



**Walter Cronkite School
of Journalism and Mass Communication**

**Doctoral Student Handbook
2019-2020**

Table of Contents

Nature of the Degree Program.....	3
Admissions Procedures.....	3
Financial Aid.....	5
Advising.....	5
Registration.....	6
Plan of Study.....	6
Program Check Sheets.....	7
Degree Requirements.....	7
Elective Interdisciplinary Graduate Courses.....	9
National and International Associations.....	10
Travel and Research Funding.....	10
Comprehensive Examinations.....	11
Admission to Candidacy: Oral Examination of Dissertation Prospectus.....	11
Annual Evaluations.....	12
MyASU.....	13
Academic Integrity.....	15
Professional Ethics.....	15
Helpful Links.....	16
Appendix A.....	17

The Degree Program

The doctoral program at the Walter Cronkite School of Journalism and Mass Communication is a highly individualized program designed for the industry thought leaders and educators of tomorrow. The program attracts seasoned media professionals transitioning to academia as well as recent graduates of master's-level journalism and communications programs who are interested in answering the critical questions emerging in the fields of journalism, social media, public relations and international mass communication. It is a small student-centered, scholarly research-oriented Doctor of Philosophy (Ph.D.) degree in journalism and mass communication (JMC). It is based on the priorities of original research, faculty-student mentoring, and interdisciplinary studies. The program allows students to develop individual programs of study, utilizing methodologies, applicable to topics in journalism and mass communication. The program is designed to meet the needs of students, whose records document the potential to pursue advanced research on media.

The research interests of the Cronkite faculty can be found at <http://cronkite.asu.edu/faculty/index.php>

Admissions

Admission to the Cronkite School's Ph.D. program is competitive. It is important that the applicant give significant care and attention to each element of the requirements making sure the application is complete and that it clearly reflects the student's interests. The student must match her/his research interests with those of the faculty. This requires applicants to carefully examine the faculty bios and vitae and identify faculty members who can serve as the student's mentors.

Students are encouraged to visit the campus. Such visits can include meeting faculty, touring Cronkite facilities, and the ASU campuses.

Students are admitted to the Cronkite School's program for the fall semester only. Applicants must apply to the Graduate College and meet its requirements before the Cronkite School can review any application. The application deadline is February 1 of each year. Graduate College applications are filed online at <http://asu.edu/gradapp>. The Graduate College requirements can be found at the Graduate College website: <http://www.asu.edu/graduate/admissions/>

To be considered for admission to ASU and the Cronkite School, students must have at least a 3.0 (on a 4.0 scale) grade-point average both in their graduate and last 60 semester hours or 90 quarter hours of undergraduate course work. Applicants should have official transcripts of all college-level work sent to:

Graduate College
Arizona State University
1120 S. Cady Mall
Interdisciplinary Building B-Wing, Room 170
P.O. Box 871003
Tempe, Arizona 85287-1003

Students entering the program *without* a master's degree in journalism or mass communication or a related field are required to complete an additional 15-hours of Cronkite School graduate course work and 9-hours of additional 500-level interdisciplinary courses.

All applicants are required to take the Graduate Records Exam (GRE). International Students must also take the Test of English as a Foreign Language (TOEFL). These must be taken and scores received by the February 1 application deadline.

Additional information on the Graduate College requirements can be found at:
<http://www.asu.edu/graduate>.

The Cronkite School requires applicants to submit the following additional information:

1. A one or two-page personal statement indicating:
 - (a) areas of interest; and
 - (b) the faculty with whom the student would like to work
2. A resume focusing on academic and professional experience.
3. A writing sample. The personal statement may serve as a writing sample. However, in addition to the personal statement, applicants are encouraged to submit samples of published research, such as a conference paper, or refereed research article.
4. Official GRE and TOEFL scores, are sent electronically to the Graduate College, using the institutional code of 4007.
5. Three letters of recommendation, at least two of which reliably assess the likelihood of the student's success in a research-oriented Ph.D. program.

The Cronkite School's doctoral committee reviews completed applications on a rolling basis as they are completed and received. Faculty members identified by the student may also be asked to review individual applications. Incomplete applications or those submitted after the February 1 deadline may not be reviewed. Students can track the application process online but will be notified of the admission decision no later than the end of March.

Students accepted into the program are encouraged to notify the Cronkite School of their

intention to enroll by April 15.

Financial Aid

Each year the Cronkite School has a limited number of faculty adjunct positions that it offers to its Ph.D. applicants. These highly competitive awards are renewable each year for a maximum of three years. Applicants for these positions, with appropriate professional experience, will be asked to teach basic undergraduate skills courses.

These half-time positions include full tuition remission, an annual stipend, and individual student health insurance.

Decisions regarding financial aid are made directly by the Dean's Office upon the recommendation of the Ph.D. Admissions Committee

To be eligible for any financial assistance, a student must be enrolled in at least 9-credit non-audit hours of course work each semester. Additional information and applications for financial aid are found at: <https://graduate.asu.edu/pay-for-college>.

Advising

Kathren Sammis is the Cronkite School's doctoral academic success coordinator. She assists students with questions concerning the application process, enrollment, and deadlines. She provides advice on registration and related issues.

Ms. Sammis tracks each student's degree progress and frequently communicates with students regarding important dates, events, opportunities and deadlines.

Contact Information:

Kathren Sammis
Doctoral Academic Success Coordinator
CRONK 222
602-496-5055
Office Hours:
Monday through Friday
9 a.m. to noon and 1p.m. to 5 p.m.

Assistant Dean Bill Silcock, Ph.D., is the director of the Cronkite School's Ph.D. program. He assigns the faculty mentor who serves as the student's adviser, works with the faculty mentor, students, and Ms. Sammis advising and tracking student progress.

Registration

Graduate students are expected to complete their studies and dissertation within three years. Students will normally register for nine to twelve credit hours each semester. The maximum number of hours in which a doctoral student may enroll is 12.

The Graduate College requires students to register for a minimum of one hour of graduate level credit, which appears on their Plan of Study, or in an appropriate graduate level course in the academic unit in which they are pursuing their degree. This requirement includes any semester or summer session in which written or oral examinations are scheduled. Doctoral students must complete the PhD degree no more than five years after successfully completing their comprehensive exams. The Graduate College allows doctoral students 10 years from the date of the first course taken to complete the degree.

Plan of Study

The student, in consultation with her/his adviser/mentor, will develop a Plan of Study (iPOS) that lists all of the courses the student will take as part of her/his degree program. The iPOS is approved by the student's committee chair and the Ph.D. director and forwarded to the Graduate College for final approval and filing. The Plan of Study includes all required and elective courses as well as 12 hours of research and 12 hours of dissertation.

The student's committee will consist of: (1) a chair, who mentors and supervises the student's program of study. [The chair is selected from among Cronkite faculty eligible to chair Ph.D. Committees: <https://graduateapps.asu.edu/graduate-faculty/degree/CSJMCPHD>] (2) two representatives from the Cronkite faculty; and (3) at least one member from the student's interdisciplinary area of emphasis.

Students should work with their mentors during the first semester to develop an unofficial iPOS which must be submitted to the Cronkite School no later than the end of the second semester.

Students who have not filed an approved Plan of Study are not eligible for graduation. Changes in the Plan of Study may be made at any time using the iPOS link under My Programs on the student's MyASU.

Students who do not file their iPOS by the end of their second semester will be notified by e-mail and an administrative hold will be placed on the student's record. The administrative hold will

be removed once the student has filed an approved iPOS and the student will be able to register for classes.

Transfer Credit

Transfer credits are those accepted from another accredited institution for inclusion on an ASU Plan of Study. Official transcripts of any potential transfer credits are sent directly to the Graduate Admissions Office from the Office of the Registrar at the institution where the credit was earned.

Transfer credits may not exceed 12 credit hours. Only graduate level courses with grades of “B” (3.00) or better may be transferred. Transfer credits may not be applied toward the minimum degree requirements for an ASU degree if they have been counted toward the minimum requirements for a previously-awarded degree.

Typically graduate transfer credits are not awarded for: course work completed at institutions not accredited by a regional accrediting association; life/professional experience; courses taken at government agencies, corporations or industrial firms; workshops and seminars offered by postsecondary institutions; extension courses; work completed prior to the posting of a bachelor’s degree. All graduate courses taken prior to admission that are included on the POS must have been completed within three-years of the semester and year of admission to the Cronkite program.

Requests for transfer credit will be evaluated by ASU and the Cronkite School’s admissions committee at the time of the application. See Graduate College Policies at: <https://graduate.asu.edu/policies-procedures>

Program Check Sheets

The Cronkite School’s doctoral program check sheets outline required core, research and dissertation courses and provide a planning tool for students to use as they design their plans of study. Check sheets are available from the Cronkite School’s advising office.

Degree Requirements

The doctoral degree is rooted in scholarly work founded upon substantial and sustained research and constitutes a significant contribution to new knowledge within the discipline. The Cronkite School’s program has three parts: required courses, electives and research/dissertation. One of the key characteristics of the program is its interdisciplinary focus. Students complete at least 15

credit hours of coursework outside the Cronkite School in departments across ASU's four campuses.

The Cronkite School timeline is based on a three year program. In the student's first year, core courses set out the theoretical and methodological foundations. In the second year, students complete interdisciplinary course work and work with their mentor on research style apprenticeships that culminate in a publication. The third, year is dedicated to research and the dissertation.

Required Core: 18-hours

- MCO 710 Research Methodology in Mass Communication
- MCO 711 Critical, Historical, & Legal Methods in Mass Communication
- MCO 712 Freedom of Expression Theory
- MCO 720 Mass Communication Theory
- MCO 722 Philosophy of Mass Communication
- MCO 755 Research Apprenticeship

Research Apprenticeship (MCO 755)

The research apprenticeship is a one-credit course that provides Cronkite School doctoral students the opportunity to work closely with one or more faculty members on original research projects. Students are required to complete three apprenticeships, the first of which is a seminar taken in the first semester.

Each of the two remaining apprenticeships may be taken in the spring or fall and must be completed before the student is eligible to take the comprehensive exams. Summer apprenticeships may be available at the discretion of the supervising faculty member and the director of the doctoral program.

Required Qualitative or Quantitative Methods Course: 3-hours

Course selected outside Cronkite School

Interdisciplinary Electives: 15-hours

Courses selected outside Cronkite School

Research and Dissertation 24-Hours

MCO 792 – Research (12 credit hours)

MCO 799 – Dissertation (12 credit hours)

Students admitted without a master's degree must complete an additional 15 hours of coursework: (MCO 503 Media Law; MCO 510, Media Research Methods; MCO 525 21st Century Media Organization & Entrepreneurship; MCO 530 History/Philosophy & Ethics; and

an elective; plus nine hours of interdisciplinary courses taken outside of the School. Courses taken outside the Cronkite School typically focus on the individual's research interests. Courses may be selected from 500, 600, and 700 level classes.

Some examples of interdisciplinary courses are:

Human Communications:

COM 504 Theories and Methods in Communications
COM 508 Quantitative Research Methods in Communication
COM 509 Qualitative Research Methods in Communication
COM 607 Contemporary Rhetorical Methods
COM 609 Advanced Quantitative Research Methods in Communication

History:

HST 500 Research Methods
HST 502 Public History Methodology
HST 514 Historians of the United States
HST 515 Studies in Historiography
HST 532 Contemporary History

Justice Studies:

JUS 500 Quantitative Research Methods in Communication
JUS 509 Statistics
JUS 521 Qualitative Methods

Law:

LAW 500/600 Research

Public Affairs:

PAF 600 Research Design and Methods
PAF 601 Policy Analysis and Evaluation

National and International Associations

Students working toward an academic career are encouraged to become involved with the appropriate regional, national or international academic associations. While there are many to choose from the most prestigious are associated with the top journals in the field. These include:

- The Association for Educational Journalism and Mass Communication (AEJMC).
 - <http://www.aejmc.org>
- The Broadcast Education Association (BEA).
 - <https://www.beaweb.org/wp/>
- The American Journalism Historians Association (AJHA)
 - <https://ajha.wildapricot.org>
- The International Communication Association (ICA)
 - <https://www.icahdq.org>
- The National Communications Association (NCA)
 - <https://www.natcom.org>

Travel and Research Funding

ASU's office of Graduate and Professional Student Association (GPSA) offers travel funding for academic conferences and professional development. Information is available at <https://gpsa.asu.edu/funding/>

Cronkite students with a paper or extended abstract accepted at a national or international academic conference are eligible to receive up to \$500 for travel reimbursement. Students must notify the director of the doctoral program prior to travel, provide documentation of the paper acceptance and submit travel receipts once they return. Although the Cronkite School supports and encourages conference panel participation, funding is not available for this type of activity.

Papers - \$500

- For papers accepted at a recognized journalism or mass communication national or international academic conference, the Cronkite School will provide up to \$500 for travel and conference expenses.
- Pre-approved conferences include AEJMC, AJHA, BEA, ICA, IAMCR and NCA.

- Other conferences require approval from the student’s dissertation adviser and Dean Silcock

Abstract accepted - \$500

- For paper abstracts—sometimes known as “Research in Progress” submissions—the Cronkite School may provide up to \$500 toward travel and conference expenses pending approval by Dean Silcock.

Dissertation Support - \$500

- Once a dissertation prospectus has been approved, the Cronkite School may also provide up to \$500 for travel and research expenses. These must be approved in advance by the student’s dissertation adviser and Dean Silcock.

Comprehensive Examinations

Upon completion of 36 hours of course work (the core, outside methods, and electives) and prior to the submission of a dissertation prospectus, the student will be examined on material from course work included on his/her Plan of Study. The examination consists of both written and oral components and will be conducted by the student’s supervisory committee. Students are required to register for at least one semester hour of credit that appears on the Plan of Study or one hour of other appropriate graduate-level credit during the semester or session in which they take their written and oral comprehensive examinations.

The comprehensive exams are spread over a period of several days. The written exam is taken first and the defense is scheduled following the written examination.

Students orally defend their comprehensive exams to their supervisory committee. A majority of the votes cast by the members of the supervisory committee is necessary to “pass.” The examinations are graded “Pass with Distinction,” “Pass,” or “Fail.” Failure on comprehensive examinations will be considered final unless the supervisory committee, and the director of the doctoral program approve reexamination. The decision of this committee is forwarded to the Graduate College.

Admission to Candidacy: Oral Examination of the Dissertation Prospectus

“Admission to Candidacy” occurs after the student has passed both the written and oral portions of the comprehensive examinations, and the student’s supervisory committee has formally

approved the student's dissertation prospectus.

The prospectus is a working document describing and justifying the intended dissertation topic and methodology. Typically the prospectus includes:

- (1) a detailed literature review;
- (2) a discussion of the information resources (where data will be found, how they will be collected, where the study will be conducted, and any underwriting/finances involved);
- (3) a timeline for completion; and
- (4) any additional information requested by the committee.

Once the prospectus has been approved, the student may apply to the Graduate College for admission to candidacy. Prior to admission to candidacy, it is expected that the student will have completed a mixture of academic experiences. Following the semester in which the student is admitted to candidacy, the student must enroll for a minimum of 12 hours of MCO 792 Research, MCO 799, Dissertation, or a combination of both in sequential semesters.

Referred to as ABD (All But Dissertation), this admission to candidacy represents a critical point in the student's progress. It is the time when the student, under the supervision of his/her dissertation mentor/chair, begins independent research. Continuous enrollment and research progress are carefully monitored and essential to completion. Clear progressive milestones (selecting an adviser, establishing a committee, filing the Plan of Study, successfully completing the comprehensive exams, completing the dissertation prospectus and defending the dissertation) must be scheduled by the student, in conjunction with his/her mentor, in order to meet dissertation and graduation guidelines.

Annual Evaluations

Each year the doctoral committee meets formally to discuss each student's progress. The committee will make recommendations regarding continuation, probation, or termination of the student from the program. Those evaluations are based on grades, progress on the plan of study, and a written evaluation from the student's adviser/mentor.

If a student fails to meet the requirements they may be put on probation or removed from the program by the Graduate College.

Grade Point Requirements:

The Graduate College and the Cronkite School require students to make satisfactory progress during the time they are enrolled in a graduate program. This includes maintaining a minimum 3.0 cumulative Grade Point Average (GPA) overall and in courses included on the Plan of Study. If a student's GPA falls below 3.0, the student will be notified and placed on probation. If the student's

GPA is not raised to at least a 3.0 by the end of the next semester (excluding summer), a recommendation will be made to the Graduate College to remove the student from the Ph.D. program.

Deficiencies:

Deficiencies are generally related to timelines. Students should:

- (1) Request the appointment of a mentor/adviser and form a supervisory committee by the end of the first year and/or before they have earned 18 hours of core credit.
- (2) Finish their doctoral course work within two years.
- (3) Take their comprehensive examinations immediately following the completion of their course work.
- (4) Complete the dissertation prospectus defense immediately following completion of the comprehensive examination.
- (5) Report significant progress on the dissertation and defend the dissertation within one year of defending the proposal prospectus

Students requiring more flexibility in this schedule must be consistently in touch with their adviser/mentor and the doctoral director.

Appeals:

Students who wish to appeal a decision must do so in writing to the dean of the Cronkite School within 10 business days of being notified by the school that a recommendation has been made to the Graduate College to remove them from the program. The dean's decision regarding appeals is final.

Timelines, Limitations and Graduation:

The Graduate College calendar is found on the Graduate College website. The website can be found here: <https://graduate.asu.edu/completing-your-degree/deadlines>. It lists deadlines for applying for graduation, submission of the dissertation to the Graduate College, and the last date to hold an oral dissertation defense. A critical deadline is that for the comprehensive examination for admission to candidacy. A student must have on file a completed and signed Plan of Study and comprehensive exam application no later than the last day of classes of the semester prior to the one in which the student intends to take the exam.

MyASU

Your my.asu.edu portal is your go-to place for information about courses, transcripts,

transportation, student success and support, finances, university policies and the academic calendar. Please take time to familiarize yourself with these areas:

Profile: Update your address, phone number, email information, or add guests, such as a family member, so they can look up FERPA-protected information including grades. Adding a family member to your account is your choice, and of course it's not necessary if you'd like to keep any or all of your personal information private.

Final Transcript: If you sent in a transcript for admission to the program before you graduated, send your final transcript with your degree posted.

Academic Calendar (bottom right box): This has important dates you need to monitor, including when classes begin, last day to register or drop/add classes, tuition and fee payment deadlines, holidays, withdrawal deadlines, schedule of classes and when to enroll.

Campus Services: This includes Health and Wellness Resources, such as health insurance, counseling, disability services; Transportation, such as parking permits, METRO Light Rail, U-Pass and campus shuttles; Student Success and Support, such as disability services, tutoring and student success centers; and Job & Career Services. Please note these job resources are university-wide and not specific to the Cronkite School. Please consult with your academic chair for Cronkite resources for job and career preparation and placement.

Disability Accommodations: For special classroom accommodations, you must make a formal request through the university's Disability Resource Center (DRC). You may schedule an appointment at 480.965.1234 (voice) or 480.965.9000 (TTY). After an assessment is conducted, the DRC will provide the school with documentation for consideration.

Religious Accommodations: If you need to be absent from class due to a religious observance, notify your instructor at the beginning of the semester.

Sexual Violence or Harassment: Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. Individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. For information and resources, go to <https://sexualviolenceprevention.asu.edu/>

Building Hours: The Cronkite building is open from 7 a.m. to midnight Mondays through Thursdays; 7 a.m. to 6 p.m. on Fridays; and noon to 9 p.m. on Saturdays and Sundays. However, The Library & Student Resource Center on the second floor of the building is accessible on a 24/7 basis. Students may use their ASU ID cards at the card reader outside the front entry, then sign in

with security. The building is closed on university holidays, although students may enter on these days using their student ID cards.

Newspaper Reading: To access the front pages of The New York Times, The Arizona Republic and other newspapers, go to the Newseum website: <http://www.newseum.org/todaysfrontpages/>. Use the “list” option and scroll down to find the correct state. The Newseum does not store back issues, so you must check it every day or you will miss stories. Occasionally, the Republic isn’t picked up by the Newseum. In that case, you can go to the Republic website at <http://www.azcentral.com/arizonarepublic/frontpages/>. You also can subscribe to the Republic by going to: <https://fullaccess.azcentral.com/>.

New York Times: Digital access to The New York Times is available to you via the ASU Libraries at <https://lib.asu.edu/librarychannel/nytimes>. This is free of charge, but you must register each year. Questions? Contact: Ask a Librarian.

Academic Integrity

The Cronkite School has a zero tolerance policy toward academic dishonesty that is enforced within every course and educational activity offered or sanctioned by the school. Any allegation of academic dishonesty will be referred to the school’s Standards Committee for review and recommendation to the dean of the school. If any student is found to have engaged in academic dishonesty in any form – including but not limited to cheating, plagiarizing and fabricating – that student shall receive a grade of XE for the class and will be dismissed from the school. There will be no exceptions.

International students who violate academic integrity policies may be dismissed immediately. Being withdrawn from a degree program can have immediate consequences regarding visa status, and dismissed students are required to leave the country immediately per immigration and visa rules.

At the beginning of every Cronkite class, each student will be given a copy of the full academic integrity policy, along with accompanying information on plagiarism. Students must sign a pledge that indicates they have read and understood the material and agree to abide by the policy.

The policy, along with guidance on how to avoid plagiarism and fabrication, can be found at http://cronkite.asu.edu/assets/pdf/Academic_Integrity_Policy.pdf.

Professional Ethics

In addition to academic integrity commitments, students in Cronkite School programs must abide by the highest levels of journalism ethics. This includes following the core principles of the Society of Professional Journalist's Code of Ethics, including seeking and reporting truth, minimizing harm, acting independently accountability and transparency. The Cronkite School Social Media Guidelines are based on these principles. Students are responsible for reading these policies and abiding by them. You can find them here: <http://Cronkite.asu.edu/degree-programs/admissions/student-resources/social-media-guidelines>.

Helpful Links

Program overview (degree search page) -

<https://webapp4.asu.edu/programs/t5/majorinfo/ASU00/CSJMCPHD/graduate/false>

ASU's Graduate College site - <https://graduate.asu.edu/>

Important program deadlines - <https://graduate.asu.edu/completing-your-degree>

Graduate College forms - https://graduate.asu.edu/forms?field_file_type_tid=26

IPOS "How to" and information - <https://graduate.asu.edu/sites/default/files/how-to-ipos.pdf>

Cronkite PhD faculty - <https://graduate.asu.edu/graduate-faculty/degree/CSJMCPHD>

Biographies of Cronkite PhD Students - <https://cronkite.asu.edu/phd/student-bios>

ASU Libraries - <https://lib.asu.edu>

Appendix A

This appendix contains forms needed throughout the program. The student should check with the Doctoral Academic Success Specialist for when each form should be used to ensure prompt documentation and filing.

AGREEMENT OF RESEARCH APPRENTICESHIP

Faculty member _____ agrees to conduct a one-credit hour
Research Apprenticeship (MCO 755) with student _____.

During the Research Apprenticeship, the faculty member works with the student on a research project with the expected outcome of a scholarly publication.

The faculty member will retain the form. The faculty member must file a copy of the form with the Doctoral Academic Success Specialist. At the end of the semester, the Faculty Member will submit a final grade to the Ph.D. director.

A description of the Research Apprenticeship and the signatures of the faculty and student appear below.

Description of Research Apprenticeship:

Signed

Faculty Member/Research Apprenticeship Director

Date

Student

Date

NOTICE OF Ph.D. COMPREHENSIVE EXAM

The advisory committee of Ph.D. student _____ acknowledges record of the candidate's Plan of Study and completion of coursework stated therein. The committee approves the student's request to complete a comprehensive examination of the coursework as briefly described and dated below.

Description of Comprehensive Examination:

First Day of Written Examination: _____

Date of Oral Examination: _____

Signed:

_____ Committee Chair – Print Name	_____ Signature	_____ Date
_____ Member – Print Name	_____ Signature	_____ Date
_____ Member – Print Name	_____ Signature	_____ Date
_____ Member – Print Name	_____ Signature	_____ Date

COMPLETION OF Ph.D. COMPREHENSIVE EXAMINATION

The advisory committee of Ph.D. student _____ attests that the student has completed all phases of the Doctoral Comprehensive Examination, the results as stated below.

Date of Completion of Written Examination _____

Date of Completion of Oral Examination _____

Grade

Pass With Distinction

Pass

Fail

Pass With Contingency (Please attach a detailed explanation of the need for a contingency grade, the stipulations of the contingency including dates and requirements, and the procedure by which the contingency will be removed.)

Signed

Committee Chair

Date

Member

Date

Member

Date

Member

Date

COMPLETION OF Ph.D. PROSPECTUS DEFENSE

The advisory committee of Ph.D. student _____ attests that the student has completed the Doctoral Prospectus Defense, the results as stated below.

First Prospectus Defense

Second Prospectus Defense

Date of Completion of Prospectus Defense _____

Outcome

Pass

Fail

Comments:

Signed:

Committee Chair

Date

Member

Date

Member

Date

Member

Date

Please return completed form to the Doctoral Academic Success Specialist

NOTICE OF DOCTORAL DISSERTATION DEFENSE

As the chair of the advisory committee of Ph.D. candidate __, I hereby give notice that the candidate will defend a dissertation, the information of which is provided below.

Title of Dissertation:

Date and Time:

Location:

Members of dissertation committee:

Signed

Committee Chair

Date

Please return completed form to the Doctoral Academic Success Specialist

COMPLETION OF Ph.D. DISSERTATION DEFENSE

The advisory committee of Ph.D. student _____ attests that the student has completed the Dissertation Defense, the results as stated below.

Date of Completion of Dissertation Defense _____

Outcome

Pass

Fail

Comments

Signed

Committee Chair

Date

Member

Date

Member

Date

Member

Date

Please return completing form to the Doctoral Academic Success Specialist

Application Guidelines

Eligibility: A candidate for a dissertation award must be enrolled as a Ph.D. student in the Cronkite School at the time of application and for the specified funding period. The student must have successfully defended their prospectus. The candidate must intend to complete her/his degree at ASU Cronkite School.

Funding: Up to \$500 is available for reimbursement for expenses related to the dissertation.

Allowed Expenses: Include, but are not limited to:

- * Materials and Supplies
- * Professional services for typing, transcription, or copying
- * Travel to and from home to ASU in Phoenix, AZ
- * Per diem (meals) while in travel status
- * Travel to conduct dissertation research (following ASU travel policies)

Prohibited Expenses:

- * Equipment purchases (no laptop, no camera, etc.)
- * Tuition or remuneration of time spent on dissertation
- * Terminal publication charges (e.g., binding/printing of thesis or dissertation)
- * Salaries and wages for assistants, ASU affiliate or employees

Award Management:

- * If awarded, original receipts will be required to process your reimbursement.
- * Written requests for changes and funding extensions will be considered on a case-by-case basis. All requests for extensions, budget changes, must be submitted for approval to Sandy Mancilla Rannow, Director, Fiscal & Business Operations for the Cronkite School. She can be contacted via email at smrannow@asu.edu or telephone at 602-496-5040.

Contact Information

First Name

Last Name

Street Address (where reimbursement may be mailed to)

ASU ID#

Street Address Line 2

City

State

Zip Code

Telephone Number

Email Address

Funding Information

Total Amount of Funding Support Requested

Expected Graduation Semester

Funding Justification: Please list a rationale for ALL items included to be reimbursed. You must include the following three components for each item: 1) Amount, 2) Description, 3) Justification



When completed, please submit this form to Dr. Bill Silcock, [Ph.D. Director](#) for approval.

Email: bsilcock@asu.edu
Tele: 602-496-5174, Office 430

Please allow up to 10 working days for application review and email notification.

Approved: Dissertation Advisor

Signature: _____

Date: _____

Approved: Bill Silcock

Signature: _____

Date: _____