

Higher, Adult, and Lifelong Education (HALE)

Doctoral Student Checklist (as of 08/24/2023)

Below is a list of activities to be completed to earn your Doctor of Philosophy 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 fulfill Responsible Conduct of Research, Scholarship, and Creative Activities (RCRSCA) requirements
- Confirm completed RCRSCA training in the [Student Information System](#) (SIS), as needed
- Complete [Annual Review of Academic Progress](#) (a.k.a. Annual Progress to Degree) and review with faculty advisor; Signed form uploaded by student to the [SIS](#)

First Year

- Schedule meeting with faculty advisor during first semester
- Required courses (Fall): EAD 960 and EAD 970
- Required courses (Spring): EAD 966 and EAD 968
- Begin thinking about Guidance Committee members and consult faculty advisor

Second Year

- Required course (Fall): EAD 967 with Washington, DC policy experience
- After completion of 5 required core courses, student eligible to take Part I of Comprehensive Exam (written exam) in Spring
- Receive faculty advisor's permission to take Part I of [Comprehensive Exam](#); Faculty advisor registers student to take exam
- Take Part I of [Comprehensive Exam](#) (written exam; Spring)
- Identify Guidance Committee members with faculty advisor (no later than 3rd semester); Confirm participation and availability of faculty
- Schedule Guidance Committee meeting (no later than 3rd semester) and send materials to committee **at least 1 week** prior to meeting; Materials consist of: statement of background and aspirations, proposed course plan (chronologically by semester and by curriculum category), emerging dissertation ideas, and curriculum vitae/resume
- Within one semester of Guidance Committee meeting, complete GradPlan in [SIS](#) for committee approval

Part II Comprehensive Exam (EAD 995)

- Prepare "[What, Why, and How?](#)" statement for faculty advisor's evaluation to enroll in EAD 995
- Receive faculty advisor's permission to enroll in EAD 995; advisor emails HALE Admin. Assistant
- [Part II Comprehensive Exam](#): successful completion of EAD 995
- Advance to candidacy upon successful completion of EAD 995 or a successful dissertation proposal defense, whichever comes first; HALE Admin. Assistant files required paperwork

Dissertation Proposal

- Identify dissertation chair; work with chair to finalize dissertation proposal
- Finalize dissertation committee with dissertation chair
- Schedule dissertation proposal defense in consultation with dissertation chair and committee members
- Work with HALE Admin. Assistant to reserve room (if needed) for proposal defense
- Submit dissertation proposal to committee **at least 2 weeks** prior to proposal defense; ask members if they prefer electronic or paper copy of dissertation (faculty cannot print copies)
- Complete [Dissertation Proposal and Director Approval](#) form for proposal meeting; ALL required signatures must be in blue ink (unless approved e-signature process used); submit completed form to HALE Admin. Assistant; update GradPlan in [SIS](#) as needed
- Successfully defend dissertation proposal

Dissertation

- Students must complete a minimum of 24 credits (and no more than 30 credits) of EAD 999 before graduation; faculty advisor approval required for 999 enrollment; Note: you must be enrolled in the semester you orally defend your dissertation (at least 1 credit of EAD 999)
- Make necessary revisions to dissertation proposal based on feedback from committee
- Apply for [research approval/exemption](#) from Institutional Review Board (IRB), if needed
- Prepare dissertation in accordance with [Electronic Thesis and Dissertation \(ETD\) submission guidelines](#)
- RECOMMENDED: Review and attend [Graduate School Workshops](#) on dissertation preparation
- RECOMMENDED: Review Graduate School's [Formatting Guidelines](#) for dissertation submission
- Schedule your dissertation defense in consultation with dissertation chair and agreement of committee; Note: scheduling a defense during the final 2 weeks of the semester can be challenging
- Work with HALE Admin. Assistant to reserve room (if needed) for dissertation defense
- Submit dissertation to committee members **at least 2 weeks** prior to dissertation defense; ask members if they prefer electronic or paper copy of dissertation (faculty cannot print copies)
- [Apply for graduation](#) (degree) in the semester you intend to submit your dissertation to [ProQuest](#) along with your [IRB letter](#); degrees are conferred in December, May, and August
- Confirm [ETD submission deadline\(s\)](#) for graduation; submit dissertation in advance to ensure intended graduation
- [Request](#) to participate in December or May CED Doctoral Convocation Ceremony (at least 1 month prior to ceremony)
- In the semester you intend to graduate, complete the [Graduate School Exit Survey](#)
- Complete [Record of Dissertation and Oral Examination](#) form for defense meeting; ALL signatures must be in blue ink (unless approved e-signatures used); submit form to HALE Admin. Assistant
- Successfully defend dissertation

Post-Dissertation Defense

- Make necessary dissertation revisions and submit to dissertation chair for final approval
- Complete Graduate School [Approval Form](#) and [Survey of Earned Doctorate \(SED\) Survey](#) (retain certificate of completion, the Graduate School requires verification of completion)
- Submit [IRB Letter](#) to Graduate School
- With faculty advisor, ensure [Record of Dissertation and Oral Examination](#) has all signatures and submit to HALE Admin. Assistant
- Submit dissertation abstract to the HALE Admin. Assistant after revisions approved by dissertation chair
- Follow all [instructions](#) to submit dissertation to Graduate School; Note: enrollment not required when filing final dissertation (unless in same semester as defense)
- Send updated contact information to the [MSU Alumni Office](#)