

Advisor/Student Checklist – Master’s

Successfully earning your MA in Communication requires that you maintain satisfactory progress throughout your time in the program (see “Maintaining Satisfactory Progress-MAs” on reverse of this document). It also helps to know the administrative tasks and milestones that officially record your passage through different stages of the program. Study the rules contained in the University of Memphis Graduate Catalog (<http://www.memphis.edu/gradcatalog/>). Each student must make sure s/he knows what needs to be done to get through the program in a timely manner. While this checklist aims to help you bear that responsibility, it does not supersede the judgment of your committee about the proper pace of your program of study. **Don’t hesitate to contact the Graduate Studies Coordinator with any questions you have about earning your degree.**

IN THE MIDDLE OF A STUDENT’S SECOND SEMESTER (OR BEFORE REGISTERING BEYOND 18 HOURS)

- Convene MA Advisory committee to review Plan of Study and to determine the form your culminating assignment will take: Comprehensive Examination, Thesis, or Culminating Project (all FVP students must choose Culminating Project).
- Submit signed and approved Plan with “Master’s Plan of Study Coversheet” to Department. You cannot register beyond 18 hours without an approved Plan.
- Submit signed and approved “Thesis/Dissertation Faculty Committee Appointment Form” to Department.

AT THE START OF A STUDENT’S FOURTH SEMESTER (OR BEFORE THE COMPLETION OF 30/33 GPA HOURS)

- Submit “Intent to Graduate Form” (apply to graduate) through MyMemphis.
- Submit signed and approved “Masters Degree Candidacy Form” to Department.
 - **If Comprehensive Examination**
- Convene MA Advisory committee to administer written and oral comprehensive exam.
- Submit signed and approved “Comprehensive Exam Results Form” to Department.
 - **If Thesis**
- Submit signed and approved “Thesis or Dissertation Proposal Defense Form” to Department (if research involves human or animal subjects, you must also submit approval from University’s Institutional Review Board).
- Convene MA Advisory committee and successfully defend thesis.
- Submit signed and approved “Thesis/Dissertation Final Defense Results Form” to Department.
- Submit signed and approved “Thesis/Dissertation Final Approval Form” to Graduate School (with defended thesis and a “Thesis/Dissertation Checklist” signed by you and your advisor) for review by Graduate Analyst.
- After review by Graduate Analyst, and after making required corrections, submit final draft of thesis to Graduate School.
 - **If Culminating Project**
- Convene MA Advisory committee to administer oral exam/defense.
- Submit signed and approved “Comprehensive Exam Results Form” to Department.

Be sure to monitor University deadlines for each of these documents: <http://www.memphis.edu/gradschool/calendar.php>

ALL MA STUDENTS MUST....

- Meet the minimum requirements in the University of Memphis “Graduate Catalog” for the year s/he entered the program
- Complete at least thirty-three (33) hours (minimum of 70% at 7000/8000 level) if you elect the Comprehensive Examination option; at least thirty (30) hours if you elect the Thesis or Culminating Project option.
- Take three (3) credits of COMM 7892 before beginning their final culminating project (for FVP students only).
- Be enrolled in a COMM graduate course during the semester they graduate.
- Complete all requirements for the degree in fewer than eight (8) calendar years.
- Have a cumulative GPA of 3.0 on all graduate work undertaken at The University of Memphis (whether or not the courses are listed on the candidacy form) to graduate.

Maintaining Satisfactory Progress - MAs

The Graduate Faculty of the Department of Communication conducts mid-year and annual reviews of graduate student progress. Such reviews assess whether a student's overall performance constitutes "satisfactory progress." The student will be judged as NOT making satisfactory progress if:

- The student's cumulative GPA drops below 3.0 and remains there for more than one semester or nine credit hours
- The student has acquired more incompletes than he or she can complete during one semester of normal academic work

Should a student fail to maintain satisfactory progress, the Graduate Committee (which is the same as the department's "program retention committee"), in conjunction with the department chair, can recommend to the CCFA Associate Dean for Graduate Affairs and U of M Dean of the Graduate School that the student be dropped from the program. (See "Termination Procedures" link in the Graduate Catalog.) Moreover, students found by the Office of Student Conduct to have committed misconduct will be sanctioned by the University in accordance with the policies contained in the "Code of Student Rights and Responsibilities." In these cases, the Department may also recommend to the CCFA Associate Dean for Graduate Affairs and the U of M Dean of the Graduate School that the student be dropped from the program.