Higher, Adult, and Lifelong Education

Doctoral Student Checklist

Below is a list of activities that must be completed to earn your Doctor of Philosophy degree. It begins with your advisor and guidance committee and concludes with your dissertation. The timeline suggested in this checklist is based on full-time student status and may vary for part-time students. Questions should be directed to your faculty advisor. It will be helpful to become familiar with the HALE PhD Program Handbook.

Each year

☐ Check out the PREP (Planning, Resilience, Engagement, Professionalism) program offered by the Graduate School

☐ Fulfill Responsible Conduct of Research requirement (see http://education.msu.edu/irtl/training/ for more information).

☐ Complete the HALE PhD Progress to Degree form (April/May)

☐ Schedule & meet with faculty advisor to review evaluation

Guidance Committee--during your third or fourth semesters

☐ Identify, ask, and confirm the members: 3 HALE Faculty members (including your faculty advisor) and 1 faculty member from outside of HALE. If you are considering a non-regular faculty member or non-MSU faculty on the committee, review the Graduate School’s Procedure to Have Non-Regular MSU Faculty, Academic Specialists, and Non-MSU Individuals Serve on Graduate Student Committees.

☐ Schedule Guidance Committee meeting. Following meeting, populate your GradPlan. It will be routed electronically for committee members’ approval. If you change your program plan or committee, be sure to enter those changes into the system so it can route for approval.

Part One of the Comprehensive Examination is taken after core courses have been completed, typically at the beginning of the fourth semester (for full-time students). Student must be registered the semester of written comprehensive exams.

☐ Register for examinations with the HALE program secretary before the stated deadline.

☐ Complete exams and upload them to course management system.

Part Two of the Comprehensive Examination is successful completion of EAD 995 (“Research Practicum”). In order to enroll in EAD 995 students must pass both sections of Part One of the Exam and have the approval of their advisor. Please see the HALE PhD Handbook for additional information.
Obtain approval of advisor to enroll in EAD 995.

Successfully complete EAD 995.

Dissertation Proposal

Select dissertation director and committee. If you are considering a non-regular faculty member or non-MSU faculty on committees, review the Graduate School’s Procedure to Have Non-Regular MSU Faculty, Academic Specialists, and Non-MSU Individuals Serve on Graduate Student Committees.

Schedule your dissertation proposal defense, in consultation with your faculty advisor. Defenses are typically not conducted during the last two weeks of the semester.

Work with the HALE program secretary to reserve room for proposal defense.

Submit dissertation proposal to committee members at least 2 weeks prior to your proposal defense.

Successfully defend your dissertation proposal.

Complete and submit the Dissertation Director & Proposal Approval form to the HALE program secretary. (Remember to get ALL required signatures in blue ink before filing.)

Review and attend (as appropriate) the Graduate School Workshops on dissertation preparation.

Review the Graduate School’s Formatting Guidelines for Electronic Dissertation Submissions.

Post-Dissertation Proposal Defense/Pre-Dissertation Defense. Student must be registered the semester of dissertation defense.

Make necessary revisions to proposal.

Apply for IRB approval/exemption.

Review the Graduate School’s Formatting Guidelines for Electronic Dissertation Submissions.

Review and attend (as appropriate) the Graduate School Workshops on dissertation preparation.

Dissertation Defense

Schedule your dissertation defense, in consultation with your faculty advisor. You must be enrolled during the semester you defend your proposal. Defenses are typically not conducted during the last two weeks of the semester.
Work with the HALE program secretary to reserve room for dissertation defense.

Apply for graduation at the beginning of the semester you plan to submit your dissertation to the Graduate School.

Complete the Notice of Doctoral Dissertation Oral Examination.

Submit dissertation to committee members at least 2 weeks prior to your dissertation defense.

Successfully defend your dissertation.

Complete and submit the Record of Dissertation and Oral Examination form to the program secretary. (Remember to get ALL required signatures in blue ink before filing.)

Post-Dissertation Defense. While it is necessary to be registered the semester of your defense, it is not necessary to be registered the semester you submit your dissertation to the Graduate School.

Make the necessary revisions and submit to your faculty advisor.

Complete and submit the Dissertation Approval form to the Graduate School.

Upload your Dissertation in PDF form: www.etdadmin.com/grad.msu.

If your dissertation is not accepted by the Graduate School during the semester of your defense, apply for graduation at the beginning of the semester you expect it to be accepted the Graduate School.

Submit your dissertation abstract to haleadm@msu.edu after your revisions are completed.

Send updated contact information to haleadm@msu.edu for the alumni database.