

Graduate Program Cheat Sheet for Graduate Students, Advisors, & Committee Members

1. Handbook

- a. All students are advised to look over the handbook. This maybe a useful tool for committee members as well. The handbook is on the history department's website.
<http://history.msu.edu/files/2010/03/2010-Grad-Handbook.pdf>
- b. We (the University, Department and Graduate School) are trying to guide the students to be responsible for their program. They need to be aware of what is required; therefore as chair or committee member we encourage you to instill this same practice.

2. Committee

- a. Must be formed in the first year
- b. Minimum of 4 members, at least 3 History faculty; 2 in the major field, and each additional member will represent the minor fields
- c. Procedure to request for NON-regular MSU faculty member
<http://grad.msu.edu/forms/docs/nontenure.pdf>

3. GradPlan

- a. Coursework is outlined by the committee
- b. Student is responsible for submitting their own PhD Program online via the GradPlan system

4. Required Coursework

- a. HST 803
- b. HST 812 (unless waived by graduate director)
- c. 12 credits in major field
- d. 6 credits EACH in 2 minor fields
- e. 27 credits of coursework total (not including dissertation research credits)
- f. 24 credits of HST 999 (dissertation research)- Can't enroll until ABD
 - i. Starting in 2014 students are limited to 36- 999 credits, only in especially unusual cases will the college, graduate school, and registrar's office permit more than 36 credits to be taken
- g. 2 Languages (1 may be waived by committee and with permission from graduate director)
- h. **STUDENTS ENTERING WITHOUT A MASTER'S DEGREE**
 - i. 1 credit of HST 890
 - ii. This course should be taken during the semester in which you plan on turning in your significant research paper for MA equivalency, if it is acceptable it will be turned into the graduate secretary to keep on file
 - iii. This must be done within the first 2 years of study

5. Written and Oral Comprehensive Exams

- a. Written comps must be completed in 6 months' time by the student's 3rd year
- b. These are to be administered by the committee chair or committee member, not by the graduate secretary
- c. No later than 2 weeks after the written exams are completed, an oral exam must be completed with the committee
- d. It is the student's responsibility to ask the graduate secretary for the appropriate paperwork that needs to be filled out at the time of the exam
- e. The student must be registered for one credit the semester the oral comp is taken
 - i. Comps will be rejected if the student is not enrolled
 - ii. The department will no cover tuition cost if the comps are held during the summer
- f. A copy of the written exams are must be turned into the Graduate Secretary

6. Dissertation Prospectus

- a. Form needs to be submitted to graduate secretary within 6 weeks of completing oral comps (usually this is done at the same time as the oral comps)

7. Dissertation

- a. Must be enrolled for one credit during the semester they defend
- b. Inform the graduate secretary of intent to defend so requirements may be verified before defense date
- c. Check with the graduate school on submission deadlines/requirements
 - i. Submission of dissertation is NOT handled in the department
 - ii. All dissertations are submitted electronically to the graduate school and therefore are subject to specific guidelines and deadline found on their website
- d. Department will not cover tuition costs if defense is held during the summer

Timeline for students

- 1st year
 - Complete first year courses as selected by graduate director and/or advisor if known
 - Selection and initial meeting with guidance committee
 - PhD Program submission due via GradPlan
 - Must be certified in first foreign language
- 2nd year
 - Continue coursework
 - Evaluation of student performance as TA (if applicable)
 - Research seminar & completion of MA paper or thesis
 - Meeting of guidance committee to discuss format of comprehensive exams and fill out agreement form
- 3rd year
 - Coursework if needed
 - Completion of comprehensive exams
 - Annual meeting of guidance committee
- Each subsequent year
 - Dissertation/research writing
 - Annual meeting of guidance committee
 - Progress report to graduate director
- Final Semester (8th year- maximum)
 - Final oral defense examination
 - Submission of dissertation to the Graduate School
- Time Extensions.
 - Comps- must be taken by year 3
 - Dissertation- must be completed by year 8
 - If a student is out of his or her timeline for completing comps or dissertation, then the student needs a time extension. This involves a letter from the advisor to the graduate director requesting that the student be given permission to exceed the deadlines. This is done very rarely and will only be granted in certain circumstances. The dean's office will compose a letter that will state whether the extension was granted. If it is granted the letter will have a specific outline as to dates when the student should have the requirements completed.
- Changes in PhD Program
 - All changes to committee and PhD program will be input by the student into GradPlan
 - When it comes time to graduate coursework taken must match up exactly with the coursework proposed on GradPlan. If it does not the student graduation will be put on hold until the PhD program is changed, reviewed and accepted on GradPlan. It is the student's responsibility to make sure their PhD program remains up-to-date with what they plan on taking.