

Progression to PhD Timeline

Read progress from top down

<i>This is a typical timeline</i>		Year 1				Year 2	Year 3	
Student's Responsibilities	Student enters the program fall semester	Select guidance committee chair	Decide on committee members	Call first committee meeting; enter degree plan into GradPlan electronically	Annual review YR 1	Continue course work	Comprehensive exam proposal	Complete comprehensive exam
		Create degree plan				Annual review YR 2		
		Continue to dissertation →						
Faculty Responsibilities	Assist with degree plan	Assist in selecting committee	Approve GradPlan degree plan (done electronically via routing from FTU system)	Assist with annual review	Assist with annual review	Evaluate comp exam proposal	Evaluate comprehensive exam	
						Assist with annual review		
Forms/tasks to be completed by student & submitted to SSW grad secretary	Degree plan	N/A	GradPlan degree plan gradplan.msu.edu complete & submit online	Progress Report for annual review YR 1	Progress Report for annual review YR 2	Progress Report for annual review YR 3	MSU form: Record of Comprehensive Examinations for Doctoral Degree & Educational Specialist Degree Candidates	
Due dates for forms & activities	By the end of the first semester	By the end of the first academic year	Recommended by end of first academic year; Max: fall semester of second academic year	End of first year	End of second year	End of third year	Submitted after student successfully completes comp exam; Recommended spring of third year; Max: within 5 years of beginning the PhD Program	

Years 4-5						
	Dissertation work			AR	IRB	Finish
Student's Responsibilities	Complete & defend dissertation proposal & contract	Work on & submit dissertation	Complete dissertation defense (oral examination)	Annual review YRs 4 & 5	IRB closure by expiration date	Complete GradPlan degree audit & required forms; these steps MUST be completed in order to graduate

Complete the program with PhD

Faculty Responsibilities	Chair works with student on proposal; all members sign Dissertation Proposal Contract at end of proposal meeting	Chair works with student on dissertation before it goes to committee; all read dissertation	Conduct dissertation defense (oral examination) & sign Record Of Completion Of Requirements at end of successful defense	Assist with annual review	Assist with IRB closure by expiration date	Sign Approval Form
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Forms to be completed by student & submitted to grad secretary <i>Bolded Italic Forms are mandatory</i>	SSW form: <i>Dissertation Proposal Contract</i>	N/A	MSU form: <i>Record of Completion of Requirements</i> (Record of dissertation & oral examination requirement for PhD degree candidates)	<i>Progress Report</i> for annual review YRs 4 & 5	MSU form: <i>IRB Closure Form</i>	MSU forms: <i>Application for Graduation Approval Form</i> Obtained from & submitted to Registrar Obtained from and submitted to Grad School
Due dates for forms & activities	Completed at conclusion of dissertation proposal defense	Typically during the fourth, & perhaps fifth, year	Completed at dissertation defense (oral examination) & submitted to grad office ASAP; Recommended by end of fifth year; Max: 8 years after beginning the program	End of fourth & fifth years	Prior to expiration date	Completed within first week of semester student intends to graduate; see Important Dates on Registrar's School Calendar webpage for deadlines