

## **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 \(www.psl.msu.edu\)](http://www.psl.msu.edu). Additional information and forms are available on the Graduate School website ([www.grad.msu.edu](http://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**

- a. Complete: [Report of the 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**