



UNIVERSITY of
DENVER

ARTS, HUMANITIES
& SOCIAL SCIENCES
Department of Media,
Film & Journalism Studies

Media, Film & Journalism Studies Graduate Student Process and Contacts

Issue	Contacts
Departmental issues	Dr. Lynn Schofield Clark, MFJS Chair Room 128 Lynn.Clark@du.edu ; 303-871-3984
Media & Public Communication program:	Dr. Nadia Kaneva, Graduate Director Room 107 Nadia.Kaneva@du.edu ; 303-871-4574
International & Intercultural Communication program:	Dr. Erika Polson, Graduate Director Room 129 EPolson@du.edu ; 303-871-3831
Academic advising:	Your faculty adviser
Internships	Dr. Erika Polson, Internship Director Room 129 EPolson@du.edu ; 303-871-3831
Technology/Building Issues:	Ethan Crawford, Director of Tech Services Room 114 Ethan.Crawford@du.edu ; 303-871-4204 Peggy Marlow, Office & Budget Administrator Room 127 Peggy.Marlow@du.edu ; 303-871-3954
Student services:	Emily Kintigh, Communications & Recruitment Specialist Room 127 Emily.Kintigh@du.edu ; 303-871-2166
Employment, pay, office admin.	Peggy Marlow, Office/Budget Administrator Room 127 pmarlow@du.edu ; 303-871-3954

Task	Who	When
Registration—restrictions	Professor of class	ASAP before registration
Registration—holds	PioneerWeb	
Change status (provisional to reg)	Emily Kintigh	First quarter of attendance
Incomplete grade	Professor of class	ASAP in quarter
Continuous enrollment	Emily Kintigh	Coursework is complete
Transfer of credit	Graduate Program Director	First quarter of attendance
Change of concentration or degree	Graduate Program Director	As soon as you know
Independent Study	Academic Adviser	Well before registration
Course substitution	Graduate Program Director	Before register for course
Internship	Erika Polson	Well before registration
Advancement to Candidacy	Emily Kintigh	End of first year
Applying to graduate	PioneerWeb	By deadline
Thesis/project issues	Faculty thesis/project adviser	
GTA or work study pay/reimbursements	Peggy Marlow	
Departmental scholarships/GTA waivers	Peggy Marlow	
Federal financial aid	Financial Aid Office	