Graduate Program Overview

This document outlines the different steps and forms you will need during your graduate program – the form links are available under each degree description, and a more detailed description of each Program is provided in the Graduate Program Handbook (www.psl.msu.edu). Additional information and forms are available on the Graduate School website (www.grad.msu.edu). Completed forms should be submitted to Kim Crain (crain@msu.edu), the Graduate Secretary, Rm 2240C.

STEP 1: Enroll in the Required Courses. Contact home Department secretaries for overrides
   a. Graduate Curriculum and Credit Requirements (see specific Program for details)

STEP 2: Identify a lab rotation position (PSL 980: Independent Study-Doctoral students only)
   a. Complete: Application for Independent Study Form
   b. Provide mentor with: Lab Rotation and Evaluation Form (must be submitted for grade/credit)

   Lab rotations are encouraged, but not required. Typically, 2-3 rotations during academic year).

STEP 3: Create Account to Log Responsible Conduct of Research Training
   a. https://www.egr.msu.edu/secureresearchcourses/

STEP 4: Form Guidance Committee (see Graduate Program Handbook)
   a. MS – selection should be made by end of first semester
   b. PhD – selection should be made before end of third semester, but preferably during first year.

STEP 5: Meet with Guidance Committee

STEP 6: Meet annually with Guidance Committee
   a. Complete: Annual Progress Report

STEP 7: Comprehensive Exam (PhD only)
   a. Should be completed by middle of Fall semester of year 2 in Program
   b. Contact Dr. Stephenson and Guidance Committee to arrange time and place
   c. Provide Graduate Secretary with details so presentation announcement can be generated
   d. Description of exam format is available in the Graduate Program Handbook
   e. Post-exam - Complete: Record of the Comprehensive Exam

STEP 8: Complete Teaching Requirement (PhD only)

STEP 9: Complete research and written thesis, and schedule oral defense of thesis

STEP 10: Prepare for degree completion
   a. Review: Degree Completion Checklist

STEP 11: Thesis and oral defense
   a. Complete: Record of Completion of Requirements

STEP 12: Submit bound copies of Thesis to Department and MSU