

# Higher, Adult, and Lifelong Education (HALE)

## Master's Student Checklist (as of 07/29/2019)

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Below is a list of activities that are to be completed to earn your Master of Arts degree. The process and timeline suggested is typical for many students but also can vary. Questions should be directed to your faculty advisor. It will also be helpful to review the [HALE Program Handbook](#) and the [Graduate School's Policies and Procedures](#).

### Each Year

- Save all course syllabi (in case needed for future paperwork).
- Annually complete [Annual Review of Academic Progress form](#) and meet with faculty advisor to review; Signed form submitted by advisor/student to HALE administrative assistant (April/May).

### Prior to Beginning the Program

- Ensure access and log into [MSU Email](#) using MSU NetID and Password.
- Ensure access and log into MSU student learning resources such as [D2L](#) and [MSU Libraries](#).
- Register for courses using [MSU Schedule of Courses](#).
- Schedule a meeting with [faculty advisor](#).

### During the Program

- Meet with [faculty advisor](#) (virtually or in person) during the first semester.
- Ensure any eligible classes taken prior to being admitted to the program are transferred, but know that “your clock” coincides with the timing of your first class, including transferred courses.
- Discuss plan for completing [Responsible Conduct of Research](#) (RCR) requirements with faculty advisor. Most HALE MA students use EAD 840 towards their RCR requirement.
- Fulfill [Responsible Conduct of Research](#) (RCR) requirements through [coursework](#), [face to face](#) and/or [online](#) workshops (CITI modules) as planned.
- Document completed RCR training in [Research Training Tracking System](#).
- Complete required courses: EAD 840 and EAD 868.
- Complete 3 of the following EAD courses:
  - EAD 801       EAD 805       EAD 860       EAD 861
  - EAD 866       EAD 870       EAD 876       EAD 877
- Complete 9 additional credits from EAD graduate level course offerings.
- Complete 6 additional credits from graduate level course offerings.
- Complete Final Project. Begin to put together Final Project at least one semester before you intend to graduate.

Getting Ready to Graduate from the Program

- Apply for graduation with the [MSU Registrar's Office online](#) (preferred) or in person at the Administration Building Room 150 during the first week of the semester you wish to graduate.
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- Ensure faculty advisor signs and submits the [Final Certification form](#) to the HALE administrative assistant.
- Submit Final Project to [HALE MA Review Committee](#) for review according to the following timeline:

<i>Graduating in...</i>	<i>Begin to Prepare Final Project in ...</i>	<i>Submit Final Project in...</i>
<input type="checkbox"/> Spring Semester	<input type="checkbox"/> Previous Fall Semester	<input type="checkbox"/> Last Monday in March
<input type="checkbox"/> Summer Semester	<input type="checkbox"/> Previous Fall Semester	<input type="checkbox"/> Last Monday in March
<input type="checkbox"/> Fall Semester	<input type="checkbox"/> Previous Spring or Summer Semester	<input type="checkbox"/> Last Monday in October

- Re-submit a revised Final Project by Finals Week if instructed by HALE MA Review Committee to do so.