




Figure 1: Progression to PhD Timeline

This is a typical timeline		Year 1				Year 2	Year 3	
<b>Student Responsibilities</b>	Student enters the program fall semester ■ ■ ■	Select guidance committee chair	Decide on committee members	Call first committee meeting; enter degree plan in GradPlan	Annual review YR 1	Continue course work	Comprehensive exam proposal	Complete comprehensive exam
		Create plan of study				Annual review YR 2	Annual review YR 3	
Continue to dissertation 								
<b>Faculty Responsibilities</b>	Assist with plan of study	Assist in selecting committee	Approve/disapprove 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 and submitted to SSW grad office <b>BOLDED FORMS ARE MANDATORY</b>	Plan of study	N/A	<b>Complete GradPlan degree plan online (gradplan.msu.edu) and submit</b>	<b>Progress report</b> for annual review YR 1	<b>Progress report</b> for annual review YR 2	<b>Progress report</b> for annual review YR 3	<b>MSU form: Record of Comprehensive Examinations for Doctoral Degree and Educational Specialist Degree Candidates</b>	
<b>Due dates for forms and activities</b>	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						
<b>Student Responsibilities</b>	Complete and defend dissertation proposal and Contract	Work on and submit dissertation	Complete dissertation defense	Annual review YRs 4 and 5	IRB closure by expiration date	Complete GradPlan degree audit and required forms (below); these steps must be completed or you cannot graduate
 Complete the program with PhD						
<b>Faculty Responsibilities</b>	Chair works with student on proposal; all members sign Dissertation Proposal Contract at end of proposal meeting (SSW form)	Chair works with student on dissertation before it goes to committee; all read dissertation	Conduct oral examination (dissertation defense); 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
Forms to be completed by student and submitted to grad secretary <b>BOLDED FORMS ARE MANDATORY</b>	<b>Dissertation Proposal Contract (SSW form)</b>	N/A	<b>MSU form: Record of Completion of Requirements (Record of Dissertation and Oral Examination Requirement for Doctoral Degree Candidates)</b>	<b>Progress report</b> for annual review YRs 4 and 5	<b>MSU form: IRB Closure Form</b>	<b>MSU forms: Application for Graduation &amp; Approval Form</b> Application for Graduation is obtained from and submitted to Registrar; Approval Form comes from Grad School and is submitted to Grad School
<b>Due dates for forms and activities</b>	Completed at conclusion of dissertation proposal defense	Typically during the fourth, and perhaps fifth, year	Completed at the end of the dissertation defense—submit to SSW grad secretary ASAP; Recommended by end of fifth year; Max: 8 years after beginning the program	End of fourth and fifth years	Prior to expiration date	<i>Application for Graduation</i> completed within first week of semester student intends to graduate; see Important Dates on Registrar's School Calendar webpage for deadlines