

# Center for Information Media Checklist for New Graduate Students

## All students -- Minimum requirements

GPA of 2.75 last two years of undergraduate program **or**  
GPA of 2.75 over complete undergraduate program **or**  
GRE of 1000 on qualitative and quantitative combined **or**  
GRE of 480 on quantitative alone

## International students -- Additional requirements

- Notarized resident-alien card
- Evidence of English proficiency
- Admitted before enrolling in courses

## Application to Graduate Studies

**Date  
Completed**

- Contact Graduate Studies for information about graduate programs  
(320 255-2113 or grads@stcloudstate.edu) \_\_\_\_\_
- Contact Coordinator of CIM for information about programs and  
courses (320 255-2062 or cim@stcloudstate.edu) \_\_\_\_\_
- Complete application and return to Graduate Studies, with \$20 fee \_\_\_\_\_
- Request letters of reference from three people who can attest to  
your potential and have letters forwarded to Graduate Studies \_\_\_\_\_
- Request two official copies of all undergraduate and graduate  
transcripts be sent to the Graduate Studies Office \_\_\_\_\_
- Complete GRE (contact Graduate Studies Office for information) \_\_\_\_\_
- Enroll in courses based upon advice of CIM Coordinator \_\_\_\_\_  
1-7 credits -- part time  
8 + credits -- full time

## Application to Information Media Program

- Receive letter of acceptance into IM program including name of  
your adviser \_\_\_\_\_
- Schedule preliminary oral and written exams with adviser \_\_\_\_\_
- Successfully complete preliminary oral exam \_\_\_\_\_
- Successfully complete preliminary written exam \_\_\_\_\_

- Complete proposed Program of Study form with adviser \_\_\_\_\_
  - Specify courses to be completed
  - Select Thesis (Plan A), Paper (Plan B), or Portfolio (Plan C)

**Completing the Program**

- Complete courses specified in Program of Study \_\_\_\_\_
- Select topic for thesis, paper or portfolio before taking IM 608 \_\_\_\_\_
- Take IM 608 near the end of program. In this course you will prepare a proposal for your thesis, paper or portfolio \_\_\_\_\_

**Graduation**

- Prepare final draft of thesis, paper or portfolio proposal with adviser \_\_\_\_\_
- Plan A or C -- Schedule proposal meeting with Graduate Studies \_\_\_\_\_
  - Select committee (adviser, one additional member IM graduate faculty, one member of the graduate faculty from another department)
  - Request date for meeting at least four weeks prior to the end of the term. No meetings are scheduled during the last week of classes of a term. \_\_\_\_\_
  - Submit four copies of completed proposal to Graduate Studies at least two weeks prior to scheduled conference \_\_\_\_\_
  - Receive proposal approval at committee meeting \_\_\_\_\_
- Apply for graduation (contact Graduate Studies Office) \_\_\_\_\_
- Successfully complete thesis, paper or portfolio with adviser \_\_\_\_\_
- Plan A or C -- Schedule final meeting with Graduate Studies \_\_\_\_\_
  - Request date for meeting at least four weeks prior to the end of the term. No meetings are scheduled during the last week of classes of a term. \_\_\_\_\_
  - Final meeting can not occur in same term as proposal meeting \_\_\_\_\_
  - Submit four copies of thesis or portfolio to Graduate Studies at least two weeks prior to scheduled conference \_\_\_\_\_
  - Receive approval at final meeting \_\_\_\_\_
- Submit three copies of completed thesis, paper or portfolio to department \_\_\_\_\_
- Schedule comprehensive exam and final oral with adviser \_\_\_\_\_

Successfully complete exit interview \_\_\_\_\_

Successfully complete written comprehensive exam \_\_\_\_\_

Attend Hooding Ceremony (optional) \_\_\_\_\_