualitative Data Collection and Analysis
Typically taught Spring Quarter

This intermediate level qualitative course builds on the content of other qualitative research courses at the University of Denver. Students will learn about design, purposeful sampling, field work, observational approaches, and interviews, with special attention directed to the skills and competencies needed to gather and analyze high quality data. Students will leave the course well grounded in the application of at least one qualitative method through interviewing, observing, analyzing, organizing, and writing. Prerequisite: RMS 4941 or permission of instructor.
# Academic Year Calendar 2013-2014

## Autumn Quarter 2013
- **September 2 - 6**: Monday – Friday: New Student Orientation and Registration
- **September 9**: Monday: Classes begin; late registration fee begins
- **September 13**: Friday: Last day to register without approval
- **October 18**: Friday: Last day to drop without approval (6th week)
- **November 16**: Saturday: Last day of classes
- **November 18 - 21**: Monday – Thursday: Final examination period

## Winter Interterm 2013
- **November 22 - December 24**: Friday – Tuesday

## Winter Quarter 2014
- **January 3**: Friday: New Student Orientation and Registration
- **January 6**: Monday: Classes begin; late registration fee begins
- **January 10**: Friday: Last day to register without approval
- **January 20**: Monday: Martin Luther King Holiday
- **February 14**: Friday: Last day to drop without approval (6th week)
- **March 12**: Wednesday: Last day of classes
- **March 13 - 16**: Thursday – Sunday: Final examination period

## Spring Interterm (Break) 2014
- **March 17 - 23**: Monday – Sunday

## Spring Quarter 2014
- **March 21**: Friday: New Student Orientation and Registration
- **March 24**: Monday: Classes begin; late registration fee begins
- **March 28**: Friday: Last day to register without approval
- **May 2**: Friday: Last day to drop without approval (6th week)
- **May 30**: Friday: Last day of classes
- **June 2 - 5**: Monday – Thursday: Final examination period
- **June 6**: Friday: Graduate commencement
- **June 7**: Saturday: Undergraduate commencement

## Summer Interterm 2014
- **June 8 - 15**: Sunday – Sunday

## Summer Session 2014
- **June 16**: Monday: Classes begin
- **June 20**: Friday: Last day to register without approval (9 week courses)
- **July 4**: Friday: Independence Day
- **July 25**: Friday: Last day to drop without approval (9 week courses)
- **August 14**: Thursday: Last day of classes
- **August 15**: Friday: Commencement

## Autumn Interterm 2014
- **August 15 - 30**: Friday – Saturday

### University Holidays:
- **September 3**: Labor Day
- **November 28 - 29**: Thanksgiving
- **July 4**: Independence Day
- **December 25 - 31**: Winter holiday

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### Schedule of Deadlines 2013-2014

Instructions and forms needed for the graduation application and thesis and dissertation submission are available on the Office of Graduate Studies website at [http://www.du.edu/currentstudents/graduates/graduationinformation.html](http://www.du.edu/currentstudents/graduates/graduationinformation.html).

We are unable to make exceptions to these deadlines, so please take care to record and meet those that apply.

#### Fall Quarter 2013
- **Deadline to apply for Winter Graduation**: September 9
- **Deadline to submit Oral Defense Committee Recommendation form**: September 9
- **Final Date: Oral Defense Schedule due in The Office of Graduate Studies (Mary Reed 5)**: October 3*
- **Final Date: Thesis/dissertation due to the oral defense committee**: October 17**
- **Incomplete grades removed**: October 31
- **Final date for Oral Defense**: October 31
- **Deadline for approved thesis/dissertation submitted electronically to ETD/ProQuest & accepted by the Office of Graduate Studies**: November 7
- **Quarter closes**: November 21

#### Winter Quarter 2014
- **Deadline to apply for Spring Graduation**: January 6
- **Deadline to submit Oral Defense Committee Recommendation form**: January 6
- **Final Date: Oral Defense Schedule due in The Office of Graduate Studies (Mary Reed 5)**: January 24*
- **Final Date: Thesis/dissertation due to the oral defense committee**: February 7**
- **Incomplete grades removed**: February 21
- **Final date for Oral Defense**: February 21
- **Deadline for approved thesis/dissertation submitted electronically to ETD/ProQuest & accepted by the Office of Graduate Studies**: February 28
- **Quarter closes**: March 16

#### Spring Quarter 2014
- **Deadline to apply for Summer Graduation**: March 24
- **Deadline to submit Oral Defense Committee Recommendation form**: March 24
- **Final Date: Oral Defense Schedule due in The Office of Graduate Studies (Mary Reed 5)**: April 17*
- **Final Date for thesis/dissertation due in hands of oral defense committee**: May 1**
- **Incomplete grades removed**: May 15
- **Final date for Oral Defense**: May 15
- **Deadline for approved thesis/dissertation submitted electronically to ETD/ProQuest & accepted by the Office of Graduate Studies**: May 22
- **Quarter closes**: June 5
- **Commencement**: June 6

#### Summer Quarter 2014
- **Deadline to apply for Fall Graduation**: June 16
- **Deadline to submit Oral Defense Committee Recommendation form**: June 16
- **Final Date: Oral Defense Schedule due in The Office of Graduate Studies (Mary Reed 5)**: June 26*
- **Final date for thesis/dissertation due in hands of oral defense committee**: July 10**
- **Incomplete grades removed**: July 24
- **Final date for Oral Defense**: July 24
- **Deadline for approved thesis/dissertation submitted electronically to ETD/ProQuest & accepted by the Office of Graduate Studies**: July 31
- **Quarter closes**: August 14
- **Commencement**: August 15

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**If degree requirements are not met during the quarter of initial application for graduation, a $20 fee will be assessed.**

*The completed Schedule of Oral Defense must be scheduled by the candidate and thesis/dissertation director and received in the Office of Graduate Studies at least **four weeks prior** to date of oral defense.*

**The thesis/dissertation is due to the oral defense committee at least **two weeks prior** to date of oral defense.**