

# Higher, Adult, and Lifelong Education (HALE)

## Master's Student Checklist (as of 07/19/2022)

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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 [the Student Information System](#).
- 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, Scholarship, and Creative Activities](#) (RCRSCA) requirements with faculty advisor.
- Fulfill RCRSCA : Modules should be completed in year 1. All HALE MA students receive their 6 hours of discussion-based training requirement upon completion of EAD 840 and EAD 868.
- Document completed RCRSCA training in [the Student Information 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/Portfolio. 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 within the first two weeks of the semester you intend to graduate. Please note that for Summer graduates, you should apply the first two weeks of **Spring** semester. The Graduation Application is now available at [student.msu.edu](http://student.msu.edu). After clicking on the Academic Progress tile, you will see a link to Apply for Graduation in the left-hand navigation under the Graduation heading.
- Ensure faculty advisor signs and submits the [Final Certification form](#) to the HALE administrative assistant.
- Submit Final Project/Portfolio 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 of February
<input type="checkbox"/> Summer Semester	<input type="checkbox"/> Previous Fall Semester	<input type="checkbox"/> Last Monday of February
<input type="checkbox"/> Fall Semester	<input type="checkbox"/> Previous Spring or Summer Semester	<input type="checkbox"/> Last Monday of October

\*Please note that you will not have access to the Portfolio assignment unless you have applied for graduation.

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