The Walter Cronkite School of Journalism and Mass Communication provides this guide to give students the information necessary for them to comply with the degree requirements of the MMC program. It outlines the school’s academic standards, policies, and procedures. It should be used in conjunction with Arizona State University’s Graduate College Policies and Procedures. It is the student’s responsibility to become familiar with the Graduate College Policies and Procedures, this guide and to comply with all university and school requirements.

ADMISSIONS PROCEDURES

Applicants must file online with Arizona State University’s Graduate College and meet its requirements before the Walter Cronkite School of Journalism and Mass Communication can review any application. Those application requirements may be found at the Graduate College website: http://www.asu.edu/graduate/admissions/. The school offers admission for the fall semester only. All application materials must be postmarked no later than February 1. Additionally, the Graduate College requires applicants to submit official transcripts in sealed envelopes directly to its offices. It also requires official TOEFL scores for any student whose native language is not English.

The Walter Cronkite School of Journalism and Mass Communication requires that applicants submit the following additional items:

1. unofficial transcripts from every college and university from which a Bachelor’s or higher degree was earned.
2. official GRE scores (the scores will be sent electronically to the Graduate College if the applicant requests that they be sent to ASU and uses institution code 4007, department code 0000).
3. a current resume (submitted online with the Graduate College’s application).
4. a 350-500 word personal statement of goals, including how the MMC program will help the applicant achieve these goals. This statement also serves as a writing sample (submitted online with the Graduate College application).

5. three letters of recommendation, at least one of which reliably assesses the applicant’s ability to succeed in graduate school. These must be sent directly to the Walter Cronkite School of Journalism and Mass Communication in sealed envelopes.

Application materials required by the Cronkite School should be sent to:

All applications are evaluated by the Cronkite School’s Graduate Committee. The Graduate Committee then makes an admission recommendation to the Graduate College. The Graduate College makes the initial offer of admission to the student.

Applicants are advised that the admission process is highly competitive.

PLAN OF STUDY

After the completion of 12 credit hours of coursework, students admitted to the MMC program are required to file an official Plan of Study with the Walter Cronkite School of Journalism and Mass Communication. The Plan of Study is available online via the ASU Web site and the MyASU link: http://www.asu.edu/.

The student will be able to select the ASU courses that have been taken, those in progress and those the student expects to take in future semesters. Once the Plan of Study is completed it is electronically forwarded to the Cronkite School’s Graduate Office. It must then be approved by the members of the Cronkite School’s graduate committee and Dean. The completed Plan of Study is sent to the Registrar’s Graduation Office and finally to the Graduate College. The Plan of Study becomes a contract between the student and the committee members verifying the classes the student intends to take during his/her course of study. Students who have not filed an approved Plan of Study are not eligible
for graduation. Changes in the Plan of Study may be made later by using the Course Changes to the Graduate Plan of Study available online at MyASU (http://www.asu.edu/).

Students who need to file a Plan of Study will be notified by the Graduate College via e-mail. If the student fails to file the Plan of Study within the specified time period a hold will be placed on the student’s ASU record. The hold will prevent the student from registering for any future classes. Once the student has filed the Plan of Study and it has been approved, the hold will be removed. The Graduate College monitors students’ POS status and places or removes the holds.

TRANSFER CREDIT

Transfer credit is available only to students who were admitted to the program prior to fall 2008 and to students admitted to the mid-career program. Students admitted to the 36-hour full-time program may not use transfer credit on their Plan of Study.

Students admitted to the 30-hour mid-career MMC program may transfer up to 9 credit hours of approved coursework taken prior to beginning the program; the 9 credit hours may include non-degree coursework.

In order to have graduate coursework that was completed at other accredited institutions included on a Plan of Study, a student must petition the Cronkite School’s Graduate Committee. If the Cronkite School’s Graduate Committee approves the petition it will be forwarded to the Graduate College.

TIME LIMITATIONS

Per the Graduate College, all work included in a student’s Plan of Study must be completed within six consecutive years.

400-LEVEL COURSES TAKEN FOR GRADUATE CREDIT

The Walter Cronkite School of Journalism and Mass Communication may allow graduate students to enroll in and use 400-level courses to meet the MMC
degree requirements. These courses may be used on the Plan of Study. Some 400-level courses are offered as part of the MMC program. Students taking these courses are responsible for obtaining and completing the 400 Level Course Contract form. The 400 Level Course Contract form specifies what the student must do to receive graduate credit for the course. It must be signed by the professor.

In order for 400-level courses offered in academic units outside the Cronkite School to be included in a Plan of Study, a student must submit to the Cronkite School’s Graduate Office a written statement from the course instructor stating that the course is acceptable in that unit for graduate credit and that the student successfully completed the necessary work.

RETENTION

The Graduate College and the Walter Cronkite School of Journalism and Mass Communication require students to make adequate progress during the time they are enrolled in a graduate program. This includes the requirement to maintain a minimum 3.0 cumulative Grade Point Average (GPA). If a student’s GPA falls below 3.0, the student will be notified and placed on probation. If the GPA is not raised to at least a 3.0 by the completion of the next semester (excluding summer), a recommendation for withdrawal from the program may be sent to Arizona State University’s Graduate College.

Graduate students must achieve at least a 3.0 overall graduate GPA as well as at least a 3.0 GPA in courses included on their Plans of Study. Courses taken as an undergraduate at ASU and reserved for use in a graduate degree program are included in the overall graduate GPA. Graduate students (degree or nondegree) may retake any course at any level at ASU, but all grades remain on the student’s transcript and are included in GPA calculations.

Undergraduate students who obtained senior status with at least a 3.0 cumulative GPA may enroll in a 400-level or graduate-level course and reserve the credit for possible use in a future graduate program. The course cannot be used to meet any baccalaureate graduation requirements. Before the student’s baccalaureate degree is conferred, the student must submit a Request for Graduate Credit which has been signed by the student’s undergraduate adviser.
and the head of the academic unit to the Graduate College for approval. Students are not eligible to reserve graduate credit after the bachelor’s degree has been awarded.

Permission to reserve a course does not guarantee that the student will be admitted to a graduate degree program or that the course will be used to meet graduate degree requirements. A maximum of nine semester hours of credit may be reserved, and only courses with a grade of “B” (3.00) or higher are applicable. Reserved credit is classified as nondegree credit and must be taken within the six-year time limit to be included on a Plan of Study.

**GRADES OF INCOMPLETE**

The Graduate College requires students who receive a grade of “Incomplete” in graduate coursework (500 level or above) to complete the necessary work within one calendar year. If the “Incomplete” is not removed within one calendar year, it will become part of the student’s permanent transcript. To receive credit for the course, the student must repeat the course by re-registering, paying fees, and fulfilling all course requirements.

MMC students with more than one “Incomplete” grade at any time will be considered “failing to make adequate progress.” Students will be notified of their status and this may result in a recommendation to the Graduate College to withdraw the student from the program.

With 400-level courses taken for graduate credit, students are required to complete the necessary work to remove an “Incomplete” grade within one calendar year. If the “Incomplete” grade is not removed within one calendar year, the “I” will become a grade of “E.” An “E” cannot be used to meet the requirements for a graduate degree, but it is used to calculate the student’s GPA. Students may retake the class to earn a higher grade, however both the “E” and the new grade will be used in calculating the student’s GPA. If this results in the GPA falling below 3.0, a recommendation to withdraw the student from the MMC program may be filed with the Graduate College.

**APPLIED PROJECT**
A student whose MMC program requires him/her to complete an applied project is eligible to enroll in MCO 593, Applied Project, when s/he has no more than 6 credit hours of coursework remaining in her/his Plan of Study.

The Applied Project is to be an original study utilizing an academically acceptable methodology. It is primarily a professional product with an academic/theoretical/research foundation and has a significant writing component. Students are required to meet with the Senior Associate Dean to discuss the Project including the faculty members who will serve on the student’s Applied Project Committee. It is the responsibility of the student to approach professors to discuss chairing and serving as members of the Project committee. The committee is not official until the Senior Associate Dean has received and approved the Applied Project Committee Selection form signed by the student and all committee members.

Students are required to meet all deadlines for submitting their proposals and final projects and for defense dates. These deadlines are set each semester and are available from the Graduate Office. They also are posted outside the Graduate Adviser’s office each semester and are available on the Cronkite School’s Web site: http://cronkite.asu.edu/grad/current/deadlines2009.php.

Once the chair approves the proposal and has given the student permission to distribute it to the other members of the committee, the student may schedule the Proposal Defense. The Proposal Defense should be scheduled at least 10 business days in advance so all members of the committee have adequate time to review the proposal. The proposal should detail the topic of the study, provide the background of the study, the research questions to be answered, methodology, the sample or sources to be consulted, and the timeline for completion. Once the proposal has been successfully defended and the committee members have signed the Proposal Defense Form, the Senior Associate Dean will authorize the student to register for MCO 593, Applied Project.

The student then works with his/her chair and other committee members to complete the Project. It is recommended that students meet with their Project chairs in person or via e-mail or phone on a weekly basis to make certain that the Project is progressing appropriately and in a timely manner. If a student is
not in contact with his/her Project chair at least once a month s/he may be considered failing to make satisfactory progress. This may result in a recommendation to the Graduate College to withdraw the student from the program.

Once the chair has signed off on the Project and given the student permission to distribute the Project to the other members of the committee, the student may schedule the oral defense. The defense date must be convenient to all members of the student’s committee. The student may obtain the Application for Authorization to Schedule a Defense form from the Graduate Adviser. The student must submit a final copy of the project to his/her committee members no later than 10 business days prior to the scheduled oral defense.

Both the proposal and Project defenses must be conducted in person.

For more information on the Applied Project see the Applied Project Procedures handout available in the Cronkite School’s Graduate Office.

TEACHING/GRADUATE ASSISTANTS

The Walter Cronkite School of Journalism and Mass Communication has a limited number of Teaching/Research Assistantships available every academic year. Students chosen for these positions are assigned to specific classes or to work with selected professors performing various duties. To be eligible for an assistantship, students must be enrolled in at least 9 credit hours each semester. Students may apply for assistantships by submitting the application form found at the Graduate College website: http://www.asu.edu/graduate/forms/. Applications are reviewed each spring for assistantships that begin the following academic year. Assistantships are awarded on a semester-by-semester basis, but generally bridge the entire academic year (both fall and spring semesters). Positions may be held for more than one year, but re-application is required each spring. In any given semester, holders of assistantships may be asked to declare their intention for the future—that is, whether they will be returning the following semester. Students who declare they are not returning—e.g., due to graduation—will relinquish their assistantships for any subsequent semester(s) and the positions will be filled according to the procedure described above.
**INTERNSHIPS**

MCO 584, Internship, may be used once on a student’s Plan of Study. Students must apply for an internship and comply with the requirements specified by the Director of Career Services. Grades for this course are Y, Z or E. In addition, graduate students may take MCO 294 (unpaid internship) an unlimited number of times, but this course does not apply toward the MMC degree.

Students admitted to the full-time 36-hour program may take MCO 584 or MCO 294 during the summer semester. The class is not required for students in this program.