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Summary of Important General Procedures and Policies

Financial Aid

Financial Aid Contact Information:
University Hall 255
2197 S. University Blvd
Denver, CO 80208

Office Hours:
8 a.m. to 4:30 p.m., Mountain Time
Monday - Friday
Ph: 303-871-4020
Fax: 303-871-2341
Email: finaid@du.edu
Web: www.du.edu/financialaid

Student Responsibility

It is very important that you research the cost of attendance along with any resources available to assist you with financial aid. You will receive a letter from the Office of Financial Aid that explains all of the financial aid available to you from DU. Please read this letter carefully and double check the information. If the letter does not include a scholarship, grant, or loan that you have received, it may be that the information entered the system after the letter was sent. Remember that you can view the most up-to-date information about your financial aid awards, and accept, decline, or reduce offered aid, via PioneerWeb (https://pioneerweb.du.edu).

Federal Financial Aid

Cost of Attendance
The University of Denver has a web page that lists the breakdown of the cost of tuition: https://www.du.edu/registrar/registration/tuition19-20.html.

There is also a helpful “Cost of Attendance” web page: https://www.du.edu/admission-aid/financial-aid-scholarships/graduate-cost-attendance.

Domestic Students

New students who wish to obtain federal financial aid must file a FAFSA (Free Application for Student Aid) by February 15. The deadline for continuing students is March 15. Please consult with the DU Office of Financial Aid for more information.

WORK STUDY. All federal loan and work study awards are granted through the Office of Financial Aid. Once students receive a work study award, they can apply to work study positions available on and off campus. The IIC Program has several work study positions available related to research, communications, and the internship program, which are generally advertised during the spring for the following year with positions starting in Autumn Quarter. Students who have received a work study award will have a link on the “Student” tab of PioneerWeb where they can review and apply for work study positions.

State and federal requirements for work study are as follows:

- Maximum amount of award: $5,000
- Must be a U.S. citizen or permanent resident
- Must be enrolled full-time
- Awarded to students with greatest need (based on the FAFSA)

Departmental Financial Aid

Domestic & International Students

The department generally offers several GTA positions and several partial scholarships each year. Students who meet the application deadline of February 1 will receive full consideration for these awards. These awards are competitive and are allocated based on the following materials: GRE scores, letters of recommendation, undergraduate or previous graduate GPA, and the student’s personal statement. When you apply to the degree program, you will be able to indicated on the application form the type of departmental aid for which you wish to be considered.

Additional Financial Aid Resources

Whether or not you received federal and/or departmental financial aid, you may still be searching for additional financial assistance. You can research and apply for private scholarships or grant opportunities. Below is a list of resources to help your search. If you have not called or met with the Office of Financial Aid, you may want to ask for their assistance as well.

The University of Denver’s Office of Graduate Financial Aid:
http://www.du.edu/financialaid/graduate/index.html
The University of Denver’s database of grants & scholarships:  
http://www.du.edu/financialaid/graduate/typesofaid/grantsandscholarships/index.html

The University of Denver’s Office of Student Employment:  
http://www.du.edu/studentemployment/

The University of Denver’s “Jobs at DU” website:  
https://www.du.edu/jobs/

Peterson’s Grad School Bound Scholarship Database:  
http://www.petersons.com/graduate-schools/graduate-school-scholarships.aspx

U.S. Department of Labor Scholarship Database:  
http://careerinfonet.org/scholarships/search/ScholarshipCategory.asp?searchtype=category&nodeid=22

Scholarships.com:  
https://www.scholarships.com/financial-aid/college-scholarships/scholarships-by-grade-level/graduate-scholarships/

How to Avoid Financial Aid Scams:  
https://studentaid.ed.gov/types/scams

Advising

When admitted to the MEPC program, each student is assigned a faculty member from the Department of Media, Film & Journalism Studies as an academic advisor. Students may change to another advisor, with agreement from the respective faculty member, by notifying the Communications & Recruitment Specialist and the Graduate Director. Students who plan to complete a thesis or SRP (Substantial Research Paper) are encouraged to switch to a faculty advisor with expertise related to their research topic. This faculty member will then serve as the student’s thesis/SRP and academic advisor.

Students should meet with their advisors at the beginning of each academic year to draw up a tentative written course plan. Each student should submit a copy of this plan to the Graduate Director for the student’s file. Students may change plans as necessary in consultation with their academic advisor. In addition, students should check in with their advisor every quarter via email or in person before registering for classes in order to confirm their course plan and notify the advisor of any changes.

Graduate students are highly encouraged to register for classes on the first day of open registration to ensure admittance into classes. This is especially important if students want to take courses outside of the MFJS department.

To facilitate course planning, students should download the Coursework Planning Sheet for their concentration and use it to map out their progress towards completing their degree. The planning sheets for each concentration may be downloaded at https://www.du.edu/ahss/mfjs/programs/graduate/mepc.html.

Transfer of Credit

At Time of Enrollment

Students must make any requests for transfer of credits during the first quarter of attendance as a DU degree-seeking graduate student. Students must initiate in writing the request for transfer of credit through their program of study and they are responsible for confirming that the Graduate Director has approved the request. An official transcript must accompany the request and can be sent to the Communications & Recruitment Specialist in the MFJS office. In some cases, students may be required to provide a course syllabus for the credits they seek to transfer. Transfer credits are approved on a course-by-course basis.

Any transfer credits must have been earned within a five-year period preceding the request for transfer. Transfer of credit is not included in the computation of the grade point average for the current degree. If only one course is to be transferred, the grade must be ‘B’ or higher (a grade of ‘B-’ or lower is unacceptable). If more than one course is to be transferred, the average of all graduate transfer coursework must be ‘B’ or higher. Courses taken on a Pass/Fail basis are not acceptable for transfer unless the course instructor provides a class syllabus and the student provides proof from the institution that a “pass” is equivalent to a ‘B’ or better. Transfer credit toward a 48 credit hour master’s degree is limited to no more than 10 credit hours.

University transfer credit hour values are based on the credit hour value assigned by the originating institution. If the academic calendar of the originating institution is other than the quarter system, the appropriate conversion of the assessed credit hours of course work will take place based on the calendar of the originating institution and the formula for converting the same to quarter credit hours. While semester hours are multiplied by 1.5 to convert them
to quarter hours, other formulae are used for the conversion when the originating institution is not on a standard, quarter/semester calendar. Conversion of the assessed credit hours from institutions on calendars other than a quarter calendar may result in conversions other than whole quarter credits (e.g., 3 semester credits is the equivalent of 4.5 quarter credits); conversions are not rounded up or down.

After Enrollment
If the credits to be transferred are earned while the student is already enrolled in a degree program at DU, students may transfer graduate credits earned from a regionally accredited institution to meet degree requirements at DU according to the following regulations:

The student must initiate in writing a request for approval of outside coursework, prior to enrolling in the course. The written petition, submitted to the department, should include the name of the institution where the course will be taken, the course title, number of credit hours, course description, and the student’s reasons for requesting outside credit. In some cases, a course syllabus may be required. Decisions will be made on a case-by-case basis.

All transfers of credit should be completed at least one term prior to the term of graduation.

Please consult the Graduate Director or the Office of Graduate Studies for more details.

Registration Procedures
New graduate students will receive (by email) instructions from the Office of Graduate Studies on how to register for classes. Web registration instructions are available on the Registrar’s website: http://www.du.edu/registrar/registration/howtoregister.html and are included with the initial registration materials. Students should ensure that a current email address is on file with the university by registering that email on PioneerWeb.

Please do not register for classes until you consult your departmental advisor who will be assigned to you in July. You can also consult with the Director of Graduate Studies.

Enrolling in classes prior to your first quarter should eliminate any lags in financial aid disbursement so please make sure to register before mid-August.

Departmental course descriptions are available in the "Graduate Course Descriptions" tab on Portfolio and can also be viewed with all university course descriptions online at the Registrar’s website: http://www.du.edu/registrar/course/index.html.

Students should consult an academic advisor each quarter to help identify prerequisites and course restrictions when setting up course plans for the academic year and registering each quarter.

Late Registration Fee
Students who do not register prior to the first day of classes will be assessed a non-waivable late registration service charge. The late registration charge does not apply to students who have registered and are making schedule changes (drop/add).

Late registration service charges are as follows:
- $25 first day of the quarter (regardless of what day the student’s first class begins);
- $50 for the second through fifth day of the quarter (business days, M-F);
- $100 beginning on the sixth day and continuing forward.

For additional information, visit the Registrar’s website: http://www.du.edu/registrar.

Orientation
Each Autumn Quarter the MFJS Department presents an orientation for new graduate students. The orientation is usually held on the Friday before classes begin. In addition to receiving information about the graduate program, students have the opportunity to get to know each other and meet faculty and staff members. A complimentary luncheon is part of the orientation. You will receive “save the date” information well ahead of the event.

Program Requirements
Summary of General Degree Requirements
The M.A. in Media and Public Communication is a 48-credit degree program, which equips students with essential theoretical and practical skills in preparation for a variety of professional and research careers in media and communication. Students will examine the production, distribution, reception, and use of media
and communication within changing global, political, and economic contexts. The program emphasizes the role of media and communication in bridge building and social justice across diverse audiences.

Students choose one of two areas of concentration: **Strategic Communication** or **Media and Globalization**. Depending on students' personal goals and interests, they can opt to complete a master’s thesis, a Substantial Research Paper (SRP), or a professional internship as their capstone experience.

**Degree Requirements**

Minimum number of credit hours required for the degree: 48

If students enroll full time, i.e., eight credit hours per quarter in fall, winter, and spring, they can complete the M.A. program in two years.

Graduate students who are balancing school with work and family schedules should plan ahead to ensure they are able to complete required courses. Some courses are offered every other year and students should plan accordingly. Students should consult their academic advisor or the Graduate Director with any questions about course offerings.

**Course Requirements: Media & Globalization Concentration**
The Media and Globalization concentration addresses the dynamic field of media and public communication as it relates to cultural, economic and political processes in global contexts. Courses emphasize critical and creative thinking, socially responsible and culturally sensitive practices in public communication, and a deep understanding of the role of media and communication in global social change. Students develop the skills to become globally aware and actively engaged citizens and practitioners of media and communication.

**TOTAL DEGREE REQUIREMENTS 48**

<table>
<thead>
<tr>
<th>Required Core Courses (take all 3)</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MFJS 4160 Media Theories</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4300 Mass Media Law</td>
<td>4</td>
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<tr>
<td>MFJS 4560 Methods in Communication Research</td>
<td>4</td>
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**Choose One:**

- MFJS 4650 Global Media and Communication 4
- MFJS 4654 Intercultural Communication 4
- MFJS 4055 Media and Cultural Studies *(This course is offered infrequently. Please talk to your advisor with any questions.)*
- MFJS 4250 Seminar in Critical Visual Studies *(This course is offered infrequently. Please talk to your advisor with any questions.)*

**Concentration Courses (choose 4) 16**

- MFJS 4065 Public Diplomacy and Nation Branding 4
- MFJS 4080 Global and Multicultural Campaigns 4
- MFJS 4165 Global Health and Development Communication 4
- MFJS 4567 Activist Media 4
- MFJS 4652 Culture, Gender and Global Communication 4
- MFJS 4655 Multicultural Journalism 4
- MFJS 4656 Immigration, Communication and Border Cultures 4
- MFJS 4255 Space, Place and Globalization *(This course is offered infrequently. Please talk to your advisor with any questions.)*
- MFJS 4653 Language, Power and Globalization *(This course is offered infrequently. Please talk to your advisor with any questions.)*

**Electives (inside or outside MFJS) 8-12**

- Internship, Thesis, or Substantial Research Paper (SRP) – Choose One 4-8
- MFJS 4980 Internship 4
- MFJS 4995 Independent Research *(thesis or SRP credits)* 4-8

**General Course Policies**

No more than 12 credit hours may be taken outside the Department of Media, Film & Journalism Studies.

Only one course can be at the 3000 level.
No courses may be taken at University College.

Thesis credits may vary from 4 to 8 depending on the plan worked out between student and thesis advisor.

SRP credits may not exceed 4 credit hours.

No course substitutions are allowed for the three Required Core courses.

No more than 10 credit hours may be transferred from another University.

Students may take up to 4 credits of Independent Study with approval from their advisor.

Students who wish to take courses in film and video production are required to audit MFJS 2000: Introduction to Film Criticism or may obtain instructor permission to enroll on the basis of previous coursework or experience in film and video.

### Course Requirements: Strategic Communication Concentration

Strategic communication encompasses skills and concepts relevant to the fields of public relations, advertising, brand management, and marketing communications. This concentration focuses on the nonprofit sector, as well as on international and intercultural issues within strategic communication. Many courses include community-based learning projects where students partner with nonprofit organizations to develop and implement strategic communication campaigns. Internships enhance this learning experience and help students develop valuable professional contacts before graduation.

Through coursework in communication theory, strategic planning and messaging, health communication, branding, multicultural communication, research methods, and media law, students integrate theoretical concepts, critical thinking, and practical skills that are needed for successful strategic communication careers in both nonprofit and for-profit settings.

### TOTAL DEGREE REQUIREMENTS 48

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<tr>
<th>Required Course</th>
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<tr>
<td>MFJS 4050 Foundations of Strategic Communication</td>
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<tr>
<th>Choose Three of the Following Courses</th>
<th>12</th>
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<tbody>
<tr>
<td>MFJS 4060 Strategic Messaging</td>
<td>4</td>
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<tr>
<td>MFJS 4065 Public Diplomacy and Nation Branding</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4080 Global and Multicultural Campaigns</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4165 Global Health and Development Communication</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4175 Multicultural Health Communication</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4320 Brands and Identities</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4912 Social Media Strategies</td>
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</tbody>
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<tbody>
<tr>
<td>MFJS 4980 Internship</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4995 Independent Research (thesis/SRP credits)</td>
<td>4-8</td>
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General Course Policies

- No more than 12 credit hours may be taken outside the Department of Media, Film & Journalism Studies.
- Only one course can be at the 3000 level.
- No courses may be taken at University College.
Thesis credits may vary from 4 to 8 depending on the plan worked out between student and thesis advisor. SRP credits may not exceed 4 credit hours.

No course substitutions are allowed for the three Required Core courses.

No more than 10 credit hours may be transferred from another University.

Students may take up to 4 credits of Independent Study with approval from their advisor.

Students who wish to take courses in film and video production are required to audit MFJS 2000: Introduction to Film Criticism or may obtain instructor permission to enroll on the basis of previous coursework or experience in film and video.

**Dual Degree Programs**

Students may propose a flexible dual degree program that links two master’s degrees or a master’s degree and a JD degree.

Dual degrees must be pursued concurrently, not consecutively. In order to meet this requirement, students interested in pursuing a dual degree must matriculate into the second program no later than the first available term following fifty percent (50%) coursework completion of the first program.

Students should complete both degrees at the same time. However, students can receive the first degree as long as all original requirements and credits for the first degree have been met. They then have up to 18 months to complete the second degree. Students pursuing a dual degree with the Sturm College of Law must complete all requirements for both degrees before the law degree can be awarded. Students will not be graduated and certified to take the bar examination unless both programs have been completed. Students must apply for graduation for both programs.

Students must submit the proposal for the Flexible Dual Degree no later than one term prior to matriculation into the second degree. Any significant changes to the approved program require the student to resubmit a revised proposal packet to the deans/chairs/directors and advisors of both programs and the Office of Graduate Studies. For specific information about proposing and/or revising a Flexible Dual Degree, please see the appropriate section in the Graduate Policy Manual: [http://bulletin.du.edu/graduate/general-information/graduate-program-definitions/flexible-dual-degree-programs/](http://bulletin.du.edu/graduate/general-information/graduate-program-definitions/flexible-dual-degree-programs/).

**Changing Concentrations**

If a student wants to change concentrations within the MEPC program, he or she must fulfill the appropriate core and prerequisite coursework that provides the foundation for the different concentration. If a student does not have the appropriate prerequisites, he or she must fulfill those requirements before moving forward with the different concentration. This can extend the amount of time and money spent to earn the master’s degree. In general, to provide more flexibility later on for the student in the master’s program, it is best that he or she takes the core courses during the first year.

Changing from one concentration to another requires a Change of Major form to be submitted to the Office of Graduate Studies.

**Internships**

Internships are available for credit and are required for all students not writing a thesis or Substantial Research Paper. Only 4 (four) hours of internship credit can count toward the degree. It is not permissible to register for credit once work has commenced or after the work has been completed.

All internships are administered and supervised by the MFJS Internship Director. Following are common questions from graduate students about the internship program:

**What kind of internship can I expect to obtain?**

The Internship Director will, in consultation with you, indicate which internships are already available in your chosen area or will develop new internships to meet your goals. It is possible for you to develop your own internship, but this must be done in consultation with and with approval from the Internship Director.

**How many hours will I be required to work?**

The usual requirement for 4 credit hours of academic credit is 120 to 160 hours of work.

**Will I be paid for the internship?**

It depends on the internship employer. A number of internships are paid.

**How will I be graded for the internship?**

Graduate student interns are required to submit a
resume, complete an internship contract, submit a major paper and/or portfolio, and schedule an exit interview with the Internship Director at the end of the internship. Grades will be based on the evaluation of these items and on the written evaluation of the internship employer.

Can I take more than one internship during my graduate program?
Yes, but only 4 (four) internship credits will count toward the MEPC degree.

**Thesis**

**Thesis Guidelines**

Although the groundwork for a master’s thesis should begin in the fall of a student’s first year, the majority of the work involved in developing a thesis project takes place during the Spring Quarter of the first year and continues in the second year of studies. By the start of Spring Quarter of the first year, the student should approach a faculty member as a possible thesis advisor and discuss his or her project idea. A student’s thesis proposal will be developed in close consultation with the thesis advisor.

In order to serve as a thesis advisor, a faculty member must hold a tenured or a tenure-track appointment in the Department of Media, Film & Journalism Studies. Other thesis committee members may be tenured, tenure-track, or teaching professors in the department. The student should choose a thesis advisor with the expertise and background which best match the student’s own interests. This may or may not be the student’s initial faculty advisor. If a student is changing his or her advisor, he or she will need to fill out a Change of Advisor form. In some instances, a faculty member may wish to confer with one or more other faculty members before accepting the thesis advising role to determine the viability of a student’s research project. Students can consult with their original academic advisor or with the Graduate Director if they need help in identifying a suitable faculty member to serve as their thesis advisor.

When a faculty member agrees to become the thesis advisor, the student should work with this advisor to develop a thesis proposal. The advisor will help the student to focus the research question and the thesis project. In addition, the advisor may recommend specific readings or additional coursework that will help the student to develop his or her ideas. The student should meet with his or her thesis advisor at least twice during the Winter or early Spring Quarter of the first year to outline the thesis research or project (see the Timeline section for scheduling suggestions). The student will need to select a thesis committee, which includes the advisor and a minimum of two other faculty members who will read the formal research proposal and the final report. These additional members should be contacted and asked if they would be willing to serve on the thesis committee. Generally, the thesis committee is drawn from MFJS faculty.

Having formed a thesis committee, the student should begin writing the formal thesis proposal. The student should ask his or her advisor to provide examples of a successful thesis proposal for guidelines. The exact form of this proposal will be outlined by the thesis advisor and will vary according to the thesis topic, the specific problem being studied, and the methodology proposed to explore that problem. Proposals tend to range in length from 25-40 pages. All proposals should include the following sections (the order may vary):

**Introduction/Problem Statement.** The proposal begins with a general introduction to the thesis, which includes the thesis topic, a clear statement outlining the student’s interest in the subject, and a preliminary explanation of the theoretical and methodological approach that will be used in the thesis.

**Literature Review.** The proposal includes a review of the existing literature related to the specific topic and provides a clear and succinct statement of the issues the thesis will address. This review provides a critical analysis, examining the topic and approach and highlighting the specific issues in the debate about that topic and approach. The discussion should make clear where the student places her/himself within that debate and justify the approach he or she will apply to the thesis.

**Research Question(s).** The student identifies and clearly states the specific research questions that will be addressed in the thesis.

**Methodology.** The student situates his/her work within a methodological perspective and outlines the specific study design of the thesis project. This section of the proposal should also include a description of the materials or data that will be examined as the student researches and develops the thesis.
Contributions. The proposal should include a discussion of the contributions the study or project will make to the existing discourse on the thesis topic.

Once the proposal has been approved by the thesis advisor, the student needs to distribute the proposal to all thesis committee members and convene the thesis committee for a proposal defense. The committee members should be presented with the proposal at least two weeks prior to the date of the proposal defense. At the meeting, the committee members will question the student about the project’s theory, design, and research methods to ensure the project is rigorous and of appropriate scope.

Four general outcomes for the proposal defense are possible: Pass with no revisions; pass with minor revisions, pass with major revisions, or fail. The committee decides the extent of the revisions and whether the revisions will be overseen by the committee chair (thesis advisor) or whether the entire committee will need to see the proposal again before proceeding. Students will receive, in writing, the specific changes required by the committee. Students may regard this written communication as a contract. An approved proposal outlines specifically what procedures the student must follow to complete the thesis requirement; no committee member may fault the student for the study’s design when the thesis is complete. Such concerns must be addressed at the proposal defense.

Following approval of the thesis proposal, the student may proceed to conduct the research described in the proposal. When the research is completed, the student discusses the results and processes in the final written thesis. The format of the thesis must follow the guidelines developed by the Office of Graduate Studies exactly. The length of the thesis will be determined by the approach and the topic, but most theses average between 75-150 pages in length.

Once the student completes a draft of the entire thesis, he/she submits it to the thesis advisor for approval. Once approved, the student distributes the work to the other thesis committee members and schedules an oral defense of the thesis before the required deadline stated in the Graduate Studies Schedule of Deadlines. In addition to the thesis committee, the student must contact a tenured or tenure-track faculty member outside of the MFJS department to act as an outside thesis chair. The outside chair presides over the oral thesis defense, providing both quality control for the University of Denver and protection that the student is being treated fairly. The Office of Graduate Studies must be notified of the defense three weeks prior to the date, using the Schedule of Oral Examination form obtained from the Office of Graduate Studies (see Deadlines section of this Handbook for deadlines).

As with the proposal, the student should deliver copies of the final thesis to the committee members at least two weeks prior to the defense date.

At the thesis defense, the student may be questioned as to the interpretation of the results, methods used, any additional unanticipated findings, and the implications of the study. Four general outcomes for the thesis defense are possible: Pass with no revisions; pass with minor revisions; pass with major revisions; or fail. It is uncommon for a thesis to fail once it has been approved for circulation by the thesis advisor. The committee will decide the extent of any revisions and whether the revisions will be overseen by the thesis advisor or by the entire committee. The student will receive, in writing, the specific changes required by the committee. The students may regard this written communication as a contract.

Revisions must be completed by the Graduate School Schedule of Deadlines.


Prototype Thesis Timeline
As students begin work on a thesis, it is important to consult an advisor and develop a timeline. Below is a typical timeline for a full-time graduate student (8 credits/quarter, beginning with Fall Quarter, completing 48 credits required for the M.A. by the end of Spring Quarter of 2nd year), which students can use as a guide and adapt to their individual situation.

First Year (estimated dates only):
End of Winter Quarter/beginning of Spring Quarter: Choose thesis advisor, identify thesis topic.
Spring Quarter: Begin literature review, begin developing thesis proposal;
**Summer Quarter:** Continue work on writing a formal thesis proposal. Select thesis committee.

**Second Year (estimated dates only):**

**Fall Quarter:** Submit formal thesis proposal to thesis committee no later than October 1; defend proposal and, if approved, continue work on thesis.

**Winter Quarter:** Continue work on thesis; first draft of all parts/chapters completed by March 1.

**Spring Quarter:** Complete thesis; submit the Schedule of Oral Examination form to the Office of Graduate Studies at least THREE WEEKS PRIOR to the date of your oral thesis examination. For Spring Quarter graduation, April 1 is the final date by which your Schedule of Oral Examination form may be submitted. Take the oral thesis exam no later than May 1. Make final revisions and submit the approved thesis to the Office of Graduate Studies no later than May 5.

Note: See the Schedule of Deadlines online and consult the Graduate Policy Manual for details on specific deadlines for thesis completion during other quarters. Students may choose to accelerate this schedule and finish by the end of Winter Quarter of their second year. Others may choose to extend the schedule and graduate by the end of Summer Quarter in their second year.

**Implementation of Electronic Thesis Submission Process**

The Office of Graduate Studies (OGS) has implemented an electronic final submission process for the student thesis. The electronic submission process eliminates the need to print the document for final submission and allows the student to pay online via credit card. The process is managed through UMI/ProQuest ETD Administrator. The OGS anticipates that the electronic submission process will make it easier and less expensive for students to submit a final document.

Students will find step-by-step instructions on how to submit their thesis through the ETD Administrator at this website: [http://www.du.edu/currentstudents/graduates/graduationinformation.html](http://www.du.edu/currentstudents/graduates/graduationinformation.html)

The OGS understands that many students would still like to receive a hard-bound copy of their thesis, so it has maintained a relationship with the Denver Bookbinding Company. Students who wish to receive hard-bound copies of their thesis should visit: [http://www.du.edu/media/documents/graduates/bindingorder.pdf](http://www.du.edu/media/documents/graduates/bindingorder.pdf)

After the thesis has been bound, it will be returned to the MFJS department for the student to pick up.

The Office of Graduate Studies is available to review thesis documents for formatting before submission and to help answer any questions students may have. Contact the Office of Graduate Studies at: gststu@du.edu or 303-871-2305 with any questions or to set up a formatting review time.

**Continuous Enrollment Policy for Graduate Students**

Continuous Enrollment (CE) is for active-status graduate students who have completed all coursework. CE is allowed only when a student is pursuing academic work/research necessary to complete a degree and is designed primarily for students who are working on a thesis after they have completed all other coursework. CE allows students to maintain active status with the University and to use university resources, which include: library, lab access, student health insurance, and reduced rates at the Coors Fitness Center. CE is not offered to students taking time off from the program (leave of absence) or to make up Incomplete grades. An exception to the latter rule is granted only if all other coursework has been completed and the student is working on his/her thesis while also finishing the work required for a course where the student was given a grade of Incomplete.

All graduate degree-seeking students must be continuously enrolled in Fall through Spring terms. Enrollment may consist of registration for courses, thesis credits, or Continuous Enrollment. The Continuous Enrollment Approval Form must be filled out and signed by the student’s faculty advisor and then submitted to the Office of Graduate Studies for the Associate Provost’s signature.

**According to the Office of Graduate Studies, CE policies include the following:**

If students are finished with coursework and want to have student status, they must either register for coursework or CE. Students must enroll in CE annually using the form described in the CE Procedures. A fee determined by the Office of Graduate Studies is charged each time a student registers for CE.
Students are not eligible for the SHIP (Student Health Insurance Plan) or Health and Counseling services unless they are considered a full-time student. If a student is registered for fewer than 6 credits (1-5) and wants Health and Counseling services, they must enroll by the enrollment deadline for each quarter desired using the form designated by the Health and Counseling Center. Interested students should contact the Health and Counseling Center at 303-871-4136 to obtain the form.

Continuous Enrollment students should be aware that:

- Students should apply for CE once per academic year.
- Registration in CE is required each quarter.
- Registration must happen prior to the start date of the term to avoid late fees.
- Enrolling in CE at least two weeks prior to classes and no later than the end of the first week of classes will result in timely loan disbursements.
- The Student Health Insurance Plan (SHIP) requires enrollment by the enrollment deadlines in both Fall and Spring quarters. Students should follow the directions on the applicable forms.
- Students wanting to access Health and Counseling services must enroll by the appropriate deadline each quarter using the appropriate form and applying by the stated deadline.

The Continuous Enrollment Approval Form can be obtained online (http://www.du.edu/media/documents/graduates/ceprceduresform.pdf) or from the Office of Graduate Studies.

Continuous Enrollment (CE) Procedures

Continuous Enrollment Approval - must be completed ANNUALLY:

- Students must fill out the Continuous Enrollment Approval Form prior to the beginning of Fall Quarter each year.
- Students must obtain appropriate signatures from their graduate advisor and Associate Provost. The Associate Provost for Graduate Studies’ signature is required for Arts, Humanities and Social Sciences programs.
- Students requiring the Associate Provost’s signature should submit forms to the Office of Graduate Studies, Admission and Records, Mary Reed Hall, Room 5.
- Upon submission of the Continuous Enrollment form, permission is granted for Continuous Enrollment registration.

- Permission to enroll for Continuous Enrollment is granted for one academic year beginning in the Fall Quarter. Students requiring Continuous Enrollment after Fall Quarter registration must complete and submit a new form prior to the beginning of the Fall Quarter of the subsequent academic year. Continuous Enrollment permission is granted for one (1) academic year. For example, students who become eligible for CE in:
  - Fall Quarter: permission is granted for the full academic year.
  - Winter, Spring, or Summer Quarters: permission is granted for the remaining academic year. Student must submit a new CE form for the Fall Quarter.

Registration - must be completed quarterly:

- Students are responsible for registering for Continuous Enrollment each quarter, and responsible for payment of the registration fee and the associated technology fee.
- Master-level students should enroll in CENR 4600. Students who have received an approved time extension from Graduate Studies should enroll in CENR 4700.
- Students register online on http://webcentral.du.edu.
- Registration must occur within the appropriate registration and drop/add periods for the quarter to avoid late fees.
- Students who are not continuously enrolled must apply for readmission and will owe Continuous Enrollment and technology fees for the terms they were not enrolled. In addition, a late fee will be assessed at the time of readmission. Paying fees for previous terms will not make the student eligible for retroactive enrollment or retroactive loan deferment.

Financial Aid Eligibility

- United States citizens and permanent residents participating in Continuous Enrollment are eligible for student loans and loan repayment deferment while they are
within the financial aid limits (seven years for master’s, six years for MSW, eight years for EdS, and 10 years for doctoral degrees). The eligibility for loans and loan repayment deferment does not continue when the student exceeds the eligibility limit for the degree. However, there are alternatives to the “in school” loan repayment deferment that may be applicable during an extension of time to complete a degree. To find out more information about these forbearance or economic hardship deferrals, please contact the Office of Financial Aid or your lender.

- Students must follow the loan procedures established by the Office of Financial Aid. Registration in Continuous Enrollment does not guarantee eligibility for financial aid. Satisfactory progress towards the degree must be verified.
- Student loans will be automatically set up for the traditional academic year. Those students planning to enroll for summer term should complete a loan change form (available online in April) to have their loans adjusted to include Summer term.
- Students registered in Continuous Enrollment are not eligible for waivers, scholarships, or other forms of financial aid, including work-study, which require the student to be enrolled on a full-time basis (eight credit hours or more).

**Continuous Enrollment University Resources**

- Continuous Enrollment registration entitles graduate students to library, computer lab privileges, and reduced rates at the Coors Fitness Center. Registration also creates eligibility for enrollment in DU’s Health Insurance plan.
- In order to purchase health insurance, students must obtain a CE Health Insurance Form from the Health and Counseling Center and take the signed copy to the Student Health and Counseling Center (Ritchie Center-3rd floor North) or call the insurance coordinator at 303-871-4136 after registration. Students should also include a check for the health insurance premium, as it will not be included on the tuition bill.

**International Students.** International students must be continuously enrolled and must purchase health insurance to maintain their student status at DU. International students must register for three consecutive quarters each academic year to maintain full-time student status with the university. International students should consult with International Student and Scholar Services regarding their specific case. Information available on the ISSS website.

**Substantial Research Paper (SRP)**
A Substantial Research Paper (SRP) is a problem-focused paper designed to engage students in an independent research project that is longer and more in-depth than a class research paper, but less than a thesis project. Unlike a thesis, an SRP does not require a review committee or an oral defense; rather, it will be supervised and graded by a single appointed faculty member. Also, unlike a thesis, the SRP does not require the collection of primary data, but may use secondary data only.

To begin work on the SRP, the student must first choose an area of research interest and develop a research question that will guide the research. It may be based on a class research paper that will then be expanded for the SRP. The student should choose an SRP faculty advisor with expertise in the student’s area of interest. The faculty advisor will help the student to focus the research question and may suggest additional readings or coursework that will help the student develop the SRP. It is important that the student and faculty advisor establish a reasonable and mutually agreeable timeline for exchanging drafts and comments on the student’s work. The final copy of the SRP should be formatted according to an academic style, such as APA or MLA, and follow any other guidelines agreed upon with the faculty advisor.

Students opting to complete an SRP should register for MFJS 4995 for a maximum of 4 credits, allocated in the quarters in which they are actually working on the SRP. It is not permissible to register for credit before work has commenced or after the work has been completed.

**Independent Study**
Within the 48 credit hours required by the program, students will have the opportunity to take elective courses. A student has several options beyond the traditional quarter course offerings, including taking an independent study course.
Students may register for one MFJS 4991: Independent Study (4 credits maximum) with the approval of the faculty member who will oversee the study and of the student’s academic advisor. First, the student must obtain an application from either the Department of Media, Film & Journalism Studies, the Registrar’s Office, or the Office of Graduate Studies. Then, the student needs to write a short one-to-two page proposal outlining what the Independent Study will encompass, giving a copy to both the Independent Study faculty supervisor and the MEPC Graduate Director. The Independent Study may be used as an extension of the student’s thesis or SRP work or to explore a different area or topic. A regular academic grade will be assigned to the student by the faculty supervisor after the completion of the Independent Study. All work and assignments for the Independent Study must be completed within the quarter in which the student is registered for the Independent Study. Only one Independent Study will count toward the 48 credit hours needed to complete the master’s degree in Media and Public Communication.

NOTE: MFJS 4991: Independent Study is different from MFJS 4995: Independent Research. The student should register for MFJS 4995: Independent Research when working on his or her thesis or SRP. A student is allowed up to 8 credits of MFJS 4995: Independent Research provided that he/she is working on a thesis. Students opting to complete a Substantial Research Paper may only register for up to 4 credits of MFJS 4995: Independent Research. Students who choose to complete an internship, rather than a thesis or SRP, for their capstone experience may not register for MFJS 4995: Independent Research. They may, however, complete up to 4 credits of MFJS 4991: Independent Study in compliance with the policies listed above.

Graduate Certificate in Public Diplomacy

The Public Diplomacy Graduate Certificate is an interdisciplinary, 24-credit certificate, which examines the history, theory, methods and uses of strategic communication for the purposes of informing, influencing, and establishing dialogue with international publics and stakeholders. Recognizing the central role of mediated communication in international relations today, the certificate combines expertise from the Department of Media, Film, and Journalism Studies and the Josef Korbel School of International Studies, providing students with a truly interdisciplinary experience and preparing them to address contemporary international challenges in ways that make an impact. Graduates of the Public Diplomacy Certificate will be equipped with conceptual and practical skills that prepare them for careers in the fields of cultural diplomacy, nation branding, public affairs and information, foreign aid, global health and development communication, international strategic communication, and international education.

Certificate Requirements:

This Graduate Certificate requires a total of 24 credits. Students must be enrolled and in good standing in one of the M.A. programs in the Department of Media, Film, and Journalism Studies or in the Josef Korbel School of International Studies.

Students who complete the certificate’s requirements will receive this credential in addition to their master’s degree and it will appear on their University transcript.

There is a separate application process that master’s students must complete in order to be admitted into the certificate. To be able to complete the certificate successfully by the end of their second year of study, students must apply for the certificate by February 1st in their first academic year.

To find out more about the application process, contact the certificate Directors:

Dr. Nadia Kaneva
Department of MFJS
Nadia.Kaneva@du.edu
303-871-4574

Dr. Lewis Griffith
Josef Korbel School of International Studies
Lewis.Griffith@du.edu
303-871-2550

Certificate Courses:

Foundational Courses (2 courses – 8 credits)

- MFJS 4065: Public Diplomacy and Nation Branding AND one of the following:
- MFJS 4160: Media Theories OR
- MFJS 4650: Global Media and Communication OR
- MFJS 4080: Global and Multicultural Campaigns
Applied Course (1 course – 4 credits)

- MFJS 4050: Foundations of Strategic Communication OR
- MFJS 4060: Strategic Messaging (pre-requisite MFJS 4050 or MFJS 4080) OR
- MFJS 4165: Global Health and Development Communication OR
- MFJS 4912: Topics in Media and Communication (approval from Certificate Director(s) required)

Context Specialization Courses (3 courses – 12 credits)

NOTE: At least two of the courses in this category must be from the Josef Korbel School, while the third course may be from either unit as indicated below.

When choosing Context Specialization courses, students should select courses that directly focus on the society, politics, economics, or culture of particular countries or regions or challenges within a specific thematic area. Context Specialization courses must be arranged into a logical three-course set (by region and/or topic) that matches student interests and is approved by the Certificate Director(s).

Examples of INTS and MFJS Context Specialization courses are listed below, but others may be approved by the Certificate Director(s) if the student makes a convincing case. MFJS courses marked with (*) may be counted as either Foundation, Applied, or Context Specialization, but may not be counted in more than one of those categories.

- INTS 4142: After the Fall: Russia and China
- INTS 4367: Global Health Affairs
- INTS 4384: The Middle east and US National Security
- INTS 4438: International Public Opinion & Foreign Policy
- INTS 4447: Making of Chinese Foreign Policy
- INTS 4450: Democracy and Militarism in Latin America
- INTS 4497: International Campaign Management
- INTS 4516: Major Diseases in Global Health
- INTS 4521: International Development in a Cross-Cultural Perspective
- INTS 4526: Modern Islamic Political Thought
- INTS 4595: Civil Wars and Responses
- INTS 4670: Gender, Security, and Human Rights
- INTS 4708: Democracy in the 21st Century
- INTS 4709: US Policy in the Middle East
- INTS 4760: Russian Foreign and Defense Policy
- INTS 4907: International Terrorism
- INTS 4920: Conflict Resolution
- MFJS 4160: Media Theories*
- MFJS 4650: Global Media & Communication*
- MFJS 4080: Global & Multicultural Campaigns*
- MFJS 4050: Foundations of Strategic Communication*
- MFJS 4060: Strategic Messaging (pre-requisite MFJS 4050 or MFJS 4080)*
- MFJS 4165: Global Health and Development Communication*
- MFJS 4175: Multicultural Health Communication
- MFJS 4912: Topics in Media & Communication (approval of Certificate Director(s) required)*

Please note that all administrative processes for the Graduate Certificate in Public Diplomacy, including graduation certification, are handled by the Department of Media, Film & Journalism Studies.

Graduate Course Offerings

Please note: The standard and recommended course load for full-time graduate students is 8 credit hours (2 courses) per quarter. Most MFJS courses are offered once a year or once every other year, based on the expectation that students will be enrolled in the program for two academic years. Students who wish to complete the program on a part-time basis or on an accelerated basis should consult with their academic advisor and the Graduate Director to make a customized coursework plan. Every student is personally responsible for ensuring that s/he has met all course requirements for the degree before graduation.

Also note: In addition to consulting with their advisor, students should check the Registrar’s website (www.du.edu/registrar) before each quarter for the correct, up-to-date course offerings.
How to Find Course Offerings:
The Registrar’s website has the latest course offerings, searchable by academic quarter. To find MFJS courses:
1. Go to: Registrar’s website (www.du.edu/registrar)
2. Click on “Courses and Schedules” on the left hand side
3. Select “Schedule of Classes”
4. On the next page, select the correct term
5. On the next page select the following:
   Subject: Media, Film & Journalism Studies
   Level: Graduate

Incomplete Grades
An incomplete grade (I) is a temporary grade which may be given at the instructor’s discretion to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term.

The Department of Media, Film & Journalism Studies’ policy requires that an incomplete grade must be removed by the Wednesday of the fourth week of the next quarter the student is in residence. This deadline for removal of incompletes may be extended only with the permission of the instructor of the course involved, and such permission must be communicated to the department’s Graduate Director in writing, otherwise the grade will become an ‘F.’ The department has the discretion to institute stricter rules. If no other grade is entered after the deadline, the incomplete grade (I) will be converted automatically to a failing grade (F) for the course.

The Application for Incomplete Grade Form (https://www.du.edu/registrar/media/documents/incomplete_application.pdf) may be obtained on the Registrar’s website (http://www.du.edu/registrar/) or in the Registrar’s Office, University Hall, Room G33. Instructors are encouraged to submit a file copy of the Application for Incomplete Grade Form to the Registrar when the incomplete grade is assigned. The instructor submits the final grade on the Application for Incomplete Grade Form used to approve the incomplete grade.

Students with two or more outstanding Incompletes (due to extended deadlines) must receive approval from the Graduate Committee to take an additional Incomplete. Requests for additional Incompletes will be submitted in writing, with a proper rationale, to the MEPC Graduate Committee, and must be supported by the course instructor.

Incomplete grades appear on a student’s transcript for one year and do not affect the grade point average at this stage. After one year, or at the time of graduation, outstanding incomplete grades will change to ‘F’ and will affect the GPA.

An Incomplete grade may not be considered passing for purposes of determining academic standing, federal financial aid eligibility, athletic eligibility, or other purposes.

If a student in the Media and Public Communication master’s program does not complete the thesis or SRP work in MFJS 4995: Independent Research (research hours), the instructor of record should leave the grade “blank” on the final grade sheet. Unfinished thesis or SRP hours are not treated as “Incomplete” but rather as “No Grade” despite what the official grade sheet states the instructor should do.

Interterm Courses
Within the 48 course hours required by the MEPC program, students will have the opportunity to take elective courses. A student has several options beyond the traditional quarter course offerings, including taking an interterm course.

Interterm Courses. A student may register for only one interterm course (4 credits maximum) to count for credit towards the 48 credit hours required by the MEPC program. Interterm courses are generally offered between quarters and during the summer. These courses vary and students should check the new listings to see what is available. Interterm courses are usually cross-listed as both undergraduate and graduate courses. Graduate students who register for interterm classes are expected to fulfill special or extra requirements to receive credit towards a master’s degree program in the department.

A student is allowed to take only one 3000-level course (4 credits maximum) to count for credit towards the 48 hours needed to complete the Media and Public Communication master’s program. Graduate students are expected to complete an additional paper or project beyond the basic course requirements when taking a 3000-level course. Students must consult with the instructor early in the term to discuss this requirement.
University College Courses. No University College courses will be allowed to count towards the 48 credit hours needed to complete the master’s in Media and Public Communication.

Satisfactory Student Performance
According to University policy, a grade point average (GPA) of ‘B’ (3.0) or better is required for MA degrees. It is the policy of the Department of Media, Film & Journalism Studies that when a graduate student receives a third grade below a ‘B,’ his or her progress will be reviewed by the department’s Graduate Committee. The committee will normally terminate the student from the program if the 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 overall GPA must be raised to a 3.0 at the time of the next grade report or the student will be terminated from the program. Graduate student performance will be reviewed on a quarterly basis by the Graduate Director and by each student’s academic advisor. Students who receive a second grade below a B will be notified of the department’s policies in this area.

Course Substitutions
Occasionally, a student may have previously taken courses comparable to required courses. The student may petition the Graduate Committee to waive a required course in such a situation.

Per University policy, no substitutions are allowed for the three Required Core courses in the MEPC degree. Additionally, no more than 10 credit hours may be transferred from another University.

Any course substitutions must be approved by the student’s advisor and the Graduate Committee in the Department of Media, Film & Journalism Studies. To request a substitution, the student must submit a request in writing to the Graduate Director stating the request, with details of his or her previous experience or related coursework. The Graduate Committee may request additional documentation, including course syllabi, to make a decision on any such petitions.

Study Abroad
Graduate students may choose to participate in a variety of DU and non-DU study abroad programs. Each department has its own policies regarding the transfer of study abroad credits, so the first step in exploring international opportunities should be to speak with the student’s academic advisor regarding the way study abroad credits may be used towards the requirements for the degree.

Most study abroad programs at DU are aimed at undergraduate students and do not offer graduate-level credit. Since graduate-level study is far more specialized, graduate students often have to do independent research to identify programs that are a fit for their individual academic needs.

How to Apply
Please meet with an Office of International Education (OIE) advisor for information on how to apply. More information available on the OIE website.

Outlined below are three main categories of international experiences available to graduate students: study abroad for academic credit; required international experience, no credit earned; and optional international experience, no credit earned.

Study Abroad for Academic Credit
Students will take courses abroad that have been approved for transfer into their degree. This category includes summer/interterm programs and quarter/semester programs. These programs may be sponsored by the University of Denver, other U.S. universities or organizations, or involve direct enrollment in a university abroad. If you are planning to participate in a study abroad program for credit, you will need to work with the DU Office of International Education and your academic unit. If you participate in a program sponsored by the Office of Special Programs or a DU department, they will coordinate with our office. Please see the Office of International Education website for more information: http://www.du.edu/abroad/graduate-students.html

Graduate Financial Aid
Graduate students must be registered for at least half-time enrollment to be eligible for financial aid awards, whether taking classes here on campus or studying abroad. When you take courses abroad for credit, you will be registered at DU based on the credits pre-approved by your department. In turn, financial aid awards will be based on the registration credit. You will not receive financial aid for a non-credit program or language study abroad. Summer financial aid is determined separately from the academic year. You are encouraged to speak directly
with the Financial Aid Office for details on your specific aid package.

**DU Summer/Interterm Programs**
The Office of International Education coordinates several International Service Learning Programs available to graduate students.

Many academic units offer their own international courses, which vary by term. For example, the Graduate School of Social Work typically offers several international courses for its students including Global Relations and Poverty in Mexico and Social Work from a Chinese Perspective. The Daniels College of Business embeds an international experience in its IMBA program, offers global options for the MBA Enterprise Solutions course, and coordinates other international travel courses in fields such as Management and Real Estate/Construction Management.

Check with your academic department to see if it offers international courses. Some DU international summer/interterm programs are coordinated by the Office of Special Community Programs. The cost of DU-sponsored programs varies, but typically includes DU tuition plus travel-related costs.

**Unaffiliated Programs**
You may also opt to participate in an unaffiliated program. This may be a program sponsored by another U.S. university, a study abroad program provider, or direct enrollment in a university abroad as a visiting student. It is important to examine the level of courses offered when searching for programs, as many study abroad programs only offer undergraduate credit. There are many opportunities for graduate students to enroll directly in a university abroad, provided you are proficient in the language of instruction. If you participate in an unaffiliated program, you will pay the program cost directly to the program sponsor/university. If participating in a credit-bearing program, you will be registered at DU in a study abroad placeholder course, and will pay a $50 Study Abroad Administrative fee plus the DU Technology fee. Please note that in order to be registered in the placeholder course, you must take graduate level coursework and receive approval from your department to transfer the credit towards your DU degree requirements.

To research options, you may use the websites listed below. If you have a particular destination in mind and are interested in direct enrollment options, you can also search for universities in that country and go directly to their websites. Your professors and advisors may be useful in identifying institutions abroad that are known for their expertise in your academic field.

**Study Abroad search engines:**
- [www.goabroad.com](http://www.goabroad.com)
- [www.iiepassport.org](http://www.iiepassport.org)
- [www.studyabroad.com](http://www.studyabroad.com)

**Law programs abroad:**
- American Bar Association Foreign Study Information

**Internships abroad:**
- DU Career Center
- Korbel Office of Career and Professional Development (Korbel students only)
- Daniels Careers (Daniels students only)
- globalEDGE International Internship Directory
- Transitions Abroad (also includes volunteer & work resources)

Optional International Experience – No Credit
This category includes independent travel, volunteer programs, work abroad, or language study not required by your program. If you plan to use this option, you are not required to complete any paperwork or register with the Office of International Education. You are traveling on your own accord and taking on any associated risks and responsibilities. DU takes no responsibility for this type of travel.

**Graduation Requirements**
ALL of the following MUST be completed in order to graduate. It is a student’s responsibility to ensure that they have met all the requirements for graduation by the necessary deadlines. The following steps are in the order in which they should be completed.

**Approval of Final Coursework Plan**
Before a student applies for graduation he/she must have his/her final Coursework Plan approved and signed by his/her academic advisor. Once this has been completed, students must submit the document to the Communications & Recruitment Specialist. See coursework plan worksheets at the back of this document or online at [www.du.edu/ahss/mfjs](http://www.du.edu/ahss/mfjs).
Advancement to Candidacy
Each student must keep track of his or her credits and notify the Graduate Director or office staff of plans to graduate as follows (estimated dates only):

- Deadline to apply for winter graduation: September 18
- Deadline to apply for spring graduation: January 9
- Deadline to apply for summer graduation: April 2
- Deadline to apply for fall graduation: June 25

After the Graduate Director has checked the student’s records and everything is complete, the necessary paperwork to advance the student to candidacy for the master’s degree will be submitted to the Office of Graduate Studies. Shortly thereafter, the student will be sent a letter informing him/her that the Advancement to Candidacy has been approved and the student should obtain an Application for Graduation Form to be signed and filed with the Office of Graduate Studies before the appropriate deadline for the desired quarter of graduation.

Application for Graduation
After a student has been “Advanced to Candidacy,” he/she must file a formal application for graduation with the Office of Graduate Studies. In order to do this, students will fill out a graduation application on PioneerWeb.

If a student applies for graduation for a specific quarter but does not meet the requirements for his or her degree during the intended quarter of graduation, the student will be charged a processing fee for delaying graduation. Then, the student must re-submit a new application for graduation to a subsequent quarter.

The departmental advisor can choose NOT to sign a student’s application for graduation if that student is not expected to meet all the graduation requirements by the student’s intended date of graduation.

toward a student’s printing allotment. Instructions are located at the printing station.

Video Lab and Production Area
To gain access to the video lab and production area (including editing suites) students MUST be enrolled in a video production course or be enrolled in a video-related independent study. Students will

Please note: Each student assumes full responsibility for meeting the basic requirements and deadlines as set forth in the Graduate Studies Schedule of Deadlines (http://www.du.edu/currentstudents/graduates/graduationinformation.html), as well as the specific requirements as outlined by the department.

Student Resources

Media, Film & Journalism Studies Facilities
The Media, Film & Journalism Studies Building is open Monday - Friday, 8 a.m. - 4:30 p.m. The main office is open every day from 8 a.m. - 4:30 p.m. except for occasional lunch breaks. Security is very important at the University of Denver. Building doors are locked after 4:30 p.m. Monday – Friday and on weekends. Students who have classes after 5:30 p.m. are required to apply for building access. This is handled during orientation or in classes during the first week of each quarter.

Computer Lab
The MFJS Building has one computer lab available to students. As this lab is also used as a classroom, open hours are posted outside the door every quarter. Afterhours access is granted only to students who are enrolled as an MFJS major. A short orientation session is required for access to the computer lab, so students may learn about security procedures, general lab policies, and obtain an alarm access code. Students will be informed of the application process during orientation and during the first week of classes. Additional lab orientations are offered the first two Friday’s of the quarter at 12:00 p.m.

Printer
The MFJS building is equipped with an ID-card swipe printer. Use of this public printer counts

receive information regarding access during the first week of their video-related course.

Anderson Academic Commons and University Libraries
The Anderson Academic Commons brings together the University of Denver’s top library and academic-support services in one place to support and enhance how students learn. The new building is the campus
centerpiece for collaborative, technology-infused teaching, learning and engagement.

The resources and services of University Libraries are developed and maintained primarily for members of the University of Denver community. All DU students, faculty, and staff have unrestricted access to collections and services as well as a range of borrowing privileges. A valid university ID is required to borrow material from the Library. The Lending Desk is located at the south end of the Anderson Academic Commons (main level) and is open every hour that the Main Library is open. For updated library hours and for extended hours during final examination periods, visit the ACC website: http://library.du.edu/.

**Graduate Student Government**
The Graduate Student Government (GSG) is a council of all the Graduate Student Associations (GSAs) at the University of Denver. The GSG has two goals. One is to foster a sense of community among graduate students. The other is to represent that community and its interests at DU. GSG is the DU graduate community’s representative student government body. As your representative, it is here to serve you and advocate for your interests and concerns. Visit the GSG web page: http://www.du.edu/gsg/index.html.

**Graduate Students of the Four Faculties**
Graduate Students of the Four Faculties (GSFF) is a graduate student run organization at the University of Denver. Overall, GSFF has two main goals. The first goal of this organization is to help fund the conference endeavors of graduate students in the departments of Arts and Humanities, Social Sciences, Natural Sciences and Math, and Engineering and Computer Science. The partial funding that is awarded to graduate students each quarter helps to ease the financial expenses that most conferences create due to the combined costs of airfare, hotel, and numerous conference fees.

The second goal of GSFF is to discuss and/or address any issues that may arise pertaining to graduate students’ needs at DU. In addition to discussing and addressing these issues, a member of the GSFF Executive Council attends all GSG (Graduate Student Government) meetings to voice any concerns and/or issues that GSFF (including the graduate students represented by GSFF) wants to express. If you have any questions or need further information, please feel free to contact one of the GSFF officers or your departmental representative.

Visit the GSFF web page on Portfolio: https://portfolio.du.edu/gsff.

**Quick Copy Center and Bookstore**
The University Quick Copy Center is located in the DU Bookstore in the Driscoll University Center South. Staff can assist with general photocopy needs as well as presentation binding and assembly and large format printing. To learn more, visit their web page: http://www.du.edu/copy/.
## Important Contact Information

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ATHLETICS &amp; RECREATION</strong></td>
<td>Ritchie Center – 2201 East Asbury Avenue</td>
<td>303-871-2275</td>
</tr>
<tr>
<td></td>
<td>Ice Arena, Pool, Equipment Room, Ticket Office, etc.</td>
<td></td>
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<tr>
<td><strong>BOOKSTORE</strong></td>
<td>Driscoll Center South</td>
<td>303-871-3251</td>
</tr>
<tr>
<td><strong>BURSAR’S / CASHIER’S OFFICE</strong></td>
<td>University Hall, Room 223/G23</td>
<td>303-871-4944</td>
</tr>
<tr>
<td></td>
<td>Tuition, holds, etc.</td>
<td></td>
</tr>
<tr>
<td><strong>CAREER CENTER</strong></td>
<td>Driscoll Center South, Room 30</td>
<td>303-871-2150</td>
</tr>
<tr>
<td><strong>DISABILITY SERVICES</strong></td>
<td>Ruffatto Hall, Room 400</td>
<td>303-871-2372</td>
</tr>
<tr>
<td><strong>ENGLISH LANGUAGE CENTER</strong></td>
<td>1958 South Josephine Street</td>
<td>303-871-3075</td>
</tr>
<tr>
<td><strong>FINANCIAL AID</strong></td>
<td>University Hall, Room 255</td>
<td>303-871-4020</td>
</tr>
<tr>
<td><strong>GRADUATE ADMISSION AND GRADUATE STUDIES</strong></td>
<td>Mary Reed Hall, Room 5</td>
<td>303-871-2731</td>
</tr>
<tr>
<td></td>
<td>Graduate Admissions: 303-871-2831</td>
<td></td>
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<tr>
<td></td>
<td>Graduate Studies Student Services Director Molly Hooker: 303-871-2302</td>
<td></td>
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<tr>
<td><strong>GRADUATE STUDENT ASSOCIATION COUNCIL</strong></td>
<td>Driscoll Student Center, Suite 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:gsac@du.edu">gsac@du.edu</a></td>
<td></td>
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<tr>
<td><strong>HEALTH &amp; COUNSELING SERVICES</strong></td>
<td>2201 East Asbury Avenue</td>
<td>303-871-2205</td>
</tr>
<tr>
<td></td>
<td>Ritchie Center – 3 Floor North</td>
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<tr>
<td></td>
<td>Health &amp; Counseling Services</td>
<td></td>
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<tr>
<td><strong>HUMAN RESOURCES</strong></td>
<td>Mary Reed Building, 4th Floor</td>
<td>303-871-3931</td>
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<tr>
<td></td>
<td>On-Campus Employment – Web Site: <a href="http://www.du.edu/hr">www.du.edu/hr</a></td>
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<tr>
<td><strong>INTERNATIONALIZATION / INTERNATIONAL HOUSE</strong></td>
<td>2200 South Josephine</td>
<td>303-871-4912</td>
</tr>
<tr>
<td><strong>MEDIA, FILM &amp; JOURNALISM STUDIES MAIN OFFICE</strong></td>
<td>2130 S. High Street</td>
<td>303-871-2166</td>
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<tr>
<td><strong>PARKING SERVICES</strong></td>
<td>2130 S. High Street</td>
<td>303-871-3210</td>
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<tr>
<td><strong>REGISTRAR</strong></td>
<td>University Hall, Room G33</td>
<td>303-871-4095</td>
</tr>
<tr>
<td></td>
<td>Registration, drop/add, incompletes, fines</td>
<td></td>
</tr>
<tr>
<td><strong>UNIVERSITY TECHNOLOGY SERVICES</strong></td>
<td>UTS Help Desk, Anderson Academic Commons</td>
<td>303-871-4700</td>
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Graduate Process Explained: Who to Contact for What

<table>
<thead>
<tr>
<th>Issue</th>
<th>Contacts</th>
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<tbody>
<tr>
<td>Departmental Issues</td>
<td>Dr. Lynn Schofield Clark, MFJS Chair</td>
</tr>
<tr>
<td></td>
<td>Room 128</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Lynn.Clark@du.edu">Lynn.Clark@du.edu</a></td>
</tr>
<tr>
<td></td>
<td>303-871-3984</td>
</tr>
<tr>
<td>Media &amp; Public Communication Program</td>
<td>Dr. Nadia Kaneva, Graduate Director</td>
</tr>
<tr>
<td></td>
<td>Room 107</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Nadia.Kaneva@du.edu">Nadia.Kaneva@du.edu</a></td>
</tr>
<tr>
<td></td>
<td>303-871-4574</td>
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<tr>
<td>International &amp; Intercultural Communication Program</td>
<td>Dr. Erika Polson, Graduate Director</td>
</tr>
<tr>
<td></td>
<td>Room 129</td>
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<tr>
<td></td>
<td><a href="mailto:EPolson@du.edu">EPolson@du.edu</a></td>
</tr>
<tr>
<td></td>
<td>303-871-3831</td>
</tr>
<tr>
<td>Academic Advising</td>
<td>Your Faculty Advisor</td>
</tr>
<tr>
<td>Internships</td>
<td>Dr. Erika Polson, Internship Director</td>
</tr>
<tr>
<td></td>
<td>Room 129</td>
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<tr>
<td></td>
<td><a href="mailto:EPolson@du.edu">EPolson@du.edu</a></td>
</tr>
<tr>
<td></td>
<td>303-871-3831</td>
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<tr>
<td>Technology/Building Issues</td>
<td>Ethan Crawford, Director of Tech Services</td>
</tr>
<tr>
<td></td>
<td>Room 114</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Ethan.Crawford@du.edu">Ethan.Crawford@du.edu</a></td>
</tr>
<tr>
<td></td>
<td>303-871-4204</td>
</tr>
<tr>
<td></td>
<td>Peggy Marlow, Office &amp; Budget Administrator</td>
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<tr>
<td></td>
<td>Room 127</td>
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<tr>
<td></td>
<td><a href="mailto:Peggy.Marlow@du.edu">Peggy.Marlow@du.edu</a></td>
</tr>
<tr>
<td></td>
<td>303-871-3954</td>
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<tr>
<td>Student Services</td>
<td>Emily Kintigh, Communications &amp; Recruitment Specialist</td>
</tr>
<tr>
<td></td>
<td>Room 127</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Emily.Kintigh@du.edu">Emily.Kintigh@du.edu</a></td>
</tr>
<tr>
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<td>303-871-2166</td>
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<td>Employment, Pay, Office Administration</td>
<td>Peggy Marlow, Office &amp; Budget Administrator</td>
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<td><a href="mailto:Peggy.Marlow@du.edu">Peggy.Marlow@du.edu</a></td>
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<td>Task</td>
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<td>Registration – restrictions</td>
<td>Professor of class</td>
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<td>Registration – holds</td>
<td>PioneerWeb</td>
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<td>Change status (provisional to regular)</td>
<td>Emily Kintigh</td>
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<td>Incomplete grade</td>
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<td>Continuous enrollment</td>
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<td>Transfer of credit</td>
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<td>Change of concentration or degree</td>
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<td>Course substitution</td>
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<td>Internship</td>
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<td>Advancement to Candidacy</td>
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<td>Applying to graduate</td>
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<td>Thesis/SRP questions</td>
<td>Faculty Thesis/SRP Advisor</td>
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<tr>
<td>GTA or work study pay/reimbursements</td>
<td>Peggy Marlow</td>
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<tr>
<td>Departmental scholarships/GTA waivers</td>
<td>Peggy Marlow</td>
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<tr>
<td>Federal financial aid</td>
<td>Financial Aid Office</td>
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</tbody>
</table>