Department of
Community Sustainability

Graduate Handbook

for MS-B, MS-A, PhD programs in
Community Sustainability &
Sustainable Tourism & Protected Area Management

2019-2020

How and Why to Use This Handbook

This handbook provides the most recent policies and procedures (as of time of publication) that guide your graduate program expectations, requirements, rights, and responsibilities. They derive from a combination of Michigan State University, the MSU Graduate School, the College of Agriculture and Natural Resources, and the Department of Community Sustainability policies and practices.

You should familiarize yourself with the handbook, and use it as a resource when you have questions related to specific policies, timelines, and procedures.

Note that you (each student) should follow the program **requirements** identified in the handbook version relevant to the year in which you started your program (unless you have officially changed your program). However, use the most recent handbook for guidance about current **policies and procedures** for progressing through your degree work.

CSUS Graduate Handbook
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• Introduction and Overview •

Vision

Our vision is to lead and aid in the development and revitalization of sustainable communities, thus enhancing the capacity of current and future generations to reach their potential.

Mission

Our mission is to assist the development of sustainable communities by conducting excellent scholarly research, teaching, and outreach in 1) education and civic engagement, 2) community, food, and agriculture, 3) natural resources, land use, and the environment, 4) recreation and tourism systems.

Our Work

As scholar-practitioners and members of a multidisciplinary department within the College of Agriculture and Natural Resources, we address critical issues at the interfaces of agriculture, natural resources, recreation, tourism, and communities. Our public scholarship of research, teaching, and outreach helps people in their roles as residents, landowners, businesses, and governmental and non-profit institutions to make informed decisions with a goal of not compromising future generations. Our work ranges from local to global.

We seek to help people understand the dynamic interactions in their communities, ecosystems, and the world, as well as to identify opportunities and develop strategies for sustainable revitalization. This work is rooted in our view of a just, engaged, and dynamic society. Toward that end, we are guided by an ethic of responsible and responsive scholarship that engages people in an integrative process to maximize effectiveness.

Our Values

The faculty, staff, and students of the Department of Community Sustainability value:

- development of the professional, technical, and specialized knowledge, skills and attitudes necessary to help diverse individuals and communities improve their quality of life and the environment;
- promotion of social responsibility and development of a broad understanding and awareness of agricultural, natural resource, and recreational issues, challenges, and opportunities;
- nurturing approaches that support positive and healthy relationships among diverse individuals, communities, and agricultural and natural resource systems;
- respect for our environment; and
- a commitment to professionalism built around liberal education, practical experience, and applied learning opportunities that encourage both local and global engagement.

Scholarly Foundation

- The faculty carries out research, teaching, and outreach focused on social, environmental, community and agricultural/food systems to strive for an ecologically and socially sustainable world. The faculty is committed to sustainable development that is integrative, inclusive, and systemic in nature; involves local-to-global restructuring; and promotes public health and wellness.
- The faculty studies management, planning, leadership, and policy analysis that lead to transformational change to address complex and emerging issues in community, agriculture, recreation and tourism, and natural resource areas.
- The faculty employs a holistic, interdisciplinary approach to understand and address complex and interrelated issues. The faculty's multidisciplinary expertise creates a unique synergy that drives the department's mission and places the department at the fore of this broad and critical area of scholarship.
- The faculty work as scholar-practitioners. The scholar-practitioner model is built on critical discourse connecting theory and practice in endeavors of joint discovery and learning.
- The faculty supports a continuum of scholarship by conducting applied research, engaging in outreach and Extension initiatives, and developing curricula to balance the interests and demands of its students and stakeholders.

Department Structure and Organization

The Department is one of 10 departments, two schools, and a biological station within the College of Agriculture and Natural Resources. As a unit in this College, the faculty and staff are linked directly with AgBioResearch and Michigan State University Extension, two formal structures created specifically to address the University's land grant mission (extending research to Michigan and more global constituents via extension and outreach programs – see mission statements below). Graduate students are integrated within this land grant system across the three functions of the Department, College, and University – teaching, research, and outreach/extension – as we practice and educate students to become scholar practitioners.

The mission of **MSU Extension**:

> Michigan State University Extension (MSUE) helps people improve their lives by bringing the vast knowledge resources of MSU directly to individuals, communities, and businesses.
>
> *For more than 100 years, MSU Extension has helped grow Michigan's economy by equipping Michigan residents with the information that they need to do their jobs better, raise healthy and safe families, build their communities, and empower our children to dream of a successful future.*

The mission of **MSU AgBioResearch** is:

> . . . to engage in innovative, multidisciplinary research that combines scientific expertise with practical experience to generate advancements in food, health, and the environment. Our efforts contribute to economic prosperity, sustainability, and quality of life in Michigan, the nation, and the world.

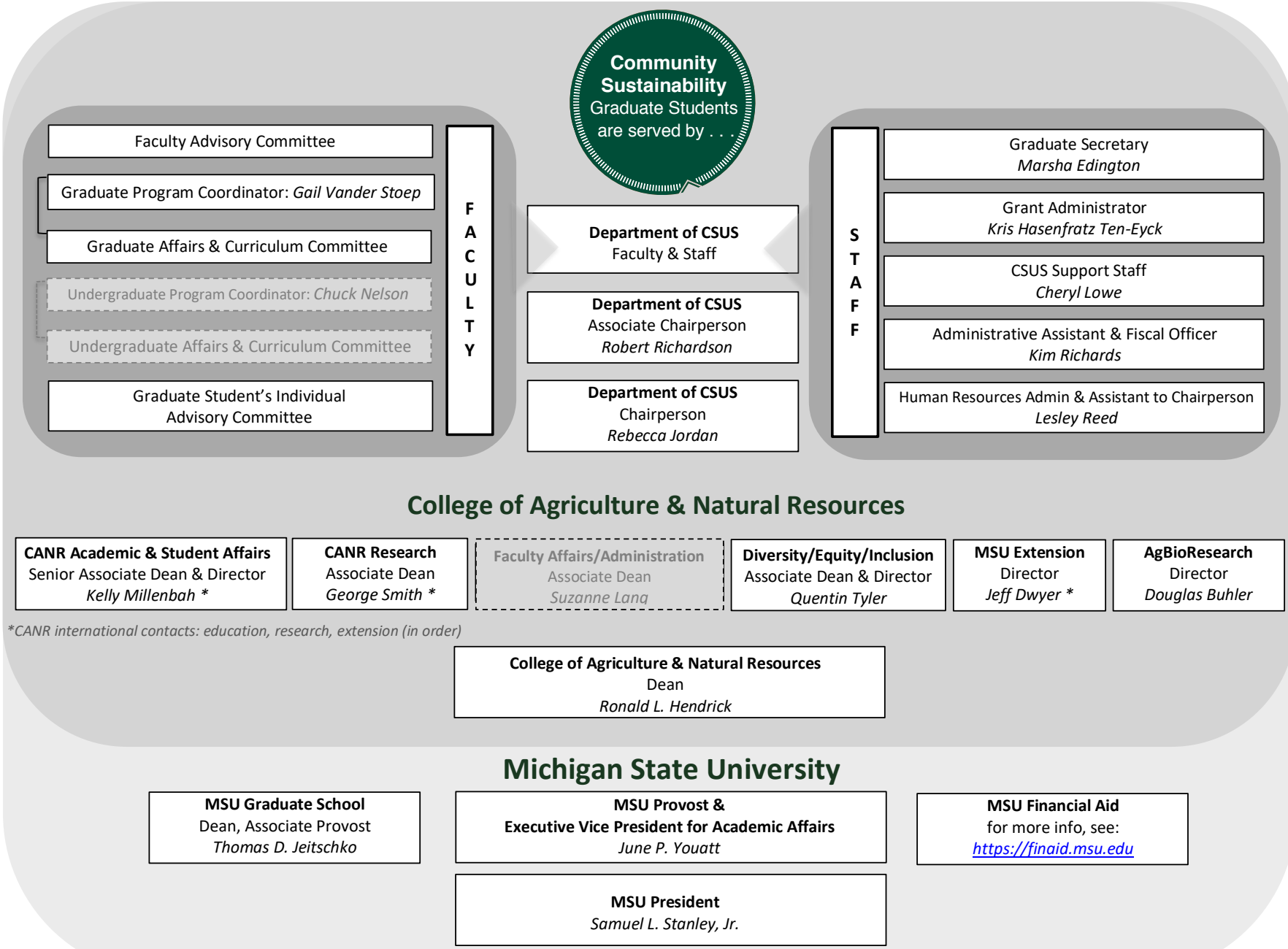
The mission of the **MSU College of Agriculture and Natural Resources** is:

> . . . to enhance the quality of life for the people of Michigan and the world by advancing knowledge for the management of communities and agricultural, natural resource and food systems to meet diverse human needs in a sustainable manner.
>
> To accomplish this mission, we must pursue:
> - **Learning** that imbues current and future stakeholders with intellectual curiosity and offers relevant knowledge and skills,
> - **Discovery** that advances knowledge and enhances productivity and sustainability, and
> - **Engagement** with society that achieves social, economic, and environmental equity.

The values that underlie this mission are related to:

- **Scholarship**
- **Service to Others**
- **Partnership**
- **Balance**
- **Excellence**
- **Accountability**
- **Land Grant Mission**

The organizational structure of the Department of Community Sustainability, and as situated within the College and University, is illustrated on the next page.
The chart is structured to illustrate the people and units that support our graduate students.


Community Sustainability
Graduate Students are served by . . .
Faculty Advisory Committee
Graduate Program Coordinator: Gail Vander Stoep
Graduate Affairs & Curriculum Committee
Undergraduate Program Coordinator: Chuck Nelson
Undergraduate Affairs & Curriculum Committee
Graduate Student's Individual Advisory Committee
FACULTY
Department of CSUS
Faculty & Staff
Department of CSUS
Associate Chairperson
Robert Richardson
Department of CSUS
Chairperson
Rebecca Jordan
STAFF
Graduate Secretary
Marsha Edington
Grant Administrator
Kris Hasenfratz Ten-Eyck
CSUS Support Staff
Cheryl Lowe
Administrative Assistant & Fiscal Officer
Kim Richards
Human Resources Admin & Assistant to Chairperson
Lesley Reed
College of Agriculture & Natural Resources
CANR Academic & Student Affairs
Senior Associate Dean & Director
Kelly Millenbah *
CANR Research
Associate Dean
George Smith *
Faculty Affairs/Administration
Associate Dean
Suzanne Lang
Diversity/Equity/Inclusion
Associate Dean & Director
Quentin Tyler
MSU Extension
Director
Jeff Dwyer *
AgBioResearch
Director
Douglas Buhler
*CANR international contacts: education, research, extension (in order)
College of Agriculture & Natural Resources
Dean
Ronald L. Hendrick
Michigan State University
MSU Graduate School
Dean, Associate Provost
Thomas D. Jeitschko
MSU Provost &
Executive Vice President for Academic Affairs
June P. Youatt
MSU Financial Aid
for more info, see:
https://finaid.msu.edu
MSU President
Samuel L. Stanley, Jr.

Opportunities for Student Participation in Department Life

An additional value and policy of the Department of Community Sustainability is to provide regular opportunities for graduate students to participate in the scholarly, professional development, research, outreach, and social functions and activities of the Department. Some of these opportunities are provided through formal structures; others are available more informally. Graduate students are expected to participate fully in the "life of the academy," both on campus and off campus. Such involvement is considered critical as a component of graduate education and professional development as are courses, required research, and project work.

Additionally, graduate students are expected to be active contributors to the continuing development of the Department and its work. Student perspectives, values, and ideas are considered valuable input in the Department's evolution. While always a fundamental value, this involvement is particularly critical now as the maturing Department of Community Sustainability is introducing revised graduate program requirements, revised and new courses this year, and has added several new faculty and staff in the past year. These revisions are being implemented to better meet the complex challenges, both local and global, facing the world's citizens relative to communities, the natural environment, and human relationships with and management of our resources (e.g., natural, agricultural, historic, cultural, economic).

Formal channels for providing input include:

- Graduate Student Organization (GSO)
- Graduate Student Representative to the Department's Graduate Affairs and Curriculum Committee (GACC), ex officio
- One portion of each student's essay in the annual student progress assessment packet (due January 31 each year)
- Exit interview (at the time of graduation)
- Formal grievance procedures

Graduate student representatives also are included in time-bounded task forces, faculty recruitment committees, and other task-specific ad hoc committees, as needed. Additionally, other opportunities for graduate student involvement exist at the University level (see the Graduate School website, https://grad.msu.edu, or talk with the current CSUS GSO General Coordinator).

Informal channels for providing input, or simply conversing about the work of the Department or asking questions, include open-door access to the following individuals (for 2019-20):

- Graduate Program Coordinator ..... Dr. Gail Vander Stoep
- Chairperson of the Graduate Affairs and Curriculum Committee ..... Dr. Pat Norris
- Student's individual major professor/advisor ..... (varies)
- Graduate Secretary ..... Marsha Edington
- Associate Chairperson of the CSUS Department ..... Dr. Robert Richardson
- Chairperson of the CSUS Department ..... Dr. Rebecca Jordan

Students are encouraged to schedule appointments ahead of time (via email or phone) to be sure that the appropriate person is available and has adequate time blocked out to talk with you.

Additionally, all students are welcome to participate in CSUS academic governance through participation (non-voting) in staff meetings and faculty meetings. (See CSUS Bylaws, section 10.5, page 24, for details.)

Diversity Commitment

The Department of Community Sustainability is committed to creating and valuing a diverse faculty and student body, to include recruitment of ethnically diverse domestic students/faculty/staff as well as recruitment and acceptance of international students from countries throughout the world. The Department works closely with the Office of Minority Student Affairs (OMSA), the Office of International Students and Scholars (OISS), and the CANR Office of Diversity, Equity and Inclusion. We believe strongly in the value of cross-cultural sharing and multi-disciplinary approaches to education, research, and outreach. An additional aspect of diversity central to the CSUS Department is the wide variety of academic and professional backgrounds of both our students and faculty. We strongly encourage all graduate students to take advantage of the diverse student and faculty bodies (within the Department and across the MSU campus) by interacting regularly with them, both formally and informally. Every person has knowledge, experiences, and perspectives to share with each other.

• CSUS Admissions •
(for Prospective Students)

Admissions Deadlines, Guidelines, and Materials

All Department of Community Sustainability guidelines for admissions can be found on the department website, under the section for PROSPECTIVE STUDENTS: http://www.canr.msu.edu/csus/graduate/prospective_students/
From this page, you can link to separate sets of instructions for "domestic" and "international" applicants.

The Department of Community Sustainability graduate programs are based on cohorts, beginning in the Fall semester of each year. The Department uses a rolling admissions procedure (applications are reviewed as they are completed). Applicants are encouraged to apply early to increase their opportunities for acceptance and funding.
Cohorts begin coursework during each Fall semester. Applications are accepted on a rolling basis from September 1 of the calendar year preceding a fall semester start and continue through March 1 (March 2 for 2020) of the calendar year of the intended fall program start. ALL application materials must be received by the March 1 (or 2) deadline for your application to be reviewed and considered for admission for the following Fall semester.

- Fall applicants who submit all application items by November 1 of the previous fall have an improved chance of consideration for university-wide fellowships and research assistantships (if your identified advisor chooses to provide funding or submit a fellowship nomination on your behalf).
- Fall applicants who submit all application items by March 1 (or 2) still can be considered for research assistantships or hourly funding, as available and offered by individual faculty members who have agreed to serve as their advisor.

Application Review Process, Admissions Decisions, and Advisor Identification

FOR ALL DOMESTIC AND INTERNATIONAL APPLICANTS:
CSUS uses a holistic review process, meaning that we look at the entire set of application materials, with no single item being a deciding factor. The only strict criteria are the University's required minimums for English Language Scores (e.g., TOEFL) for international students.

No applicant is admitted to the Department of Community Sustainability unless a faculty member has committed to advise the student (with or without a funding offer). Therefore, conversations between the applicant and potential faculty advisors *prior to* submitting an application are strongly recommended; however, these conversations or pre-application verbal agreements do not guarantee admission or funding. Before a faculty member *officially* commits to serving as a person's advisor, the CSUS Graduate Admissions Committee first evaluates all of the required application items as a screening review. Applications accepted by this committee then are made available for review by all faculty. This is the stage at which faculty commit to advising a specific student. After the process is complete, an admissions and funding decision is emailed to the applicant by the Department and forwarded to the MSU Office of Admissions. The MSU Office of Admissions sends the final, official admissions decision to the applicant, based on its review.

No pre-reviews of application materials: Applicants sometimes ask us to make a preliminary evaluation of their qualifications for admission. We are sorry, but this is not possible. We must receive all of the required application items by the application deadline before any evaluation by the CSUS Graduate Admissions Committee can take place. Please review the information on our website for prospective students before completing and submitting your application.

English Language Requirements & Provisional Acceptance

All international applicants to the Department of Community Sustainability must meet minimum TOEFL (or other accepted English Language assessment) scores as required by Michigan State University. See MSU guidelines at:
https://grad.msu.edu/sites/default/files/content/apply/ENGLISH%20LANGUAGE%20PROFICIENCY.pdf
Also see detailed instructions for Item 7 of the International Student CSUS Application guidelines:
https://www.canr.msu.edu/csus/uploads/files/International-Application-Instructions-2019.pdf

Some specific conditions make applicants eligible for automatic waivers of English Language Proficiency scores. Also, there is limited potential for non-automatic waivers (for students meeting certain combinations of language criteria), pending an application started by the applicant's potential advisor and approval by the Department, College, and Graduate School. See the guidelines in the CSUS application instructions.

NOTE: The Department of Community Sustainability DOES NOT ACCEPT STUDENTS PROVISIONALLY.

• CSUS Graduate Programs •

Introduction

The graduate programs in the Department of Community Sustainability offer students unique programs of advanced study, allow flexibility within an interdisciplinary approach, and result in strong and marketable advanced degrees. Students are expected to obtain positions or create professional careers across all three sectors: public, private non-profit, and private for-profit. Some doctoral students will seek faculty positions and join the academy, both in the United States and abroad. Others will seek research positions with governmental organizations, non-governmental organizations (NGOs), or within the private sector. Others may provide leadership in a variety of domestic or international non-profit organizations dedicated to community development and/or resource management. Others may go into private business or may choose to work as consultants. Many international students return to their home countries to serve in government, academia, NGOs and the private sector.

Rationale

Rapidly changing conditions and contexts (political, economic, cultural, social) impacting our natural environment, agricultural systems, and communities leave citizens concerned and confused about a wide range of contentious issues that cannot be addressed from within the disciplinary boundaries recognized by the academy. Our graduate program addresses such issues in four ways.

- First, the program is founded on a set of integrated research, teaching, outreach, and service activities that embody the ethos and skills of community engagement.
- Second, the program brings together an interdisciplinary faculty clustered around issues rather than disciplines.
- Third, the program attracts students having diverse educational backgrounds and experiences who recognize the need to acquire the understanding and skills that emphasize scholarship, practice, and participatory approaches in applied research, teaching, and outreach.
- Fourth, the program recognizes the value of diversity among students, faculty, and practitioners and seeks to draw from diverse and unique perspectives to enhance professional development and relationships.

Objectives

The objectives of the Department – across applications in teaching, research, and outreach – are to:

- create a scholarly community characterized by lifelong learning and transformational education;
- provide students with opportunities to engage in integrative, applied research that is grounded in contemporary scholarship as well as engagement with communities; and
- support awareness of the values, operating assumptions, and their influence on each student's scholarship and professional decision making.

To achieve these objectives, the graduate program in Community Sustainability provides students the opportunity to create individualized programs that draw from several complementary areas of scholarship, or "themes." These broad themes include community, food and agriculture; natural resources and the environment; recreation and tourism systems; education and community engagement; and international development. Courses are designed to help students become solidly grounded in integrative applied research approaches based on multiple paradigms, disciplines, and methods. This multiple-paradigm, holistic, and systemic research approach underpins a wide range of management, development, outreach, and policy applications. The multidisciplinary approach provides a scholarly foundation from which graduates may address the complex and uncertain challenges posed by changes in communities, natural resource and environmental systems, and as a result of innovations in the agricultural and food sectors.

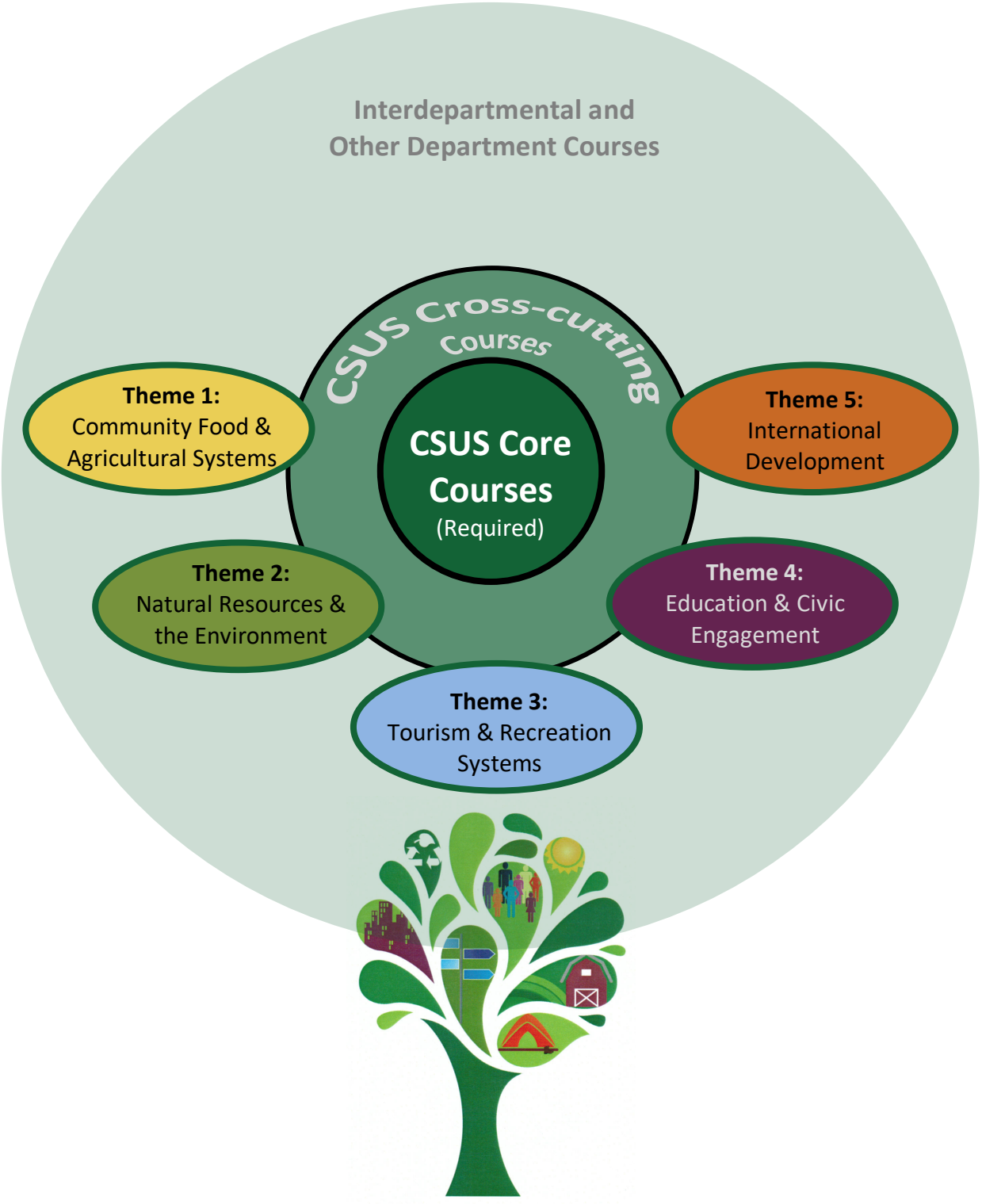
Each graduate student has the option of defining his/her own program of study within one of two degree programs: "**Community Sustainability**" or "**Sustainable Tourism and Protected Area Management**." Several informal themes are represented in the teaching, research, and outreach activities and scholarship of CSUS faculty across both programs:

- Community Food and Agricultural Systems
- Recreation and Tourism Systems
- International Development
- Natural Resources and the Environment
- Education and Civic Engagement

Conceptual Framework for Curriculum

Although five themes are identified, a systems approach for linking and integrating content and decision making across all five is strongly encouraged. To reinforce this systems approach, the curriculum is designed deliberately to include integrative and cross-cutting courses.

The conceptual framework for the curriculum model is illustrated below:



CSUS Core Courses: Core courses are the department-wide required courses (CSUS 800 [all], CSUS 802 [all]; CSUS 801 [all]; CSUS 805 [MS-A and MS-B]; CSUS 899 [MS-A], CSUS 898 [MS-B], and CSUS 999 [Ph.D.]). The Graduate Programs in CSUS and STPAM each include a set of required core courses (that vary by degree sought).

- Two required core courses (CSUS 800 and 802) should be taken during the student's first fall semester;
- One required core course (CSUS 801) should be taken during the student's first spring semester; and
- MS students are strongly encouraged to take the required CSUS 805 course during their first spring semester. (This course is available to, but not required for, PhD students.)

Additionally, MS and PhD students in the STPAM program are required to take CSUS 814 (offered in fall of odd years).

See individual degree program requirements for additional information.

Themes: CSUS courses tend to fall generally within and across five themes that provide the foundations for integrated community sustainability work. The number and identity of these themes/courses evolve over time, with the goal that most graduate courses are intended to be interdisciplinary and crosscutting.

CSUS Cross-cutting Courses: These courses are departmental courses that intentionally integrate content across two or more of the themes and also reflect the foundational concepts and principles of CSUS.

Interdepartmental and Other Department Courses: These courses are those available in other departments, especially units with which CSUS has or is developing partnerships. These courses are identified and developed in many ways. Sometimes they are developed specifically to meet needs of an interdisciplinary specialization or certification. Other times, they are simply courses that are relevant to students in more than one department. Sometimes they are cross-listed (overtly identifying the relevance to more than one discipline); other times they are not cross-listed, yet still link effectively with CSUS degree work.

Specializations and Certification Programs: In addition to the graduate degree programs offered by individual departments within the university, Michigan State University also offers many programs that combine the research facilities and faculty of several departments and colleges. Thus, students have the option of incorporating or adding a specialization to their academic work. In many cases, a specialization or certification is simply incorporated as all or part of one (or more) student-identified focus areas in the official Program of Study. Some students choose to *add* a specialization or certification on top of their official Program of Study. In other cases, some program requirement courses fulfill part of a specialization (and vice versa); yet additional courses beyond the official *Program of Study* are needed to complete a specialization or certification. See pp. 99-100 for options, and p. 70 for the supplementary program planning form ("Page 2 - Program Plan and Specializations Form.").

It is suggested that any courses *not* needed as part of the official Program of Study (minimum of 30 credits for MS and 60 credits for Ph.D. degrees) not be included on the official Program of Study. Rather, they can be tracked on the "Page 2 - Program Plan and Specializations Form." (see p. 70). The reason is that, should students change course choices for specializations/certifications or later decide NOT to complete one, the student does not have to complete a ***Change of Program Plan*** form or complete a new *Program Plan/Planning Form*.

Primary Research & Outreach Themes

Graduate students have the option of personalizing their own programs of study through creation of student-designed "focus areas." These focus areas (see program requirements for the relevant degree and the associated Program Planning form) may incorporate elements of the five themes and that represent the teaching, research, and outreach interests of the Community Sustainability Department, but they do not have to fall *within* a single theme. Rather, students are encouraged to **self-define and self-name their degree program focus areas**, based on their own academic and professional goals and needs that also reflect the integration of themes within the department. Concepts of sustainability and community engagement are woven throughout all thematic areas of study.

COMMUNITY FOOD & AGRICULTURAL SYSTEMS

This thematic area addresses issues related to the sustainability and democratization of food and farming. Courses and research opportunities prepare students to support civically-focused efforts that revitalize our food systems and define a more public role for agriculture through education, cooperation, and citizen engagement. This area seeks to integrate social and community concerns into production agriculture and to link agriculture to issues of health, recreation, natural resources management, community development, ethnics, and public policy.

EDUCATION & CIVIC ENGAGEMENT

This thematic area concentrates on developing scholar-practitioners interested in engaging and enhancing educational practices within schools and in the community. This area addresses agriculture and natural resource issues in educational practice, theory, research, and policy. Outreach opportunities are available to partner with a network of schools, community residents, local government agencies, nonprofit organizations, and Michigan State University Extension to design and implement appropriate educational programs.

NATURAL RESOURCES & THE ENVIRONMENT

This thematic area links the social and physical sciences with planning, management, and policy issues associated with the use of natural resources and the environment, particularly land and water. Examples include multiple resource needs and uses: stakeholder perceptions and decision-making; and social, economic, and environmental impacts of alternative policy or management options. Research is used to inform decisions made by public, private, and non-profit groups and to develop formal and non-formal environmental education efforts. Coursework, research, and outreach address local, regional, national, and international issues.

TOURISM & RECREATION SYSTEMS

Graduate work in this thematic area focuses on understanding recreation and tourism as integral parts of communities, economies, and natural environments. Coursework, research, and outreach in this area address the motivations, preferences, and participation patterns of tourists and recreationists; the role of business, government, and non-government organizations that comprise and service tourism systems; the role of tourism in community development (domestically and internationally); and the interaction between tourism and recreation activities and the natural, agricultural, historic, and cultural resources of a community or region.

INTERNATIONAL DEVELOPMENT

Many faculty and students in Community Sustainability conduct research related to international development, often applying the ideas associated with the other thematic areas to developing country contexts. Additional departmental work in international development addresses agricultural technology adoption, nutrition-agriculture linkages, and collective action to manage commonly held natural resources. Participatory, action, and mixed methods research approaches are used extensively.

• Master of Science Programs •

The Master of Science (MS) programs in the Department of Community Sustainability provide students with opportunities to engage in integrated and applied research and acquire professional skills. Applicants may choose one of two degree programs: "Community Sustainability" or "Sustainable Tourism and Protected Area Management." Within the chosen degree program, students may apply for one of two MS degree types:

MS-Plan A (research-focused degree for which a thesis is required), or
MS-Plan B (a professional degree, for which a professional project is required).

Applicants must indicate their preferences, as related to personal professional goals, in their application materials. Each of the two degree programs has its own official code, so specify this in the official MSU application:

5389: Community Sustainability (for all MS degree types, A and B)
5376: Sustainable Tourism and Protected Area Management (for all MS degree types, A and B)

Applicants should indicate their preferred degree type (MS-A or MS-B) in the Academic Statement and cover letter to the CSUS Department and answer the related supplemental question in the MSU online application. To increase the potential for academic success of students, no applicants are accepted as provisional students, and no applicant is accepted without an identified and committed faculty advisor.

General Requirements for the Master of Science Degree

In addition to meeting the degree requirements of the University and of the College of Agriculture and Natural Resources (CANR), students must meet the requirements specified below.

Selection of Plan A or Plan B: Student must select either Plan A (research-based, with thesis) or Plan B (professional practice/management, with professional project). Plan A emphasizes integrated and applied research. Plan B focuses on acquisition of well-defined professional skills. This choice will guide admissions application review and the set of requirements the student will use in developing his/her Program of Study.

Minimum Credit Requirements: Students in either the Plan A and Plan B master's programs are required to complete a minimum of 30 semester credits.

Residency Requirement: By university policy, master's students at MSU must take a minimum of 6 course credits in residence on campus. However, because the majority of CSUS and STPAM courses are offered only on campus, master's students in the Department of CSUS must be on campus to take campus-based courses included on their program plan.

> ***General Registration Requirements***:
> By university policy, all students using University services (faculty consultation included) for graduate work must be registered each semester, except as explicitly waived. Minimum registration is one course of 1 credit.

Time for Degree Completion: Master's programs must be completed in no more than five [5] years from semester of admission or the semester in which the first course used toward degree requirements was taken, whichever comes first. Because students are diverse, and are working within even more diverse personal and academic contexts, there is some flexibility in timing. See the table on the next page for "suggested" and "no later than" deadlines.

GPA Expectations: A minimum 3.00 cumulative grade-point average for courses included in the degree plan is required to be in "good standing" and for graduation by both University and Department policies. Grades are reviewed at the end of each semester by the Graduate Program Coordinator. If a student's overall GPA falls below 3.00, the student is placed on probation. They will be notified by mail and/or email, and should schedule an appointment immediately with their major professor to discuss their academic progress. Under such conditions, the student will receive counseling, remediation recommendations, or other actions deemed appropriate to assist the student in achieving success. In consultation with their advisor, the student should develop a written plan to address deficiencies; the plan will be placed in student's permanent file. Students placed on GPA-based probation will have a maximum of two semesters to raise their GPA to at least 3.00. If this minimum is not achieved, the student is counseled by their major professor and may be required to withdraw from the MS program.

Filing Program Plan: Students should complete the relevant CSUS or STPAM *MS Program Planning and Program of Study* form:

- as a planning aid for student and his/her committee (for identifying and labeling focus area and selecting courses),
- as a formal record of Program of Study agreement, and
- to assist with final degree certification.

After a committee meeting during which the Program of Study is finalized, a *MS Program Planning and Program of Study* form must be completed, approved, **digitally** signed, and filed **no later than the end of the student's second semester** of their MS degree work (recommendation is by end of first semester). Deadline must be met to be in "good standing."

Students must use the CSUS form, see Appendix A of this handbook for sample, then use the fillable form on the CSUS website, Forms section: https://www.canr.msu.edu/csus/graduate/current_students/forms . The signed original form will be filed in the student's permanent academic file. We strongly suggest that each student keep a copy of this and all "degree progress" forms. If changes of any kind are made later, complete and submit the ***Change of Program Plan*** **form**.

NOTE: MS-B students thinking about changing to a **MS-A** program must wait at least until they have completed (and received course grades for) their first full-time semester of coursework (including required CSUS core courses) before submitting a request for such a change, using the ***Change of Program Plan*** form that is accompanied by a rationale and support statement signed by student's advisor.

MASTER'S DEGREE PROGRAM PROGRESS DEADLINES		
Action	**Grad School Suggested Deadline**	**"No Later Than" Deadline**
Form guidance committee, have first committee meeting	End of student's first semester	End of student's second semester
Submit Program Plan with CSUS Graduate Program	End of student's first semester	End of student's second semester
Submit announcement for thesis or project proposal defense	At least 2 weeks before proposal defense	At least 2 weeks before proposal defense
Hold public proposal defense, followed by closed committee proposal defense	After program plan is submitted; early in student's second semester	After program is plan submitted; end of student's second semester
Submit announcement for thesis or project final defense	At least 2 weeks before final defense	At least 2 weeks before final defense
Hold public final defense, followed by closed committee final defense	End of student's second year	End of five years from the starting semester of degree program

DIGITAL FORM COMPLETION AND DIGITAL SIGNATURES

Use the fillable form found on the CSUS Graduate website, under "FORMS" (make a copy of the file on your computer (adding your LASTNAME, then FIRSTNAME at the *beginning* of the file title), complete the fillable fields, and use digital signatures. (If you need assistance with figuring out the best way to create a digital signature, work with the Graduate Secretary.)

Order of signing should be student, then advisor, then each of the committee members (in series – do NOT send the same version simultaneously to several people), then the Graduate Program Coordinator of CSUS. After all these signatures are secured, the Program Plan will be forwarded to the College of Agriculture and Natural Resources.

If any supplemental pages are needed, CONNECT ALL PAGES IN SINGLE PDF *prior* to beginning digital signing.

Be sure to type in the "date" when the signature is made, even if the date is embedded in the digital signature. The digital dates are often too small to read.

Note that after any single person uses a handwritten signature, no one else can use a digital signature.

Curriculum Requirements for the Master of Science Degree: Community Sustainability

The student's program of study must be developed in cooperation with and approved by the student's Guidance Committee and must include the requirements specified below.

NOTE: Collateral courses to overcome deficiencies may be required in addition to the requirements for the CSUS master's degree. Collateral course work ***will not*** count toward the minimum requirements for the master's degree.

Course Requirements for all CSUS Plan A and Plan B students:

All of the following courses are required and should be taken during the student's first year: ***(10 credits)***

- CSUS 800, Foundations of Community Sustainability I *(first fall semester)* *(3 credits)*
- CSUS 802, Introduction to Interdisciplinary Inquiry *(first fall semester)* *(3 credits)*
- CSUS 801, Foundations of Community Sustainability II *(first spring semester)* *(3 credits)*
- CSUS 805, Proposal Development for Interdisciplinary Inquiry *(suggested first spring semester)* *(1 credit)*

Minimum of 11 credits of course work in a focus area (mirroring one of the five CSUS theme areas, or created in consultation with committee and within the scope/philosophy of the CSUS Department): At least 6 credits of this focus area must be selected from Community Sustainability courses (having an alpha code of CSUS). ***(15 credits)***

Additional Plan A Requirements:	**Additional Plan B Requirements:**
Quantitative or qualitative methods, ***(min. of 3 credits)***	Techniques or skill-building course relevant to student's academic & career goals ***(min. of 3 credits)***
CSUS 899, thesis/research credits ***(min. of 6 credits)*** *(maximum of 18 credits)*	Both of the following: ***(6 credits)*** • additional focus area course(s) *(3 credits)* • CSUS 898,[1] Master's Professional Project *(3 credits)* *(maximum of 9 credits)*
Formal public presentation and approval of thesis proposal (written and oral)	Formal public presentation and approval of project proposal (written and oral)
Completion, public presentation, and formal defense of master's thesis (certifying exam); Submission of final written thesis	Completion, public presentation, and formal defense of a project/report based on master's professional project/ experience (certifying exam); Submission of final written project paper (product, if any)

NOTES:

400-level Courses: By MSU policy, more than half of the credits of the total (30) required for a master's degree must be taken at the 800 and 900 levels, except as specifically exempted by the college dean (College of Agriculture and Natural Resources, CANR). Courses at the 400 level may be applied to the master's degree program; however, when both 400- and 800-level courses are available that cover the same content, the 800-level course should be selected.

Transfer Credits: A maximum of 9 semester credits of graduate course work (excluding research and thesis credits) may be transferred into a 30-credit master's degree program from other accredited institutions or international institutions of similar quality, if they are appropriate to a student's program, the student receives a grade of 3.0 or higher, and provided courses were completed within the time limits approved for earning the degree (five years from date of first course used for the MSU degree program). Courses used to meet requirements of another degree are not acceptable. The CSUS Graduate Program Coordinator, Department Chairperson, the CANR Dean, and the Registrar must approve use of transfer courses. After transfer credits are approved, they must be filed as part of the student's program plan.

Focus Area Option: Some students pursue specializations or certifications as all or part of the focus area. Specializations or certifications also may be taken above and beyond degree requirements, and need not appear on *Program Plan*.)

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[1] **CSUS 898 credits** can be deferred (DF grade) up to six [6] months from the last day of the semester in which the student was enrolled. At that time, CSUS 898 credits are automatically converted to U (Unfinished) grades. A formal request to extend the time by an additional six [6] months is possible, but must be requested ***prior*** to "U" conversion. It is HIGHLY RECOMMENDED to enroll in CSUS 898 during your final semester, after a significant portion of your professional project and associated report have been completed.

Curriculum Requirements for the Master of Science Degree: Sustainable Tourism and Protected Area Management

The student's program of study must be developed in cooperation with and approved by the student's Guidance Committee and must include the requirements specified below.

NOTE: Collateral courses to overcome deficiencies may be required in addition to the requirements for the STPAM master's degree. Collateral course work ***will not*** count toward the minimum requirements for the master's degree.

Course Requirements for all STPAM Plan A and Plan B students:

All of the following courses are required and should be taken during the student's first year: ***(13 credits)***

- CSUS 800, Foundations of Community Sustainability I *(first fall semester)* *(3 credits)*
- CSUS 802, Introduction to Interdisciplinary Inquiry *(first fall semester)* *(3 credits)*
- CSUS 801, Foundations of Community Sustainability II *(first spring semester)* *(3 credits)*
- CSUS 805, Proposal Development for Interdisciplinary Inquiry *(suggested first spring semester)* *(1 credit)*
- CSUS 814, Sustainable Tourism & Protected Area Management: Theories & Applications *(Fall odd yrs)* *(3 credits)*

Minimum of 8 additional credits of course work in a focus area relevant to tourism or protected area management, created in consultation with committee and within the scope/philosophy of the CSUS Department). At least 3 credits of this focus area must be selected from Community Sustainability courses (having an alpha code of CSUS). ***(8 credits)***

Additional Plan A Requirements:	**Additional Plan B Requirements:**
Quantitative or qualitative methods, ***(min. of 3 credits)***	Techniques or skill-building course relevant to student's academic & career goals ***(min. of 3 credits)***
CSUS 899, thesis/research credits ***(min. of 6 credits)*** *(maximum of 18 credits)*	Both of the following: ***(6 credits)*** • additional focus area course(s) *(3 credits)* • CSUS 898,[2] Master's Professional Project *(3 credits)* *(maximum of 9 credits)*
Formal public presentation and approval of thesis proposal (written and oral)	Formal public presentation and approval of project proposal (written and oral)
Completion, public presentation, and formal defense of master's thesis (certifying exam); Submission of final written thesis	Completion, public presentation, and formal defense of a project/report based on the master's professional project/experience (certifying exam); Submission of final written project paper (product, if any)

NOTES:

400-level Courses: By MSU policy, more than half of the credits of the total (30) required for a master's degree must be taken at the 800 and 900 levels, except as specifically exempted by the college dean (College of Agriculture and Natural Resources, CANR). Courses at the 400 level may be applied to the master's degree program; however, when both 400- and 800-level courses are available that cover the same content, the 800-level course should be selected.

Transfer Credits: A maximum of 9 semester credits of graduate course work (excluding research and thesis credits) may be transferred into a 30-credit master's degree program from other accredited institutions or international institutions of similar quality, if they are appropriate to a student's program, the student receives grades of 3.0 or higher, and provided courses were completed within the time limits approved for earning the degree (five years from date of first course used for the MSU degree program). Courses used to meet requirements of another degree are not acceptable. The CSUS Graduate Program Coordinator, Department Chairperson, the CANR Dean, and the Registrar must approve use of transfer courses. After transfer credits are approved, they must be filed as part of the student's program plan.

Focus Area Option: Some students pursue specializations or certifications as all or part of the focus area. Specializations or certifications also may be taken above and beyond degree requirements, and need not appear on *Program Plans.*)

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[2] **CSUS 898 credits** can be deferred (DF grade) up to six [6] months from the last day of the semester in which the student was enrolled. At that time, CSUS 898 credits are automatically converted to U (Unfinished) grades. A formal request to extend the time by an additional six [6] months is possible, but must be requested ***prior*** to "U" conversion. It is HIGHLY RECOMMENDED to enroll in CSUS 898 during your final semester, after a significant portion of your professional project and associated report have been completed.

Master of Science Guidance Committees

Terminology

Initial Advisor: Advisor first assigned to applicants based on a match in interests and faculty member's capacity to accept new students. This person usually becomes the student's major professor (confirmed at the time of filing of official *Program of Study*), but the student has the right to identify a different major professor/advisor if they find someone more appropriate. A change can be made only if the newly identified faculty member agrees and has the capacity to accept another student. The initial advisor also must agree.

Major Professor: Faculty member who serves as a student's primary advisor and mentor throughout the MS academic career at MSU.

(Academic) Advisor & Thesis Advisor: Used interchangeably with "Major Professor" or "Guidance Committee Chairperson"

Guidance Committee Chairperson: Used interchangeably with "Major Professor" and "Academic Advisor"

Guidance Committee: Group of "regular" faculty members, including your advisor, who work with you to develop your academic and curriculum plan, mentor you, and who comprise your Thesis or Project Final Examination committee (thesis or project defense).
Requirements: Minimum of two members for MS-B; minimum of three members for MS-A.

"Regular" Faculty: All persons appointed under the rules of tenure and holding the rank of professor, associate professor, assistant professor, or instructor, and persons appointed as librarians. In addition, the principal administrative officer of each major educational and research unit of the university shall be a member of the 'regular faculty.' Non-regular faculty may apply to serve on a committee, as eligible. See details below.

Guidance Committee Composition & Timeline: MS degree Guidance Committees must consist of MSU regular faculty members and (optionally) others having Graduate School faculty status. Target forming committee by end of first semester.

A minimum of two (2) CSUS regular faculty members is required for all Master's committees.

Plan A Master's Committees must have at least three (3) members, of which at least two (2) must be from the CSUS Department.

Plan B Master's Committees must have at least two (2) members from the CSUS faculty (optional additional committee members may come from inside or outside of CSUS).

"Regular" faculty members are defined as all persons appointed under the rules of tenure and holding the rank of professor, associate professor, assistant professor, instructor, or persons appointed as librarians. A list of approved non-regular committee members is available in GradInfo and can be checked for you by the Graduate Program Coordinator or Graduate Secretary. Requests for others *not* on the approved list must be nominated, reviewed, and accepted in accordance with University and CANR guidelines (see this handbook's Appendix F and https://grad.msu.edu/non-regular-faculty-committees . MS committees may have a maximum of 1 non-regular faculty member.

Conflict of Interest: Note that no external person will be approved as a voting committee member if they are in any way associated with funding of the student's project or research work.

Process: We encourage you to talk personally with several potential faculty members whom you've determined as possible "good matches" for your committee, discuss their interest and willingness to serve, then talk with your advisor to discuss and finalize choices. The composition of your Guidance Committee is checked for compliance and approval by the Graduate Program Coordinator, then submitted for approval by the CSUS Department Chairperson and the CANR Associate Dean, as indicated through their digital signatures on the relevant *MS Planning and Program of Study* form.

Committee Member Changes: Students always reserve the right to change any committee member, including the advisor. This is done by talking with and getting approval from both departing and incoming committee members, writing and signing a letter to the Graduate Program Coordinator (submitted via the Graduate Secretary) explaining the change request. This letter (to be signed by incoming and outgoing committee members) will be attached to the *Change in Program Plan* form, which is signed by the student, the advisor, the departing committee member, and the incoming committee member. On rare occasions, the Department may make changes – with concurrence of the student – such as in cases when a Committee member leaves the University for any reason. Typically, the student is informed and the same procedure followed as for student-initiated changes. The Department does not simply "assign" committee members without involvement of the student.

Committee Meeting: After Guidance Committee members have been finalized, the student should schedule a committee meeting to discuss professional and academic goals, finalize and have signed for approval the Program of Study (using the relevant CSUS *MS Planning and Program of Study* form, available on the CSUS Graduate Forms web page), and begin preliminary discussions about the thesis or professional project.

Roles: Once designated, the Guidance Committee has the responsibility to meet periodically to oversee the student's progress as long as the student continues in good standing. Any desired or required changes in the membership of the Guidance Committee may be made by the graduate student with concurrence of the unit chairperson/director or designated representative, or by the unit with the concurrence of the graduate student, in accordance with University, college, and unit policy. The Guidance Committee, with concurrence of the graduate student, may form a thesis/dissertation committee to supersede or supplement the Guidance Committee. Committee or thesis/dissertation chairpersons on leave shall provide for the necessary guidance of their advisees during their absence.

To make any committee or program changes, regardless of reason, use the *Change in Program Plan* form located at https://www.canr.msu.edu/csus/graduate/current_students/forms . Refer to the G.S.R.R. 2.4 (Graduate Students Rights and Responsibilities) for more information on MSU policies related to guidance committees: https://grad.msu.edu/gsrr

Examination for Master of Science (for all MS degree programs in CSUS and STPAM)

- The Plan A examination will be the student's final oral thesis defense, and will focus on the student's research.
- The Plan B examination will be the final oral project defense, and will focus on the student's professional project.

The student's Guidance Committee will administer the Examination. For both the MS-A and MS-B degree, the oral examination includes a public presentation by the student of his/her thesis or project. The student's Guidance Committee will decide on the specific structure to be used in examining the student, to include the balance between the public presentation, public discussion period, and closed examination portions of the session.

Project (MS-B) or Thesis (MS-A) Proposal and Proposal Defense Overview

Students must prepare a written proposal in consultation with the Guidance Committee chairperson and present the proposal to the Guidance Committee. The **public** oral forum proposal is required for MS-A and MS-B students. The proposal should describe, at a minimum, the purpose and/or objectives of the proposed research or project, a review of the relevant literature, and the proposed method(s) and/or procedures.

Students must submit the written proposal to the Guidance Committee members ***at least two weeks/14 days prior*** to the oral proposal presentation and defense. (NOTE: Student should have worked through several versions of the proposal with their advisor prior to its being ready to share with all committee members. Students may to engage with other committee members while developing the proposal, but primary responsibility is with the advisor.)

Proposal Defense Announcements: All public forums should be scheduled and announced to faculty and graduate students in advance, with promotional materials submitted to the Graduate Secretary for electronic distribution and CSUS website posting (and bulletin board posting, if desired) ***at least two weeks/14 days before*** the scheduled defense.

- At a minimum, the announcement should include: student's name; degree program and type; proposal title; committee member names (with chairperson identified); date, time, and location of the proposal defense; abstract.
- Contact the Graduate Secretary to help schedule a presentation room.
- Submit the flier in two versions: as a Word document and a PDF document (two versions are used differently).

See content/format example on the next page.

Title of the Thesis or Project
Degree Type (Master's Thesis, Master's Project) Proposal Defense

by
Student FirstName LastName
Day of Week, Month ##, 20##
Time: #:00 a.m. (or p.m.)
Room: ###, Natural Resources Building

Abstract
Write a short abstract, approximately one or two paragraphs, that succinctly presents the proposal's purpose, need/rationale, theoretical framework used, context, methods and/or procedures, and any other information that is relevant to help others understand your work.

Committee Members:
Dr. Aaaa Bbbbbb, Chairperson
Dr. Ccccccc Ddddddddd
Dr. Eeeeeee Ffffffff

If you choose also to create a flier for hallway posting, feel free to add some design elements (such as a relevant photo or other graphic representing your proposal topic or context). However, the information in the box above should be submitted to the Graduate Secretary for email distribution and for posting in the Events section on the CSUS website.

Proposal Approval: After the public proposal, and in a closed session, members of the Guidance Committee will discuss the suitability of the proposal and indicate their approval on the relevant *Thesis* or *MS-B Project Proposal Approval* form (see sample in Appendix A); use digitally fillable/signable version found on the CSUS Graduate Forms website. This form (to be filled out as much as possible ***prior*** to the defense) must be signed digitally (in order) by the student, Guidance Committee members, the Graduate Program Coordinator, and the Department Chairperson before being forwarded to the CANR Assistant Dean. Circulate electronically after the defense, in order of listing of names.

Human Subjects/IRB: Students conducting research as part of their work must ensure compliance with university requirements and guidelines pertaining to use of human subjects and vertebrate animals in research, and to safe use of hazardous materials. Forms necessary to secure approval from the Institutional Review Boards (IRB) may be obtained from the Human Research Protection Program (go to https://hrpp.msu.edu ; use the new CLICK™ Research Compliance System). Training is required in the relevant human and/or animal research areas prior to submitting the IRB application and implementing data collection procedures. See IRB and RCR guidelines and annual documentation form on page 83 in Appendix A; use the digitally fillable/signable forms on the CSUS Graduate Forms web page.

Thesis & Thesis Credits: A thesis is required for the MS-A degree. According to University regulations, each MS-A student must register for a minimum of 6 credits of CSUS 899 Thesis Research prior to awarding of the degree. Students are required to write a thesis containing a contribution to knowledge, conforming to professional standards of evidence and argument, and using clear and correct language.

Final Thesis Defense and Thesis Submission (for MS-A students)

Plan Ahead for Thesis Submission (for graduating in semester of your defense)

6 WEEKS PRIOR TO CANR cert/GRAD SCHOOL FINAL DEADLINE and 2 WEEKS PRIOR TO FINAL THESIS DEFENSE: Submit final defense announcement to CSUS Graduate Office; submit draft copy of your thesis to committee members (for their reading prior to your defense)

4 WEEKS PRIOR TO CANR cert/GRAD SCHOOL FINAL DEADLINE and 2 WEEKS PRIOR TO FIRST THESIS SUBMISSION TO GRAD SCHOOL: Hold final defense with your committee; allow about 2 weeks to make committee-recommended revisions/edits

2 WEEKS PRIOR TO CANR cert/GRAD SCHOOL FINAL DEADLINE: Submit committee-approved first draft to Grad School for their review, comments, editorial and formatting requirements

CANR & GRAD SCHOOL FINAL DEADLINES: Last date to submit FINAL draft of thesis to ProQuest to meet CANR certification deadline and graduate in the same semester is 5-6 days before Grad School deadline.

Description and Announcement of Thesis FINAL Defense:
The thesis defense serves as the final certifying exam for the MS-A degree. It is a public seminar that is open to attendance by faculty, staff, students, and other invited guests. Defense announcements (in Word plus PDF formats) should be submitted ***at least two weeks/14 days*** prior to the defense date. Guidelines for content, format, and timing of announcements should follow those for the proposal defense, page 16, but is labeled "Thesis Final Defense" rather than "Thesis Proposal Defense." The Graduate Secretary shall forward this notice to faculty and graduate students. Notification shall be via email, with flier attached, and submitted to the IT team for website posting in *Events* on the CSUS website homepage; printed fliers may be posted on the Graduate Studies bulletin board and other locations.

Students must provide Guidance Committee members with a copy of the thesis (marked "DRAFT") ***at least two weeks/14 days*** prior to the defense seminar. (NOTE: Student should have worked through several versions of the thesis with their advisor prior to its being ready to share with all committee members. Students may engage with other committee members while writing the thesis, but primary responsibility is with the advisor.)

Structure of Master's Thesis Defense:
The thesis should be presented using appropriate visual and other aids. Time should be allotted for questions from and discussion with the Guidance Committee and other audience members. Following the public seminar and discussion, guests will be excused and the student and Guidance Committee will continue in a closed session for additional discussion. Guidance Committee members may require corrections, revisions, clarifications, and edits before final approval of the thesis.

Formatting and Filing Your Master's Thesis

Formatting Master's Thesis:
Prepare your Master's Thesis following the specific instructions in the Graduate School Formatting Guide (find appropriate links via: https://grad.msu.edu/etd/formatting-guide OR, for a printable version, see https://grad.msu.edu/sites/default/files/content/etd/Formatting%20Guide%20February%202016.pdf). This Formatting Guide sets forth the thesis and dissertation requirements established by Michigan State University for required electronic submission. The thesis should be prepared in accordance with the instructions of this guide. PDF copies must be provided to the Department (via the Graduate Secretary) after final revisions have been made and approved by the Graduate School. Ask Guidance Committee members about their preference of type for receiving a personal copy (digital PDF, hard-bound print copy, soft-bound print copy, or unbound print copy).

Record of Completion and Submission of Thesis to ProQuest/Graduate School and CSUS Department:
After Guidance Committee members have assessed the acceptability of the thesis and defense, and agreed on approval of the thesis, committee members should digitally sign the *Report on Master's Plan A Thesis Final Examination* (http://www.csus.msu.edu/graduate/current_students/forms, which should be pre-filled (except results and signatures) by the student prior to the defense. The form should be circulated for digital signatures in order of listed names, then sent to the Graduate Program Coordinator for signature, then to Graduate Secretary for sending to the College of ANR for signature, all of which are needed prior to final degree certification with the Graduate School.

MOST TYPICAL SCENARIO: If the student passes the oral defense, but the written thesis still needs more than minor editing, the advisor should check "conditional pass," summarize edits needed (on the form or on an attached page), submit to the Graduate Secretary for safe-keeping until the student completes revisions. Then, after the student makes all revisions required by the committee prior to submission to the Graduate School, the advisor will sign and date the "final approval" line on the Report of Master's Plan A Thesis Final Examination form.

MSU accepts ***only*** electronic theses and dissertations submitted electronically via ProQuest. Instructions are available at https://grad.msu.edu/etd/ and https://grad.msu.edu/etd/electronic-submission-to-proquest Submit via ProQuest at http://www.etdadmin.com/cgi-bin/school?siteid=295 A fee is charged by ProQuest-UMI if the thesis is to be copyrighted. The Graduate School staff reviews only the PDFs that are uploaded through ProQuest.

At the same time as the student submits the draft thesis to the Graduate School, they should submit a completed, signed copy of the Theses/Dissertation and Institutional Review Board Approval form (found on CSUS Forms web page). Submit a copy of this form to the CSUS Graduate Office via the Graduate Secretary.

Submit a PDF copy of the FINAL thesis (approved by Grad School) to CSUS Graduate Office via the Graduate Secretary.

All CSUS (and former department) projects, theses, and dissertations are available via the Graduate Secretary. Older, bound hard copies can be checked out, and the newer PDF copies can be obtained directly from the Graduate Secretary.

MS-A Examination/Defense Result Form

At the end of the thesis defense, the Guidance Committee will identify one of three outcomes, to be marked on the MS-A Examination/Defense form (the 3rd outcome is the most common):

PASS: Student has passed the oral defense and the written document is approved "as is" and can be submitted according to guidelines below (to Graduate School and ProQuest for thesis).

NO PASS: Student does not pass the oral defense; committee may request significant additional work be done before student attempts to defend again, or may choose to counsel student out of the program.

CONDITIONAL PASS [most common]: Student has passed the oral defense (thus, would not have to enroll for one credit in a subsequent semester if it takes beyond the end of the current semester to complete written revisions, or deadlines are missed), but revisions and/or editing are required in the written document. A summary of requested modifications can be written on the form, or a more comprehensive explanation can be provided in an attached document. Student makes revisions, as requested by the committee, and when the committee members are satisfied with the modifications, they will provide final approval. The committee chairperson will sign and date the "final approval" line (indicating conditions have been met) on the MS-A Examination/Defense form.

ELECTRONIC SUBMISSION OF THESES*

Target dates for **FINAL APPROVAL** (not submission) of electronic Thesis/Dissertation by the Graduate School for graduating the semester of that submission are below (degree certification dates are 5-6 days earlier).

Be aware that a submission via ProQuest does not mean that the document has been ACCEPTED. The review process is interactive and can take from a few hours to multiple weeks, depending on the extent of the necessary revisions and how diligent the author (student) is when making the necessary revisions. Submit your first final draft ***at least two weeks before that semester's "final submission deadline."***

Electronic Submission: Final Approval Target Dates:

Fall 2019:	December 18, 2019	Fall 2021	December 20, 2021
Spring 2020:	May 6, 2020	Spring 2022	May 11, 2022
Summer 2020:	August 19, 2020	Summer 2022	August 24, 2022
Fall 2020	December 18, 2020	Fall 2022	December 19, 2022
Spring 2021	May 12, 2021	Spring 2023	May 10, 2023
Summer 2021	August 25, 2021		

NOTE: If you intend to graduate in the current semester, your document must be accepted and delivered to the publisher, ProQuest, by 5:00 p.m. on the deadline date. This means that your document has been submitted via the ProQuest website EARLIER, reviewed by a Graduate School ETD Administrator for formatting, has been deemed to be formatted correctly, and all necessary paperwork has been turned in to the Graduate School. **The deadline date is not simply the last date to SUBMIT your document for the first time to the Graduate School via the ProQuest website. It should be submitted for the first time *about* 3 weeks earlier,** to allow time for initial Graduate School review, your revisions, and subsequent Graduate School review, with time to meet degree audit date 5-6 days earlier**.**
Make sure you are aware of the deadline dates.

***NOT required for MS-B projects*

The Graduate School now permits submission of supplementary materials to ProQuest. Such materials will not be reviewed for formatting requirements, but must be acceptable by ProQuest and comply with ProQuest's criteria and storage limits. All supplementary materials need the written approval of the thesis/dissertation committee chairperson. Their initials must appear on the MSU form *Theses/Dissertation & Institutional Review Board Approval* (available on the CSUS graduate forms website: https://www.canr.msu.edu/csus/graduate/current_students/forms)

Also note that the MSU Library *may* accept supplementary materials approved by the thesis/dissertation committee chairperson based on their collection criteria. These are not reviewed by the Graduate School. Questions about submission of these materials to the library should be directed to the Assistant Director for Digital Information Services, currently Shawn Nicholson (nicho147@mail.lib.msu.edu).

Final Professional Project Description, Final Defense and Associated Report Submission (for MS-B students)

Professional Project Overview:

A professional capstone project and associated report is required for the MS-B degree. Each MS-B student must register for 3 credits of CSUS 898 Master's Professional Project prior to awarding of the degree.

Avoid Enrolling for CSUS 898 Too Early

The student may defer receiving a grade for the 898 credits for *no more than* six months beyond the end of the semester for which they are enrolled. After that, the grade automatically converts to a grade of U (Unfinished). One 6-month extension may be requested PRIOR TO auto-conversion to "U." After this, a student must re-enroll (and pay again) for the CSUS 898 credits. A student may enroll for a maximum of 9 credits of CSUS 898.

Because the Plan B emphasizes professional development, the student designs and completes a significant project that helps to further his/her professional goals. Because this project is for an advanced degree at an academic institution, the project must be *informed by the current literature,* as this will: 1) ensure that the work is current, and 2) help students learn how to conduct their professional work as *scholar* practitioners. The project should be an important and relevant training experience and should contribute to developing specific professional skills and knowledge. Although the project may have practical research applications, the applicability of the results is likely to be local and targeted (e.g., to an organization, a location, or a particular situation) rather than general or generalizable (e.g., contribute to the literature or theory-building).

Ideas for Plan B Professional Projects:

A Plan B project can take many forms, and should be based on the goals of the student. Ideally the Plan B project should be significant in scope and should build on the student's scholarship and experience. Examples of Plan B projects follow.

- The student does an internship with a community organization and takes the lead on authoring a large grant proposal on behalf of (but in collaboration with) the organization.
- The student conducts an applied research project for a community organization, writes it up, and presents it to the community, incorporating implications and recommendations based on project results.
- The student works in classrooms with children and develops or adapts a curriculum for a specific audience.
- The student writes an extensive literature review and does an applied practicum on a new area/topic that they plan to explore and/or apply in their career.
- The student conducts applied research and writes the results into a professional bulletin or other outlet useful to a practitioner community, or develops a museum program/plan, or writes a manual for practitioners, or creates another useful project.
- The student prepares instructional media resources appropriate for stakeholders or professional community.

Note: The above are simply examples. Other students have completed projects such as: developing practical tools and/or handbooks for a target client group, doing planning/design work for interpretive projects, planning and implementing a resource management project, conducting background literature on and proposing curricula and associated evaluation procedures or tools for a school or community program.

Additional Guidelines for Plan B Project Proposal and Proposal Defense:

The student shall prepare, orally present publicly, and defend a Plan B project proposal to their Guidance Committee prior to beginning any work on the project itself. The project should be laid out via a written proposal before it is begun. Generally, the proposal should consist of: 1) a statement of professional and learning goals; 2) a statement indicating how the Plan B project is designed to address professional and learning goals; 3) a narrative about how the project is informed by current literature or state-of-the-art practice in terms of subject matter, techniques, or practice; and 4) an outline detailing proposed procedures, products, and potential significance and application of the project results. (NOTE: Student should have worked through several versions of the project proposal with their advisor prior to its being ready to share with all committee members. Students may to engage with other committee members while writing the project proposal, but primary responsibility is with the advisor.)

The written proposal must be provided to the Guidance Committee and the proposal defense announcement submitted to the Graduate Secretary (in Word and PDF formats) ***at least two weeks/14 days in advance*** of the scheduled proposal defense date. See format guidelines for proposal defense announcement on page 16. Student presents the proposal in a **public** forum that is followed by the oral defense with the Guidance Committee. Proposal approval by the committee is required before field data collection, project-associated "internship," or production work begins.

Note: If the project will involve any research using human subjects or laboratory animals, an IRB application should be submitted to the appropriate university review board after Guidance Committee review of the project proposal. The application *must* be approved or deemed "exempt" by the review board before any data collection begins. The new submission system is called CLICK™ Research Compliance System.

Description and Announcement of Project FINAL Defense:
The final project defense meeting serves as the student's final certifying examination for the MS-B degree. It is a public seminar that is open to attendance by faculty, staff, students, and other invited guests. The student shall submit the defense announcement (in Word and PDF formats) to the Graduate Secretary ***at least two week/14 days*** prior to the final project defense date (follow the format for proposal defense announcement, page 16, but clearly state "Final Defense" rather than "Proposal Defense"). The Graduate Secretary shall forward this notice to faculty and graduate students. Notification shall be via email, with flier attached, and submitted to the IT team for website posting in *Events* on the CSUS website homepage; printed fliers will be posted on the Graduate Studies bulletin board and other locations.

Students must provide Guidance Committee members with a copy of the written project paper (marked "DRAFT") ***at least two weeks/14 days*** prior to the defense seminar. (NOTE: Student should have worked through several versions of the project paper with their advisor prior to its being ready to share with all committee members. Students may to engage with other committee members while writing the project paper, but primary responsibility is with the advisor.)

Structure of Final Project Defense:
The student shall orally present and defend his/her final project in a public forum, using appropriate visual and other aids. This final presentation and defense shall comprise a public session that includes a 15- to 30-minute presentation and a 15- to 30-minute public question-and-answer period, followed by a closed session for additional discussion with the Guidance Committee. Guidance Committee members may require corrections, revisions, clarifications, and edits before final approval of the project.

Formatting Your Master's Project:
As explained in the project description above, the actual final project can take many forms. The Guidance Committee will determine if a separate final report is necessary in addition to the product (sometimes some type of report or other written document already is included in the project format, so another one is not necessary). If necessary, however, the Guidance Committee will determine the format and content. Committees often include a requirement for a "student's lessons learned" reflective piece to supplement the actual project and (if required) report.

Record of Completion and Submission of Project to CSUS Department:
After Guidance Committee members have assessed the acceptability of the project, associated report, and defense, and agreed on approval of the project, the committee members should digitally sign the *Report of Master's Plan B Project Final Examination* (http://www.csus.msu.edu/graduate/current_students/forms, which should be pre-filled (except results and signatures) by the student prior to the defense. The form should be circulated for digital signatures (in order of listed names), then sent to the Graduate Program Coordinator for signature, who will send to the College of ANR for signature; all final signatures are needed prior to final degree certification with the Graduate School.

MOST TYPICAL SCENARIO: If the student passes the oral defense, but the written project paper still needs more than minor editing, the advisor should check "conditional pass," summarize edits needed (on the form or on an attached page), and submit to the Graduate Secretary for safe-keeping until the student completes revisions. Then, after the student makes all revisions required by the committee, the advisor will sign and date the "final approval" line on the Report of Master's Plan B Project Final Examination form.

The student will provide PDF copies of the final project (and project report), approved by the Guidance Committee, to the student's major advisor, to the CSUS Department via the Graduate Secretary, and to other Guidance Committee members. The department requires that a PDF document of the final report, plus a copy of the product, be sent to the Graduate Secretary for inclusion in the departmental library. (Plan B projects are not reviewed by, nor submitted to, the MSU Graduate School.) Check with Guidance Committee members about their preference of type for receiving a personal final copy (digital PDF, hard-bound print copy, soft-bound print copy, or unbound print copy).

All CSUS (and former department) projects, theses, and dissertations will be available via the Graduate Secretary. Older bound hard copies can be checked out, and the newer PDF copies can be obtained directly from the Graduate Secretary.

MS-B Examination/Defense Result Form

At the end of the project defense, the Guidance Committee will identify one of three outcomes, to be marked on the MS-B Examination/Defense form (the 3rd outcome is the most common):

PASS: Student has passed the oral defense and the written document is approved "as is" and can be submitted according to guidelines and committee approval.

NO PASS: Student does not pass the oral defense; committee may request significant additional work be done before student attempts to defend again, or may choose to counsel student out of the program.

CONDITIONAL PASS [most common]: Student has passed the oral defense (thus, would not have to enroll for one credit in a subsequent semester if it takes beyond the end of the current semester to complete written revisions, or deadlines are missed), but revisions and/or editing are required in the written document. A summary of requested modifications can be written on the form, or a more comprehensive explanation can be provided in an attached document. Student makes revisions, as requested by the committee, and when the committee members are satisfied with the modifications, they will provide final approval. The committee chairperson will sign and date the "final approval" line (indicating conditions have been met) on the MS-B Examination/Defense form.

Waiver of Summer Enrollment for Final Defense

Note: By university policy, both **Plan A** and **Plan B** students must be registered during the semester in which the final examination or evaluation (defense) is administered. This requirement may be waived if the examination is administered during the summer session immediately following a spring semester during which the student was registered and/or prior to a fall semester in which the student will be registered. This waiver is automatically approved as long as the student fits the criteria. No request is needed.

MSU Teacher Certification Internship Year & MS Degree or MA Degree

Students participating in MSU's Teacher Certification Internship Year are asked to enter the CSUS graduate program after their internship year is completed. Students taking this option should review the advising note written specifically for Agriculture, Food and Natural Resource Educators (see Appendix B for details). This note is meant to clarify the policy on the use of TE courses in the CSUS graduate program.

Beginning in the Fall of 2019, AFNRE students have the option of applying to and pursing the Master of Arts degree in Agriculture, Food, and Natural Resources Education rather than pursuing a CSUS MS-A or MS-B degree.
See information at: https://www.canr.msu.edu/csus/graduate/programs/afnre

Program Change from MS-B to MS-A, or MS-A to MS-B

Master's students thinking about change from Plan A to Plan B, or from Plan B to Plan A, must wait until after they have completed at least one semester of coursework and grades have been submitted. Such a change requires a letter of explanation from the student as to *why* they are wanting the change, and a supporting letter from the student's advisor indicating why they support the change and how the student is prepared for the different degree program. These documents should be attached to the Change of Program form.

Degree Conferral Date vs Official Degree Award Date

The degree conferral date is the date when all requirements have been met, and the degree certification is filed. This date is available ONLY on the student's transcript. The official degree award date is the date of the last day of the semester in which the degree requirements are fully met and the degree conferred. This date is on the diploma.

Master of Science (MS-A and MS-B) Degree Calendar & Progress Checklist

Student Name: _____

Advisor Name: _____ First semester/year of degree program: _____/_____

Prior to Attending the First Semester of Classes

☐ **Attend** the required CSUS Department graduate student orientation (usually scheduled on the Monday prior to the first day of fall semester classes). Students are encouraged to participate in orientation activities offered by the Graduate School (and, for international students, by the Office of International Students and Scholars).

☐ **Contact** your initial academic advisor when you arrive in East Lansing to discuss degree requirements, to plan your courses (especially those for the first semester), and to discuss other student-related concerns.

☐ **Formalize** assistantship expectations and paperwork (if you have an assistantship), including the following forms:

Payroll/W-2, Federal W-4, Direct Deposit: at e-Payroll, https://login.msu.edu/?App=E01
I-9 instructions and forms: https://www.hr.msu.edu/ua/i9/index.html
GA Appointment Letters (requiring student signature)**:** sent by CSUS Graduate Secretary

If you have been awarded an assistantship or are otherwise employed on campus, contact your supervisor immediately to complete employment paperwork, discuss your assignment and schedule, and address any issues related to your employment. Note the official dates of work for each semester as identified below:

Fall semester appointments:	August 16 - December 31
Spring semester appointments:	January 1 - May 15
Summer appointments:	May 16 - August 15

☐ **Register** for classes.

- Master's students must be registered for a minimum of 9 credits per semester (6 if hired as a graduate assistant) to be considered "full time."
- Master's students must register for both CSUS 800 and CSUS 802 during their first fall semester; STPAM students must register for CSUS 814 if starting in an odd-numbered fall semester.

Each Semester (as relevant)

☐ **Complete** or update assistantship or other wage forms, as relevant to your individual work pattern. See CSUS Graduate Secretary and accountants.

☐ Be sure you have completed an "assistantship assessment" each semester prior to reappointment for the following semester (to be done just after mid-semester each term). Form is on CSUS graduate forms web page.

First Semester

☐ **Take** CSUS 800 and CSUS 802, the two required core CSUS courses (offered fall semester only); STPAM students take CSUS 814 if first fall is in an odd-numbered year.

☐ **Begin** RCR training (foundational materials presented in core courses; see RCR materials for other sources for training, review the RCR Record of Training that must be completed annually (UNDER REVISION for 2019). Initial year RCR requirements are incorporated into CSUS 802. Near the end of the semester, begin preparing your annual review materials (calendar year), which will be submitted no later than January 31 of the following year.

☐ **Begin talking with** potential faculty committee members so you can identify your committee members (by end of semester) and plan your program so you can hold your first committee meeting during the second semester. The *MS Planning and Program of Study* forms: https://www.canr.msu.edu/csus/graduate/current_students/forms

☐ **SUGGESTED: Finalize Selection** of Guidance Committee members in consultation with your advisor, and in preparation for your first committee meeting in the spring semester.

If, as you move through your program, you change your interest area, or as you become more familiar with the faculty and their interest areas, you may – upon mutual agreement – change academic advisor to better meet your academic and professional development goals. Use the digitally fillable/signable *Change in Program Plan* form available on the CSUS website (https://www.canr.msu.edu/csus/graduate/current_students/forms.

☐ **SUGGESTED: Complete** a draft of the relevant *MS Planning and Program of Study* form, on which you identify the courses selected to meet specific requirements for your degree. This form helps assure that requirements relevant to *your* degree are met. (Note that requirements for students starting fall 2019 and after will be different than those of students already in the program; follow new guidelines.) The final signed version of this form constitutes your official *Program of Study* plan, which ultimately helps with the final degree certification process during the semester in which you intend to graduate. Forms are accessible on the CSUS website (https://www.canr.msu.edu/csus/graduate/current_students/forms) and in Appendix A of this handbook. Choose the online form appropriate for your degree program (CSUS, STPAM) and degree type (MS-A or MS-B).

☐ **SUGGESTED: Schedule** and **hold** an official meeting with your Guidance Committee (work with the Graduate Secretary to schedule a room). The purpose of this meeting is to discuss your academic and professional goals and the courses you intend to take, as presented on the relevant *MS Planning and Program of Study*. You also may discuss preliminary ideas for a Plan A Thesis or Plan B Professional Project.

> ***MEETING PREPARATION HINT***: It is the student's responsibility to find a date appropriate for all Guidance Committee members, to schedule a room, prepare an agenda (in consultation with Advisor), and prepare the room, as needed (suggestions include providing appropriate audio-visual aids, written agenda, preparing relevant written plans and forms [as appropriate to the meeting agenda]).

> ***COMMITTEE SCHEDULING HINT***: Most faculty members are on **Academic Year** Appointments (9-month) rather than **Annual Year** Appointments (all year), so be sure to schedule committee meetings and other committee activities (including reading of proposals and thesis/project drafts) when they are officially on duty. Exceptions can be made with the approval of all committee members; however, you should plan your work with respect for faculty appointments. Often they are involved in field research, study abroad programs, or otherwise away from the University during the time outside of their appointments. Most often this is during the summer; however, some faculty have non-traditional schedules. Be sure to find out official appointment types and schedules of your Guidance Committee members.

☐ **SUGGESTED: Finalize** your program plan; complete and submit the appropriate MS-A or MS-B *Planning and Program of Study* form – with appropriate digital student and committee member signatures (circulated and signed in order of listing on the form) – to the Graduate Program Coordinator.
Forms are available on the CSUS website (https://www.canr.msu.edu/csus/graduate/current_students/forms).
A copy of your digital completed, approved form will be placed in your permanent academic file. You should make and keep a copy for your personal records.

Second Semester

☐ **Take** required CSUS 801 and CSUS 805, the two required core CSUS courses (offered spring semester only).

☐ **NO LATER THAN:** If not already completed at end of first semester, then complete as soon as possible during the second semester:
Finalize Selection of Guidance Committee members, if not yet done (see details in "First Semester" above).
Schedule and **hold** an official meeting with your Guidance Committee (see details in "First Semester" above).
Finalize program plan; complete and submit the appropriate MS-A or MS-B *Planning and Program of Study form*.

Second or Third Semester

☐ **Prepare** a written draft of your Plan A Thesis or Plan B Professional Project proposal. Discuss it with your advisor and secure his/her approval prior to submitting it to your Guidance Committee. (Proposal development process may take several iterations/revisions, working with your advisor.)

☐ **Revise** your proposal based on your advisor's feedback. Provide each Guidance Committee member with a copy of your proposal ***at least two weeks/14 days prior*** to the committee meeting/proposal defense.

> ***WRITING HINT***: Students should have peers (and, if needed, professional editors) review and provide editorial recommendations for the thesis/project proposal (and final thesis/project report) prior to submission to your Advisor and Guidance Committee. Take advantage of resources at the Writing Center.

☐ **Schedule, submit notification of,** and **hold** an official meeting of your Guidance Committee, to include a **public** proposal defense to present, discuss, and approve your proposal, and review progress on your academic program. Prepare required forms, available at: https://www.canr.msu.edu/csus/graduate/current_students/forms See guidelines on page 16 for developing proposal defense announcement materials, to be submitted to the Graduate Secretary ***at least two weeks/14 days prior*** to the defense date. IRB application must be submitted before your proposal can be fully approved.

☐ **Secure** approval from the Institutional Review Board (IRB), as appropriate to your research/project (via the CLICK™ system). Instructions and application templates are available online at: http://hrpp.msu.edu

☐ **Submit** your approved, digitally signed *Thesis* or *Project Proposal Approval* form to the Graduate Office (available at https://www.canr.msu.edu/csus/graduate/current_students/forms) (You must indicate on your form the date when your proposal and IRB application were submitted to the IRB. No work on the thesis or project can begin until research is deemed exempt, or approval is received.)

Final Semester

Preparing for Thesis Defense/Professional Project Final Examination

☐ **Complete** and **submit** the on-line Application for Graduation ***by the end of the first week of the semester*** of planned graduation (first week of spring semester for summer graduation): https://reg.msu.edu/StuForms/GradApp/GradApp.aspx You must apply for graduation even if you do not plan to attend the ceremony so that final paperwork can be sent to and certified by the departmental Graduate Program Coordinator. If you apply for graduation and do not finish in that semester, simply reapply at the beginning of the next semester.

☐ **Schedule** an individual "pre-graduation meeting" with the Graduate Program Coordinator and Graduate Secretary to review your records, degree program, and all requirements and deadline dates for completing your degree program.

☐ **Check** deadline dates for your planned final semester, as they pertain to completing the MS degree, at: https://grad.msu.edu/etd/etd-deadline-dates Dates also are shown in the "box" on page 18 of this handbook.

☐ **Enroll** for a minimum of one (1) credit in the semester in which you plan to defend your thesis/project. You may automatically waive the required one credit of enrollment during semester of your final defense/ examination IF it is administered during the summer session immediately following a spring semester during which you were registered and/or prior to a fall semester in which you will be registered.

☐ **Check** StuInfo to be sure all DFs (deferred grades) have been converted to grades, unless 899 or "within timeline" 898 credits) and that your GPA is at least 3.00. You cannot graduate unless these two conditions have been met. (This is particularly critical for 898 credits; see policy in green box on page 19.)

☐ **Review** the Graduate School's electronic submission guidelines (for MS-A theses) at https://grad.msu.edu/etd Submit your initial "final draft" to the Graduate School at least two weeks before the degree certification deadline (which is 5-6 days prior to Grad School "final approval deadline"). See timeline on pages 16 & 18.

☐ **Prepare** for commencement; see guidelines and checklist provided by the University: https://commencement.msu.edu

Completing Your Thesis/Professional Project

- ☐ **Work** with your advisor/committee chairperson to write and edit a draft of your Thesis/Professional Project.
- ☐ **Schedule** a final defense/examination date/time with your Guidance Committee for presenting and defending your work. This seminar is a public session to which CSUS students, faculty, and others are invited.
- ☐ **Submit** the complete advisor-approved draft of your Thesis or Professional Project to your advisor and Guidance Committee members ***at least two weeks/14 days prior*** to your scheduled Final Defense date.
- ☐ **Develop and submit** notification materials for your Thesis/Professional Project defense to the Graduate Secretary ***at least two weeks/14 days*** prior to the defense seminar (clearly marked as *final* defense). The Graduate Secretary will help you schedule a room, send email notifications, post the flier in the building, and submit for posting on the CSUS website homepage.
- ☐ **Present** and **defend** your Thesis or Professional Project at the public seminar; successfully defend with your committee.
- ☐ **Edit** your draft, as needed and requested by your committee. MS-Plan A students should refer to https://grad.msu.edu/etd/formatting-guide for format guidelines.
  Plan B projects are not monitored by the Graduate School. Plan B students should work with Committee members to finalize their project/report.
- ☐ **Prepare the form** (prior to your final defense) and **obtain digital signatures** from the members of your Guidance Committee on the *Report of Master's Plan A Thesis Final Examination* or *Report of Master's Plan B Project Final Examination* (circulate in order of listing on the form for digital signatures), then submit to the CSUS Graduate Program Coordinator / Secretary for forwarding for additional approval signatures.
- ☐ **If conditional pass** (most common outcome)**:** make revisions based on committee recommendations, then have committee chairperson sign off on final approval. Proceed with approval process.
- ☐ If Plan A, **prepare** the final copy of your thesis according to the Graduate School Guidelines for electronic submission (see https://grad.msu.edu/etd/formatting-guide).
- ☐ If Plan A, **prepare** an abstract of your thesis and abstract title page, to be filed with "Dissertation/Thesis Abstracts."
- ☐ If Plan A**, electronically submit** your thesis to the Graduate School. The initial draft should be submitted ***at least two weeks/14 days prior*** to the final degree certification deadline. See https://grad.msu.edu/etd/electronic-submission-to-proquest

  Plan B students completing a Professional Project DO NOT submit a copy of their project to the Graduate School. Rather, submit an electronic copy (PDF) of the project & report to the CSUS Department via the Graduate Office.
- ☐ If Plan A**, complete and submit** the Thesis/IRB Approval Form (found on the CSUS Forms page, available at https://www.canr.msu.edu/csus/graduate/current_students/forms) to Graduate School and CSUS Graduate Office via Graduate Secretary.
- ☐ **Provide** a PDF file of your FINAL thesis or project to the CSUS Graduate Office and copies to your Advisor and Guidance Committee. (Ask committee members for format preference: hard- or soft-bound, unbound, or PDF.)

After Completing Your Degree

- ☐ **Complete** a short online MSU Graduate School Exit Survey (required for all students graduating with a Plan A or Plan B master's degree, or with a Doctoral degree). Only students who have applied for graduation and have defended have access to the survey. The survey asks questions about educational experiences in MSU graduate programs as well as about immediate professional plans. The Graduate School uses data from this survey when reviewing graduate programs, and to guide decisions about services and initiatives for graduate students.

  The identity of all respondents will be kept confidential; only aggregate (group) information will be made available to faculty and administrators. The students will receive an e-mail message from the Dean of the Graduate School with a link to the survey, which takes about 5-10 minutes to complete. However, students do

not need to wait for that e-mail message to complete the survey after applying for graduation. Instructions and links for completing the survey are available via https://grad.msu.edu/etd/required-paperwork-and-surveys . The contact for issues associated with the exit survey is: exitsurvey@grd.msu.edu .

- Master's Students should access the following website: https://www.egr.msu.edu/masters/survey/
- Enter your MSU NetID (Login Name) and Password
- Complete all the items on the survey. When finished, click SUBMIT**.**

If you cannot open this survey, contact the office by email at exitsurvey@grd.msu.edu ; include your name, PID, degree level (Ph.D., MA/MS), semester of graduation. You will be notified when to complete the survey.

☐ **Complete** the CSUS Exit Survey and Exit Interview (with Graduate Program Coordinator).

☐ **Read** and **comply** with MSU's Exit Check List to ensure that you have met all requirements and submitted all appropriate forms, questionnaires, and other paperwork.

☐ **Pay** final fees, if any.

Please keep the CSUS Department updated on your post-graduation jobs and where you are living!!!

• Doctor of Philosophy Programs •

The Doctor of Philosophy (Ph.D.) programs in the Department of Community Sustainability are designed to enable students to generate new knowledge and learn to apply their scholarship to practice in complementary fields responsive to rapidly changing social, natural, and agricultural conditions. Applicants may choose one of two degree programs: "Community Sustainability" or "Sustainable Tourism and Protected Area Management."
***NOTE**: All PhD applicants must complete a MS degree prior to beginning the PhD program. Credits used for the MS degree may not be counted toward the PhD degree.*

Applicants should indicate their preference, as related to personal professional goals, in their application materials. Each of the two degree programs has its own official code, so specify this in the official MSU application:

5390: Community Sustainability
5377: Sustainable Tourism and Protected Area Management

To increase the potential for academic success of students, no applicants are accepted as provisional students, and no applicant is accepted without an identified and committed faculty advisor.

General Requirements for the Doctor of Philosophy Degree

In addition to meeting the degree requirements of the University and the College of Agriculture and Natural Resources (CANR), Ph.D. students in the Department of CSUS must meet the requirements described below.

Minimum Credit Requirements: Doctoral students in CSUS and STPAM programs are required to complete a minimum of 60 semester credits, 24 of which are allocated to dissertation research.

Residency Requirement: Doctoral students at MSU (including in CSUS and STPAM programs) must be in residence on campus for a minimum of two consecutive semesters during which the student completes credits at the level of full-time status of graduate work each semester (see page 49 for full-time status requirements). However, because the majority of CSUS and STPAM courses (as well as those in other departments) are offered only on campus, doctoral students in the Department of CSUS must be on campus to take campus-based courses included in their program plan.

> ***General Registration Requirements***:
> By university policy, all students using University services (faculty consultation included) for graduate work must be registered each semester, unless explicitly waived. Minimum registration is one course of 1 credit.

Time for Degree Completion: Doctoral programs must be completed in no more than eight (8) years from the semester of admission or semester in which the first course used toward degree requirements was taken, whichever comes first. Because students are diverse, and are working within even more diverse personal and academic contexts, there is some flexibility in timing. See the table on page 29 for "suggested" and "no later than" deadlines.

GPA Expectations: A minimum 3.00 cumulative grade point average is required to be in "good standing" with the MSU Graduate School and for graduation by both University and Department policies. Grades are reviewed at the end of each semester by the Graduate Program Coordinator. If a student's overall GPA falls below 3.00, the student is placed on probation. They will be notified by mail and/or email, and should schedule an appointment immediately with their major professor to discuss their academic progress. Under such conditions, the student will receive counseling, remediation recommendations, or other actions deemed appropriate to assist the student in achieving success. In consultation with their advisor, the student should develop a written plan to address deficiencies (to be placed in student's permanent file). Students placed on GPA-based probation will have a maximum of two semesters to raise their GPA to at least 3.00. If this minimum is not achieved, the student is counseled by their major professor and may be required to withdraw from the Ph.D. program.

Program Planning and Use of GradPlan (https://gradplan.msu.edu): A student's program of study is developed in cooperation with the advisor and other members of the Guidance Committee. The Guidance Committee should be formed within the first two semesters of the doctoral program, and the degree plan filed within one semester of when the committee is formed (no later than the third semester of the program – preferably early in the third semester).

Each doctoral student is required to maintain her/his own academic records in GradPlan, an interactive web-based program for Ph.D. students to create/store their official degree plans and track degree progress. However, use of this tool does not remove responsibilities of students, faculty, and committees to work closely with each other in developing the degree Program Plan. The student completes most items; the CSUS Graduate Office completes others (approval dates).

Note: No GradPlan program plans will be moved forward through the official GradPlan approval process until the internal CSUS Program Planning Form is submitted, reviewed, and approved by the Graduate Program Coordinator.

Filing of Program of Study: Sample CSUS and STPAM Program Planning forms are available in the Appendices of this handbook; however, students should use the digitally fillable/signable forms on the CSUS website (Forms section, available at: https://www.canr.msu.edu/csus/graduate/current_students/forms) After the relevant department *Ph.D. Program Planning Form* has been completed, the degree plan has been agreed upon among committee members, and the relevant digital signatures obtained (student, advisor, Graduate Program Coordinator), the student should fill in all program information in GradPlan, then submit for official approvals. This official Program of Study must be completed, approved, and filed via GradPlan no later than one semester after forming the Guidance Committee (no later than the beginning of the student's third semester). Reminder: Doctoral students are required to form their Guidance Committee no later than the end of their second semester of degree work.

DIGITAL FORM COMPLETION AND DIGITAL SIGNATURES (CSUS Form)

Use the fillable form found on the CSUS Graduate website, under "FORMS" (make a copy of the file on your computer (adding your LASTNAME, then FIRSTNAME at the *beginning* of the file title), complete the fillable fields, and use digital signatures. (If you need assistance with figuring out the best way to create a digital signature, work with the Graduate Secretary.)

Order of signing should be student, then advisor, then each of the committee members (in series – do NOT send the same version simultaneously to several people), then the Graduate Program Coordinator of CSUS.

If any supplemental pages are needed, CONNECT ALL PAGES IN SINGLE PDF *prior* to beginning digital signing.

Be sure to type in the "date" when the signature is made, even if the date is embedded in the digital signature. The digital dates are often too small to read.

Note that after any single person uses a handwritten signature, no one else can use a digital signature.

The signed *Ph.D. Program Planning Form* will be filed in the student's permanent academic file in the CSUS Department. The official Program Plan will be filed via GradPlan. Only doctoral students have access to GradPlan. The student's committee members will be able to view, review, and approve the degree plan information via the Forms Tracking Utility (FTU), upon receipt of a single automated email message.

Note: In **GradPlan** you should NOT use the course requirement category field, as there is no clear link between the available standardized categories and the CSUS program requirement categories.

Before a Ph.D. Degree Plan becomes official, the Graduate Program Coordinator (who has the role of "**Form Checker**") will review the plans for essential elements and compare them with the department *Ph.D. Program Planning Form* to assure that the respective degree plan requirements are included.

Program Plan Changes. The program of study can be amended later, or committee members changed, by first submitting a CSUS *Change of Program Plan* to the CSUS Office (see sample form in Appendix A and use the digitally fillable/signable version from CSUS website https://www.canr.msu.edu/csus/graduate/current_students/forms). After receiving committee approvals, the changes can be submitted via GradPlan.

If there is a course change of more than one course, or more than one exchange of courses (replace one for another in the same requirement category), a revised Program Planning Form must accompany the Program Change Form. (Only the committee chairperson must sign the revised Program Planning Form, but the student should inform other

committee members that they will be receiving a change message for their approval via FTU. It is **professional courtesy** to keep all committee members informed.)

NOTE: If additional lines for courses are needed, or a student is pursuing an ESPP dual degree, or one or more specializations or certifications, he/she should append "Page 2 - Program Plan and Specializations Form."

> ***NOTE:*** **GradPlan is the only way final degree certification/degree audits will be conducted**. The Graduate School will certify the acceptance of each dissertation final format using GradPlan and GradAudit. The Office of the Registrar will access GradPlan to complete degree certification after a student completes an application for graduation and the Graduate Program Coordinator certifies completion of all requirements through GradPlan, GradAudit, and Degree Audit.
>
> Doctoral students do their degree tracking and updating via GradPlan: https://gradplan.msu.edu

PhD DEGREE PROGRAM PLANNING AND PROGRESS DEADLINES		
Action	**Grad School Suggested Deadline**	**"No Later Than" Deadline**
Form guidance committee	Beginning of student's second semester	Beginning of student's third semester
Hold first committee meeting, and submit CSUS Program Plan form for review by Graduate Program Coord.	During student's second semester	Beginning of student's third semester
Enter committee member names, approved program plan courses in GradPlan, and submit for official approval	Soon after CSUS Program Plan form is approved by Graduate Program Coordinator	Soon after CSUS Program Plan form is approved by Graduate Program Coordinator (by end of third semester)
Submission of Comprehensive Program Statement (CPS); see details on page *34*.	After coursework is substantially complete, as agreed by committee (usually at least 80% of non-999 coursework); to be approved by committee no later than 30 days before Day 1 of comprehensive exam)	After coursework is substantially complete, as agreed by committee (usually at least 80% of non-999 coursework); to be approved by committee no later than 30 days before Day 1 of comprehensive exam)
Successfully pass written & oral comprehensive exams (based on CPS); max of two attempts allowed	Exam begins at least 30 days after CPS is approved by committee and distributed to all CSUS faculty	Five (5) years after first semester of degree program
Submit announcement for dissertation proposal defense	After passing comprehensive exam; 2 weeks before proposal defense	After passing comprehensive exam; 2 weeks before proposal defense
Hold public dissertation proposal defense, followed by closed committee proposal defense	At least two weeks after announcement is submitted	At least two weeks after announcement is submitted
Submit announcement for dissertation final defense	Depends on research progress; at least 6 weeks before Graduate School final approval deadline for intended graduation semester and 2 weeks before final defense	At least 6 weeks before Graduate School final approval deadline for intended graduation semester and 2 weeks before final defense
Hold public final defense, followed by closed committee final defense	*Generally by end of 4th or 5th year*	At least 4 weeks before Graduate School final approval deadline for intended graduation semester; Maximum of 8 years from beginning of the program (first course counted toward degree requirements).

Curriculum Requirements for the Doctor of Philosophy Degree: Community Sustainability

The student's program of study, developed in cooperation with and approved by the student's Guidance Committee, must include the requirements specified below.

Required core courses (should be taken during the student's first fall semester) ***(9 credits)***

- CSUS 800, Foundations of Community Sustainability I *(first fall semester)* *(3 credits)*
- CSUS 802, Introduction to Interdisciplinary Inquiry *(first fall semester)* *(3 credits)*
- CSUS 801, Foundations of Community Sustainability II *(first spring semester)* *(3 credits)*

Note: Ph.D. students who completed ACR or CSUS 800, 801, or 802 as part of their MS degree may waive that course in the doctoral program, but not the credits. In their place, they should add another relevant course to support one of the focus areas or enhance research methods (indicate alternative course on Program Planning form beneath these courses, and cross out CSUS 800, 801, and/or 802).

Research Methods/Methodology/Statistics ***(9 credits)***

Students must complete nine (9) credits of course work in ***advanced*** research methods, to be selected in consultation with the student's Guidance Committee, including at least three (3) credits each of quantitative and qualitative research methods/methodology. The research methods/methodology/statistics course requirements cannot be waived.

Focus Areas (2) ***(18 credits)***

Focus areas are self-defined and designed to meet students' professional goals and scholarly interests. They should be developed in consultation with the student's Guidance Committee and should be consistent with and complementary to the mission and philosophy of the Department of CSUS. Focus areas may be developed around one or more of the five CSUS themes below, or be completely self-defined (and labeled).

1. Community Food and Agricultural Systems
2. Education and Civic Engagement
3. Natural Resources and the Environment
4. Recreation and Tourism Systems
5. International Development

Students must complete a minimum of 18 credits of coursework across two self-defined focus areas, including at least 9 credits in each focus area. Of these, at least 3 credits in each focus area must be from CSUS courses (CSUS alpha codes).

Some students pursue specializations or certifications as all or part of one or both of their focus areas. Specialization or certification courses also may be taken above and beyond degree requirements, and need not appear on *Program Plans*, although they can be listed on "Page 2 - Program Plan and Specializations Form" to have a record of them within the Department.

Dissertation Research ***(24 credits)***

CSUS 999, Doctoral Dissertation Research
Students must complete a minimum of 24 credits and **no more than 36 credits** of CSUS 999.

NOTE: Collateral courses to overcome deficiencies may be required in addition to the requirements for the CSUS doctoral degree. Collateral course work ***will not*** count toward the minimum requirements for the doctoral degree.

DUAL DEGREE with ESPP: Students pursuing a dual degree with ESPP should complete the form and follow all other guidelines in the Memorandum of Understanding: Request for Dual Majors PhD Degree, found at https://www.canr.msu.edu/csus/ESPP%20Dual%20Major%20fillable.pdf

Curriculum Requirements for the Doctor of Philosophy Degree: Sustainable Tourism and Protected Area Management

The student's program of study, developed in cooperation with and approved by the student's Guidance Committee, must include the requirements specified below.

Required core courses ***(12 credits)***

- CSUS 800, Foundations of Community Sustainability I *(first fall semester)* *(3 credits)*
- CSUS 802, Introduction to Interdisciplinary Inquiry *(first fall semester)* *(3 credits)*
- CSUS 801, Foundations of Community Sustainability II *(first spring semester)* *(3 credits)*

  Note: Ph.D. students who completed ACR or CSUS 800, 801, or 802 as part of their MS degree may waive that course in the doctoral program, but not the credits. In their place, they should add another relevant course to support one of the focus areas or enhance research methods (indicate alternative course on Program Planning form beneath these courses, and cross out CSUS 800, 801, and/or 802).

- CSUS 814, Sustainable Tourism & Protected Area Management: Theories & Applications

  Note: Ph.D. students who completed ACR or CSUS 814 as part of their MS degree may waive CSUS 814, but not the credits. In its place, they should add another research course or course relevant to one of the focus areas.

Research Methods/Methodology/Statistics ***(9 credits)***

Students must complete nine (9) credits of course work in ***advanced*** research methods, to be selected in consultation with the student's Guidance Committee, including at least three (3) credits each of quantitative and qualitative research methods/methodology. The research methods/methodology/statistics course requirements cannot be waived.

Note: Ph.D. students having minimal research background should consider taking CSUS 802 as a foundation for advanced research methods courses. However, CSUS 802 does not count as 3 of the required 9 credits of ***advanced*** *research methods.*

Focus Areas (2) ***(15 credits)***

Focus areas are self-defined and designed to meet students' professional goals and scholarly interests. They should be developed in consultation with the student's Guidance Committee and should be consistent with and complementary to the mission and philosophy of the Department of CSUS. Additionally, focus areas should be developed around areas of sustainable tourism, protected areas, recreation, or complementary areas (self-defined and self-titled).

Students must complete a minimum of 15 credits of coursework across two self-defined focus areas, one of which must have a minimum of 6 credits and the other a minimum of 9 credits. Of these, at least 3 credits must be from STPAM-relevant CSUS courses (CSUS alpha codes). (If CSUS 814 was taken as part of a former degree program, an additional three credits should be added to a focus area or research methods, as best serves the student).

Some students pursue specializations or certifications as all or part of one or both of their focus areas. Specialization or certification courses also may be taken above and beyond degree requirements, and need not appear on *Program Plans*, although they can be listed on "Page 2 - Program Plan and Specializations Form" to have a record of them within the Department.

Dissertation Research ***(24 credits)***

CSUS 999, Doctoral Dissertation Research

Students must complete a minimum of 24 credits and **no more than 36 credits** of CSUS 999.

NOTE: Collateral courses to overcome deficiencies may be required in addition to the requirements for the STPAM doctoral degree. Collateral course work ***will not*** count toward the minimum requirements for the doctoral degree.

DUAL DEGREE with ESPP: Students pursuing a dual degree with ESPP should complete the form and follow all other guidelines in the Memorandum of Understanding: Request for Dual Majors PhD Degree, found at https://www.canr.msu.edu/csus/ESPP%20Dual%20Major%20fillable.pdf

Course Credit Guidelines (university policies)

Research Credits: Requests for overrides to exceed the maximum of 36 credits of CSUS 999 must be directed to the Office of the Registrar via the CSUS Graduate Secretary. If the total number of credits of CSUS 999 goes above 45, the Registrar's Office will confer with the Graduate School before considering the request for an exception.

Allowable Courses: Doctoral students are expected to select 800- and 900-level courses, but may take 400-level courses when no comparable courses exist at the 800 or 900 levels. However, it is suggested that no more than nine (9) credits of 400-level courses be taken as part of the Ph.D. curriculum requirements; 300-level courses are not allowed in a Ph.D. program.

Transfer Credits: A maximum of 9 graduate course credits may be transferred from other accredited institutions or international institutions of similar quality if they are appropriate to a student's program of study. Transfer credits must have a grade of 3.0 or higher (or equivalent), must have been completed within the time limits for earning the MSU Ph.D. degree (no more than eight years), and must not have been used to meet requirements of a previously conferred degree. Written requests for counting transfer credits must be submitted first to the Graduate Program Coordinator for review. Requests should specify course information (title, number of credits, description and syllabus, university where taken, and a rationale for how the course(s) meets needs and requirements of the student's program plan). Credits from a university using a grading system different from MSU's 4.0 scale will be assessed on a case-by-case basis, and an explanation of the grading system/scale should be included in the written request. The Department Chairperson and CANR Associate Dean also must approve the use of transfer credits for the Ph.D. program.

If a student transfers into the CSUS department and has 999 credits from another MSU degree program that have not been applied toward another granted doctoral program, these credits may be converted to CSUS 999 credits prior to graduation. (Note that the semester when these credits were taken will start the 8-year maximum time clock for completion of a doctoral program. Comparable research credits from other universities may not be transferred.)

Doctor of Philosophy Guidance Committees

Terminology

Initial Advisor: Advisor first assigned to applicants based on a match in interests and faculty member's capacity to accept new students. This person usually becomes the student's major professor (confirmed at the time of filing of official *Program of Study*), but the student has the right to identify a different major professor/advisor if they find someone more appropriate. A change can be made only if the newly identified faculty member agrees and has the capacity to accept another student. The initial advisor also must agree.

Major Professor: Faculty member who serves as a student's primary advisor and mentor throughout the PhD academic career at MSU.

(Academic) Advisor: Used interchangeably with "Major Professor" or "Guidance Committee Chairperson"

Guidance Committee Chairperson: Used interchangeably with "Major Professor" and "Academic Advisor"

Dissertation Advisor: Usually your major professor, but under some circumstances it may be more appropriate for another committee member to serve as the dissertation advisor (to be specified on the Program Planning Form and in GradPlan). One example is students using a Hospitality Business or Philosophy faculty member as the dissertation advisor even though the degree is in the CSUS Department.

Guidance Committee: Group of four "regular" faculty members, including your advisor, who work with you to develop your academic and curriculum plan, mentor you, and who comprise your Doctoral Final Examination committee (dissertation defense). Requirements: Minimum of 4 faculty members (at least 2 within CSUS, at least 1 from another department).

"Regular Faculty": All persons appointed under the rules of tenure and holding the rank of professor, associate professor, assistant professor, or instructor, and persons appointed as librarians. In addition, the principal administrative officer of each major educational and research unit of the university shall be a member of the 'regular faculty.' Non-regular faculty may apply to serve on a committee, as eligible. See details below.

Guidance Committee Composition and Formation Deadline: Doctoral degree Guidance Committees will consist of a minimum of four (4) MSU "regular" faculty members. Two of these members, including the Guidance Committee chairperson, must be CSUS "regular" faculty members. The third member must be a "regular" faculty member from another academic unit. The fourth member must also be a regular faculty member, but may be from either within or outside the CSUS Department. At least three Committee members must have an earned Ph.D., preferably in a field related to those of the student's interests/focus areas. The Guidance Committee also will serve as the student's examination committee. Requested exemptions for "non-regular" committee members must be in accordance with University and College of Agriculture and Natural Resources guidelines (see https://grad.msu.edu/non-regular-faculty-committees and this handbook's Appendix F). PhD committees may have a maximum of 2 non-regular faculty members.

Conflict of Interest: Note that no external person will be approved as a voting committee member if they are in any way associated with funding of the student's project or research work.

The committee must be formed ***within the first two semesters*** of the student's degree program (see GSRR 2.4.2.1). The student should make an effort to identify, talk with, and take classes from other faculty members to help get to know and identify potential members of the Guidance Committee. The student's major professor may offer suggestions, but ultimately it is the student's responsibility to identify other committee members (based on match of interests and expertise with student's goals, and who can assist with various components of the graduate experience), talk with them, and ask if the other faculty members are willing to serve on the committee.

Process: We encourage you to talk personally with several potential faculty members whom you've determined as possible "good matches" for your committee, discuss their interest and willingness to serve, then talk with your advisor to discuss and finalize choices. The composition of your Guidance Committee is checked for compliance by the Graduate Secretary and Graduate Program Coordinator, then approved by the GPC, the CSUS Department Chairperson, and the CANR Dean, as indicated through their electronic signatures on the formal Program of Study (which is completed through GradPlan, available online at https://gradplan.msu.edu). However, prior to finalizing the online Program of Study and submitting for approvals, student must complete the relevant CSUS or STPAM *Ph.D. Program Planning* Form, to be used for discussion and approval by committee members (digital signatures) during the first committee meeting.

Committee Member Changes: Students always reserve the right to change any committee member, including the advisor (or specifying a dissertation advisor for PhD students). This is done by talking with and getting approval from both departing and incoming committee members, writing and signing a letter to the Graduate Program Coordinator (submitted via the Graduate Secretary) explaining the change request. This letter (signed by incoming and outgoing committee member) will be attached to the *Change in Program Plan* form, which is signed by the student, the advisor, the departing committee member, and the incoming committee member. On rare occasions, the Department may make changes – with concurrence of the student – such as in cases when a Committee member leaves the University for any reason. Typically, the student is informed and the same procedure followed as for student-initiated changes. The Department does not simply "assign" a committee member without involvement of the student.

Committee Meeting: After Guidance Committee members have been finalized, the student should schedule a committee meeting to discuss professional and academic goals, finalize the Program of Study (using the relevant CSUS *PhD Program Planning* form, to be digitally signed by student and advisor), and begin preliminary discussions about the dissertation research. After the program Plan is approved verbally by the committee, the student will enter all the same information into GradPlan, which then will be approved officially via the GradPlan online approval process.

Roles: Once designated, the Guidance Committee has the responsibility to meet periodically to oversee the graduate student's progress as long as the graduate student continues in good standing. Any desired or required changes in membership of the Guidance Committee may be made by the graduate student with the concurrence of the CSUS Chairperson, or by the unit with the concurrence of the graduate student, in accordance with University, College, and Department policy.

The Guidance Committee, with the concurrence of the graduate student, may form a dissertation committee to supersede or supplement the Guidance Committee. Committee or dissertation chairpersons on leave shall provide for the necessary guidance of their advisees during their absence.

To make any committee or program changes, regardless of reason, use the *Change in Program Plan* form located at https://www.canr.msu.edu/csus/graduate/current_students/forms . Refer to the G.S.R.R. 2.4 (Graduate Students Rights and Responsibilities) for more information on MSU policies related to guidance committees: https://grad.msu.edu/gsrr

Additional Ph.D. Requirements (for both degree programs, CSUS and STPAM)

Comprehensive Program Statement

The Comprehensive Program Statement (CPS) is a scholarly document used to prepare students and their Guidance Committees for the comprehensive examination. The Comprehensive Program Statement presents an integrated description of a student's educational and professional background, motivation for pursuing the Ph.D. degree, curriculum program plan, research interests, and scholarly areas of focus. The process of developing the Comprehensive Program Statement helps students and their committees develop a common understanding of the scholarly basis of students' focal areas and their understanding of community and sustainability principles and practices, as well as diverse research approaches. The student and committee should use the "Comprehensive Program Statement (CPS) Planning & Approval" form (see CSUS Graduate Forms web page) for planning the process and approving the CPS (see timeline below).

PhD COMPREHENSIVE PROGRAM STATEMENT & EXAM TIMELINE

Comprehensive exam must be completed no later than the end of Year 5 of the degree program.

60 days before Day 1 of comp exam:	Submit 1st draft of Comprehensive Program Statement (CPS) to student's committee
45 days before Day 1 of comp exam:	Committee submits any comments, recommendations for additional reading or writing of CPS to student
30 days before Day 1 of comp exam:	Committee approves CPS and advisor sends approved CPS to all CSUS faculty, and submit CPS form
Before Day 1 of comp exam:	Schedule oral comp exam within 14 days of final/Day 5 of written comp exam
Written comp exam:	5-day written exam
At least 24 hrs before oral comp exam:	Committee members provide comments, questions to student based on their assessment of written exam
Oral comp exam:	Opportunity for clarifications, additional questions

If student does not pass both oral and written comprehensive exam components in full, they may re-take the exam, but must wait between 45 and 120 days after conclusion of first attempt (to allow time for additional preparation).

CPS Content:

Although the student's committee has some flexibility in the scope and format of the CPS (tailored to individual student), the Comprehensive Program Statement must include the following components:

1. Personal Statement: a personal statement describing the student's prior academic and professional background and rationale for pursuing a Ph.D. degree in CSUS
2. Goals: a discussion of the student's academic and professional goals, with emphasis on the connection to the vision, mission, and philosophical foundations of the Department of CSUS
3. Research Interests: a description and discussion of the student's research interests, with emphasis on the rationale for the two chosen focus areas and how they support the student's academic and professional goals
4. Description of Focus Area 1: a description and discussion of the student's intellectual interests in the focus area, including the theories, empirical models, and research methods related to the focus area; references to publications should be cited and listed in a readings list. Some committees request a written synthesis of the literature associated with each focus area (as well as foundations of CSUS and research methods).
5. Description of Focus Area 2: a description and discussion of the student's intellectual interests in a second focus area, including the components listed above for Focus Area 1
6. Program Plan: an outline of the student's curricular program plan, including required core courses, research methods, focus areas, and dissertation course credits; may include information about additional certifications, specializations, and dual degrees as relevant to the individual student
7. Curriculum vita or resumé
8. Proposed plan for the comprehensive exam: a brief outline of the organization, nature, and scope of the comprehensive exam

Procedures and Timeline:
The Comprehensive Program Statement may be prepared and submitted at any time during a student's academic program. However, the program statement must be approved by the student's Guidance Committee no fewer than 30 calendar days prior to the date of the first day of the written comprehensive examination. Guidance Committee members confirm their approval of the Comprehensive Program Statement by signing the completed Comprehensive Program Statement Approval Form. **The signed CPS planning and approval form must be submitted to the CSUS Graduate Office no later than 30 days prior to the comprehensive exam.** Form becomes part of the student's permanent record.

Pre-submission Work and Committee Approval: It is expected that the student's Academic Advisor will provide guidance to the student for development of and revisions/additions to the Comprehensive Program Statement (CPS) prior to a full draft being distributed to the student's full Guidance Committee. This draft should be sent to the student's Committee at least 60 days prior to the start of the written comprehensive exam so that any committee member recommendations for additional readings or modifications to the CPS can be sent to the student no fewer than 45 days prior to the scheduled first day of the written comprehensive exam. This gives the student time to make revisions prior to final approval. Final approval of the CPS must be made no later than 30 days prior to the first day of the written comprehensive examination Submit signed CPS planning and approval form to the CSUS Graduate Office.

Approval/Submission/Distribution: Upon final approval of the CPS by members of the Guidance Committee, the committee chairperson will send by electronic mail the Comprehensive Program Statement to all CSUS faculty, as a courtesy and to strengthen collegiality and sharing of student work, no fewer than 30 days before the first day of the written comprehensive examination, and immediately after the student's Guidance Committee gives final approval of the CPS. If a faculty member would like to share ideas or comments (advisory), they should send them to the student's advisor no more than 14 days after receiving the CPS. If the student's committee chairperson and guidance committee determine that comments from the faculty warrant additional readings in the comprehensive program statement and that the student needs more time to prepare, they can decide jointly with the student to postpone the comprehensive exam to a suitable date (must be completed within 5 years of the student's first semester in the doctoral program).

Reminder: the student's Guidance Committee may recommend a longer time for any stage, as deemed necessary for student preparation, but student should have a minimum of 30 days for final preparation for the comprehensive exam (between approval/distribution of the CPS and the first day of the written comprehensive exam).

Comprehensive Examination

Comprehensive examinations are tailored to match the unique scholarly interests of each student as described in the Comprehensive Program Statement. The Guidance Committee, which includes the guidance committee chairperson/ major professor, will use the theories, methods, and readings cited in the Comprehensive Program Statement to design questions for the comprehensive examination. The comprehensive examination will be conducted in both written and oral formats. All guidance committee members will be involved in the exams.

Purpose:
The comprehensive examination is designed to test a student's ability to synthesize, apply, and coherently discuss the multidisciplinary nature of their studies. Students must provide evidence of independent scholarly analysis of the literature in the selected focus areas as well as knowledge of research methods and literature associated with the issues, principles, concepts, and methods presented in the department's core curriculum.

Successful completion of a specialization, certification, or dual degree may require separate and additional examination requirements.

Timing:
The comprehensive examination may be taken at any time after prescribed course work is substantially complete as defined by the guidance committee (historically, this has been at least 80%, excluding CSUS 999 credits). However, the comprehensive examination will be administered no fewer than 30 calendar days from the date of approval of the Comprehensive Program Statement by the Guidance Committee. The written examination must be completed within five (5) years of the first course used to meet the Ph.D. degree course requirements. The date that the exam is passed is the date that the student passes the final component of the exam. The comprehensive examination, both written and oral parts, must be completed successfully (passed) before the dissertation proposal defense can be scheduled.

Note: By university policy, doctoral students must be registered during the semester in which the comprehensive examination (both parts) is administered. This requirement may be waived if the examination is administered during the summer session immediately following a spring semester during which the student was registered and/or prior to a fall semester in which the student will be registered. This waiver is automatically approved as long as the student fits the criteria. No request is needed.

Procedure:
The written component of the comprehensive examination must be completed within a period of five (5) consecutive days. Reference materials may be used, but all responses must be written without assistance from others. The exam responses may not be corrected or edited by anyone other than the student. The Guidance Committee and student will agree on the structure and other procedures for completing the written examination prior to exam administration.

Content:
Based on the Comprehensive Program Statement, the Guidance Committee will define the scope of the written examination (typically broader than the dissertation focus), to include the following:

- Principles and foundations of systems-based, multidisciplinary studies in community sustainability
- Research methods
- Theory and practice in each of the student's two (2) focus areas

Oral Comprehensive Examination:
The oral examination must be scheduled before the written examination is administered. It is intended to offer an opportunity for the student to supplement, clarify, and/or elaborate upon written examination responses. The oral examination must be held within 14 calendar days of completion of the written examination and is closed to the public.

Assessment of Comprehensive Examination:
The Guidance Committee members must report their preliminary assessment of the written portion of the exam to the Guidance Committee chairperson at least 24 hours before the oral exam.

Following the oral exam, the Committee members will offer their assessment of the student's performance on the comprehensive exam as a whole: "pass" or "not pass." There is no "pass with conditions" option.

If there is a unanimous "pass," the committee chairperson will complete the Record of Comprehensive Exam Form, obtain digital signatures from the Committee members showing PASS, and inform the student about the written comprehensive exam results. The committee chairperson will submit the Record of Comprehensive Exam Form (Appendix A & https://www.canr.msu.edu/csus/graduate/current_students/forms), with a brief supporting memo and hard copies of the exam questions and the student's answers, to the CSUS Graduate Office for required signatures.

Retaking the Comprehensive Examination
If there is no unanimous "pass" or the student does "not pass" part of the exam, the student is entitled to retake the exam one time. The student and the Guidance Committee Chairperson (in consultation with Committee members) must jointly decide how to proceed to give the student a reasonable and fair opportunity to pass on the second attempt (e.g., by strengthening his/her understanding of key areas, adjusting the focal areas, etc.). The student must wait a minimum of 45 days and a maximum of 120 days after the previous examination before re-taking it. If this timeline is not followed, a student may be asked to withdraw from the program.

Assessing the Second Attempt at the Comprehensive Examination
The second attempt at the exam proceeds in the same way as the first – a written exam followed by an oral exam. After the oral portion of the exam, if there is a unanimous "pass" on the entirety of the second comprehensive exam, the student passes; the committee chairperson will then submit the executed Record of Comprehensive Exam Form (use digitally fillable/signable form from https://www.canr.msu.edu/csus/graduate/current_students/forms), together with a brief supporting memorandum, to the department chairperson for his/her signature.

If there is not a unanimous pass, or disagreement exists among the committee members after assessment of the second comprehensive exam, exam results are considered to be "in dispute." In this case, the Guidance Committee Chairperson will send an "exam results dispute" memorandum to the Department Chairperson. This memorandum should summarize the entire comprehensive exam process, explain the results of the first and second comprehensive

exams, describe the dispute, and request external readers of the student's comprehensive exam. The CSUS Chairperson will select two external readers, who will remain confidential. The two readers submit their separate evaluations of the student's comprehensive exam, including a "pass" or "not pass" recommendation to the CSUS Chairperson. The CSUS Chairperson will share the results of the external readers with the student's Guidance Committee Chairperson and the Graduate Program Coordinator. The Department Chairperson, in collaboration with the Graduate Program Coordinator and the student's Guidance Committee Chairperson, will decide how to reconcile the dispute, i.e., determine whether or not the student passed the comprehensive exam on the second try.

If the doctoral student does not pass the comprehensive exam on the second attempt, s/he will be withdrawn from the program. A PhD student who does not pass the comprehensive exam may be eligible to earn a master's degree in the unit (Plan A or Plan B, though most choose Plan B). Such students may be able to work with a faculty member to complete requirements for a Masters Plan A or B, including the preparation, writing, and defense of an appropriate thesis or project, registering for Plan A thesis or Plan B project credits, and submitting the requisite paperwork and documentation for the program change, program plan, MS-A or B proposal approval, and MS-A or B defense approval. The student will receive written notification of doctoral program withdrawal, and will be presented with the option and implications of completing a MS rather than PhD degree (student must meet that degree's requirements).

Following MSU guidelines, all comprehensive exams (with answers and committee decision) will be kept in student's permanent file in the CSUS Graduate Office for at least three (3) years.

Dissertation Proposal

Students must prepare a written dissertation proposal in consultation with the Guidance Committee chairperson and present the proposal to the Guidance Committee in a public forum. The dissertation proposal may be scheduled, prepared, and presented only after successful completion of the comprehensive examination. The proposal should describe the purpose and objective(s) of the proposed research, a review of the relevant literature, and the proposed method(s) of data collection and analysis.

Students must submit the proposal to the Guidance Committee members ***at least two weeks/14 days*** prior to the public forum. The forum should be scheduled and announced to faculty and graduate students in advance, with promotional materials submitted to the Graduate Secretary for electronic distribution, CSUS website posting (and bulletin board posting, if desired) ***at least two weeks/14 days*** before the scheduled defense. At a minimum, the announcement should include: student's name; degree program and type; dissertation proposal title; committee member names (with chairperson identified); date, time, and location of the proposal defense; and abstract. Contact the Graduate Secretary to help schedule a presentation room.

Submit the flier in two versions: as a Word document and a PDF document (to be used differently).
See content/format example in the box below:

Title of the Dissertation
Dissertation Proposal Defense

by
Student FirstName LastName
Day, Month ##, 20##
Time: #:00 a.m. (or p.m.)
Room: ###, Natural Resources Building

Abstract
Write a short abstract, approximately one or two paragraphs, here that succinctly presents the proposal's purpose, need/rationale, theoretical framework used or tested, context, methods and/or procedures, and any other information that is relevant to help others understand your work.

Committee Members:
Dr. Aaaa Bbbbbb, Chairperson
Dr. Ccccccc Ddddddd
Dr. Eeeeeee Ffffffff
Dr. Gggggggg Hhh

If you choose also to create a flier for hallway posting, feel free to add some design elements to the flier (e.g., a relevant photo or other graphic representing your proposal topic or context). However, the above information should be submitted to the Graduate Secretary for email distribution and posting in the *Events* section on the CSUS website.

Proposal Approval: After the public presentation and in a closed session, members of the Guidance Committee will discuss the suitability of the proposal and indicate their approval on the *Dissertation Proposal Approval* form (see sample in Appendix A); use digitally fillable/signable version found on the CSUS Graduate Forms website. This form must be signed digitally (to be circulated in order of listing on the form) by the student, the Guidance Committee members, the Graduate Program Coordinator, and the Department Chairperson.

Human Subjects/IRB: Students must ensure compliance with the university requirements and guidelines pertaining to use of human subjects and vertebrate animals in research, and to safe use of hazardous materials. The necessary forms to secure approval from the Institutional Review Boards (IRB) may be obtained from the Human Research Protection Program (http://hrpp.msu.edu ; use the new CLICK™ Research Compliance System). Training is required in the relevant human and/or animal research areas prior to submitting the IRB application and implementing data collection procedures. See RCR guidelines on pages 83-86 in Appendix A; use digitally fillable/signable forms on CSUS Graduate Forms web page.

Dissertation

A doctoral dissertation is required for the Ph.D. degree. According to University regulation, each student must register for a minimum of 24 credits (and a maximum of 36 credits) in CSUS 999 Doctoral Dissertation Research prior to awarding of the degree.

Students are required to write and successfully defend a dissertation containing a contribution to knowledge, conforming to professional standards of evidence and argument, and using clear and correct English language. The Guidance Committee and student have wide latitude in determining the design and format of the dissertation, but the dissertation should be designed so as to facilitate publication of the results. One common alternative to a conventional dissertation format is a set of related papers written in a format and style that is acceptable for publication in peer-reviewed journals and is consistent with the scholarly foundations and research approved during the proposal defense. For the dissertation itself, the papers should be combined in one volume, with an introduction and conclusion that highlight the papers' common research focus and principal findings as related to the approved dissertation proposal. Papers that the student has co-authored while in the doctoral program may be included as long as the student is the first author and the articles have been certified by the major professor as being substantially the work of the student.

For a dissertation consisting of one or more chapters that are already published papers: a) These chapters must be introduced with the list of all authors, citation for the publication, and include a copy or notation of the written permission from the publisher (who generally holds the copyright) to reprint the article; b) If multiple articles make up the document, they must be "tied together" with a required general introduction and summary/ discussion. The dissertation/guidance committee chair will decide any further requirements.

Dissertation Defense

Plan Ahead for Dissertation Submission (for graduating in semester of your defense)

6 WEEKS PRIOR TO CANR cert/GRAD SCHOOL FINAL DEADLINE and 2 WEEKS PRIOR TO FINAL DISSERTATION DEFENSE: Submit final defense announcement to CSUS Graduate Office; submit draft copy of your dissertation to committee members (for their reading prior to your defense)

4 WEEKS PRIOR TO CANR cert/GRAD SCHOOL FINAL DEADLINE and 2 WEEKS PRIOR TO FIRST DISSERTATION SUBMISSION TO GRAD SCHOOL: Hold final defense with your committee; allow about 2 weeks to make committee-recommended revisions/edits

2 WEEKS PRIOR TO CANR cert/GRAD SCHOOL FINAL DEADLINE: Submit committee-approved first draft to Grad School for their review, comments, editorial and formatting requirements

CANR & GRAD SCHOOL FINAL DEADLINES: Last date to submit FINAL dissertation draft to ProQuest to meet CANR certification deadline and graduate in the same semester is 5-6 days before Grad School deadline.

Description and Announcement of Dissertation FINAL Defense:
The dissertation defense is a public seminar that is open to attendance by faculty, staff, students, and other invited guests. Defense announcements should be distributed ***at least two weeks/14 days*** prior to the seminar. (Follow the same format and procedures as for the proposal defense, but title it "Final Defense" rather than "Proposal Defense;" See p. 37.)

Doctoral students must provide Guidance Committee members with a copy of the dissertation (marked "DRAFT") ***at least two weeks/14 days*** prior to the defense seminar. The defense may not occur any less than two weeks after the committee/examiners have received the draft.

> ***Note***: By university policy, doctoral students must be registered for at least one credit during the semester in which the final defense/oral exam is taken (including summer semester).

Structure of Dissertation Defense:
The dissertation should be presented using appropriate visual and other aids. Time should be allotted for questions and discussion from the Guidance Committee and other audience members. ***The student's Guidance Committee will decide on the specific format to be used in examining the student, to include the balance between the public presentation and closed examination portions of the session***. Following the public presentation, guests will be excused and the student and Guidance Committee will continue in a closed session for additional discussion and Guidance Committee requests for clarifications and presentation of suggested modifications. Guidance Committee members may require corrections or revisions to the written document before final approval of the dissertation.

Record of Dissertation and Oral Examination Form

At the end of the dissertation defense, the Guidance Committee will identify one of three outcomes, to be marked on the PhD Examination/Defense form (the 3rd outcome is the most common):

ACCEPTED: Student has passed the oral defense and the written document is approved "as is" and can be submitted according to guidelines above (to the Graduate School via ProQuest).

REJECTED: Student does not pass the oral defense; committee may request significant additional work be done before student attempts to defend again, or may choose to counsel student out of the program.

ACCEPTED SUBJECT TO REVISIONS (assuming oral defense is passed) [most common]: Student has passed the oral defense (thus, would not have to enroll for one credit in a subsequent semester if it takes beyond the end of the current semester to complete written revisions, or deadlines are missed), but revisions and/or editing are required in the written document. A summary of requested modifications can be provided in the box "Major Revisions Required" and, if desired, more detailed explanations provided in an attached document. Student makes revisions, as requested by the committee, and when the committee members are satisfied with the modifications, they will provide final approval. The committee chairperson will sign and date the "revisions approved" line (indicating required revisions have been met) on the PhD Examination/Defense form.

Formatting and Filing Your Doctoral Dissertation

Formatting Your Dissertation:
Prepare your Dissertation following the specific instructions in the Graduate School Formatting Guide (find appropriate links via: https://grad.msu.edu/etd/formatting-guide OR, for a printable version, see https://grad.msu.edu/sites/default/files/content/etd/Formatting%20Guide%20February%202016.pdf).. This Formatting Guide sets forth dissertation requirements established by Michigan State University for required electronic submission. The dissertation should be prepared in accordance with the instructions of this guide. A PDF copy of the final, approved dissertation must be provided to the Department (via the Graduate Secretary). Ask Guidance Committee members about their preference of type for receiving a personal copy (digital PDF, hard-bound print copy, soft-bound print copy, or unbound print copy).

Record of Completion and Submission of Dissertation to ProQuest/Graduate School and CSUS Department:
After Guidance Committee members have assessed the acceptability of the dissertation and defense, and agreed on approval of the dissertation, committee members should digitally sign the *MSU Record of Dissertation and Oral Exam* form (http://www.csus.msu.edu/graduate/current_students/forms, which should be pre-filled (except results and signatures) by the student prior to the defense. The form should be circulated for digital signatures in order of listed

names, then sent to the Graduate Program Coordinator for signature, who will send to Department Chairperson for signature, all needed prior to final degree certification/audit within GradPlan and with the Graduate School.

MOST TYPICAL SCENARIO: If the student passes the oral defense, but the written dissertation still needs more than minor editing, the advisor should check "conditional pass," summarize edits needed (on the form or on an attached page), submit to the Graduate Secretary for safe-keeping until the student completes revisions. Then, after the student makes all revisions required by the committee prior to submission to the Graduate School, the advisor will sign and date the "final approval" line on the *MSU Record of Dissertation and Oral Exam* form.

The Graduate School permits submission of supplementary materials to ProQuest. Such materials will not be reviewed for formatting requirements, but must be acceptable by ProQuest and comply with ProQuest's criteria and storage limits. All supplementary materials need the written approval of the thesis/dissertation committee chairperson. Their initials must appear on the MSU form *Theses/Dissertation & Institutional Review Board Approval* (available on the CSUS graduate forms website: https://www.canr.msu.edu/csus/graduate/current_students/forms)

Also note that the MSU Library *may* accept supplementary materials approved by the thesis/dissertation committee chairperson based on their collection criteria. These are not reviewed by the Graduate School. Questions about submission of these materials to the library should be directed to the Assistant Director for Digital Information Services, currently Shawn Nicholson (nicho147@mail.lib.msu.edu).

ELECTRONIC SUBMISSION OF DISSERTATIONS

MSU accepts ***only*** electronic theses and dissertations submitted electronically via ProQuest. Instructions are available at https://grad.msu.edu/etd/electronic-submission-to-proquest Submit via ProQuest at http://www.etdadmin.com/cgi-bin/school?siteId=295 A fee is charged by ProQuest-UMI if the dissertation is to be copyrighted. The Graduate School staff reviews only the PDFs that are uploaded through ProQuest.

Target dates for **FINAL APPROVAL** of an electronic Thesis or Dissertation to the Graduate School for graduating the semester of that submission are below. **Be aware that a submission via ProQuest does not mean that the document has been ACCEPTED.** The review process is interactive and iterative. Final approval can take from a few hours to a few weeks, depending on the extent of the necessary revisions and how diligent the author is when making the necessary revisions.

Electronic Submission: Final Approval Target Dates:

Fall 2019:	December 18, 2019	Fall 2021	December 20, 2021
Spring 2020:	May 6, 2020	Spring 2022	May 11, 2022
Summer 2020:	August 19, 2020	Summer 2022	August 24, 2022
Fall 2020	December 18, 2020	Fall 2022	December 19, 2022
Spring 2021	May 12, 2021	Spring 2023	May 10, 2023
Summer 2021	August 25, 2021		

NOTE: If you intend to graduate in the current semester, your document must be accepted and delivered to the publisher, ProQuest, by 5:00 p.m. on the deadline date. This means that your document has been submitted via the ProQuest website EARLIER, reviewed by a Graduate School ETD Administrator for formatting, has been deemed to be formatted correctly, and all necessary paperwork has been turned in to the Graduate School. **The deadline date is not simply the last date to SUBMIT your document for the first time to the Graduate School via the ProQuest website. It should be submitted for the first time *about* 3 weeks earlier,** to allow time for initial Graduate School review, your revisions, and subsequent Graduate School review, with time to meet degree audit date 5-6 days earlier**.**
Make sure you are aware of the deadline dates.

Be aware that a submission via ProQuest does not mean that the document has been ACCEPTED. The review process is interactive and can take from a few hours to multiple weeks, depending upon the extent of the necessary revisions and how diligent the author is when making the necessary revisions.

At the same time as the student submits the first dissertation draft to the Graduate School, they should submit a completed, signed copy of the "Theses/Dissertation and Institutional Review Board Approval" form (found on CSUS forms website). Submit a copy of this form to the CSUS Graduate Office via the Graduate Secretary.

Submit a PDF copy of the FINAL, Graduate School-approved dissertation to the CSUS Graduate Office via the Graduate Secretary.

All CSUS (and former department) projects, theses, and dissertations will be available via the Graduate Secretary. Older, bound hard copies can be checked out, and the newer PDF copies can be obtained directly from the Graduate Secretary.

Requests for hold/embargo on publication of documents submitted to ProQuest: *(New Policy from Graduate School June 2019)*
Students submitting a thesis/dissertation to ProQuest now can request a hold/embargo of publication by ProQuest by contacting the Graduate School at msuetds.approval@grd.msu.edu or calling 517 353 3220. In response to the request, the Graduate School will send directly to the student a form that needs to be completed and returned to the Graduate School prior to the document submission to ProQuest. The form needs to be signed by the student's major professor and by the Associate Dean of the student's college. The request for the hold/embargo may be for six months, one year or two years. Requests for a period longer than six months must include a brief justification for the length of the requested hold/embargo.

Creating an Open Researcher and Contributor ID (ORCID) at the time of submission of electronic documents to ProQuest: *(New Policy from Graduate School June 2019)*
At the time of submission to ProQuest, authors now have the opportunity to create an ORCID that provides researchers with a unique identifier for linking their research outputs and activities. An ORCID:

- improves recognition of research contributions;
- reduces form-filling (enter data once, re-use it often);
- works with many institutions, funders, and publishers; and
- is a requirement of many journal manuscript submission systems and grant application forms.

To learn more about ORCID go to: https://vimeo.com/237730655

Advisors for PhD Degrees

Although not common in the Department of Community Sustainability, it is possible for a student to have a primary advisor and to identify a different member of the committee to serve as the dissertation advisor. This happens most often when the dissertation is aligned more closely with another department's work (such as Philosophy or Hospitality Business, or possibly for students who are pursuing a dual degree). If you choose to do this, be sure to indicate it on your CSUS Program Planning Form and in GradPlan. (If your dissertation advisor is the same as your primary advisor, it is helpful to indicate this in GradPlan, too.)

Note that students may not have two or more official "co-advisors." However, you may work as closely with any of your committee members, as agreed to by you and the committee.

Degree Conferral Date vs Official Degree Award Date

The degree conferral date is the date when all requirements have been met, and the degree certification is filed. This date is available ONLY on the student's transcript. The official degree award date is the date of the last day of the semester in which the degree requirements are fully met and the degree conferred. This date is on the diploma.

Doctor of Philosophy Degree Calendar & Progress Checklist

Student Name: _____

Advisor Name: _____ First semester/year of degree program: _____/_____

Prior to Attending the First Semester of Classes

☐ **Attend** the required CSUS Department graduate student orientation (usually scheduled on the Monday prior to the first day of fall semester classes). Students are encouraged to participate in orientation activities offered by the Graduate School (and for international students, by the Office of International Students and Scholars).

☐ **Contact** your initial academic advisor when you arrive in East Lansing to discuss degree requirements, to plan your courses (especially those for the first semester), and to discuss other student-related concerns.

☐ **Formalize** assistantship expectations and paperwork (if your have an assistantship), including the following forms:

Payroll/W-2, Federal W-4, Direct Deposit: at e-Payroll, https://login.msu.edu/?App=E01
I-9 instructions and forms: https://www.hr.msu.edu/ua/i9/index.html
GA Appointment Letters (requiring student signature)**:** sent by CSUS Graduate Secretary

If you have been awarded an assistantship or are otherwise employed on campus, contact your supervisor immediately to complete employment paperwork, discuss your assignment and schedule, and address any issues related to your employment. Note the official dates of work for each semester as identified below:

Fall semester appointments:	August 16 - December 31
Spring semester appointments:	January 1 - May 15
Summer appointments:	May 16 - August 15

☐ **Register** for classes.

- Doctoral students must be registered for a minimum of 6 credits per semester to be considered "full time." (After the student has completed his/her comprehensive exam(s), he/she may be considered "full time" with 1 credit as long as he/she has informed the Registrar's Office of her/his status and intent.)
- Doctoral students must register for CSUS 800 and 802 during their first Fall semester; STPAM students must register for CSUS 814 if starting in an odd-numbered fall semester.

Each Semester (as relevant)

☐ **Complete** or update assistantship or other wage forms, as relevant to your individual work pattern. See CSUS Graduate Secretary and accountants.

☐ Be sure you have completed an "assistantship assessment" each semester prior to reappointment for the following semester (to be done just after mid-semester each term). Form is on CSUS graduate forms web page.

First Semester

☐ **Take** CSUS 800 and 802, the required core CSUS courses (offered fall semester only); STPAM students take CSUS 814 if first fall is in an odd-numbered year.

☐ **Begin** RCR training (foundational materials presented in core courses; see RCR materials for other sources for training, review the RCR Record of Training that must be completed annually (UNDER REVISION FOR 2019). Initial year RCR requirements are incorporated into CSUS 802. Begin preparing your annual review materials for the calendar year, which will be submitted no later than January 31 of the following year.

☐ **Begin talking with** potential faculty committee members so that you can create your committee and program plan during the second semester, when you hold your first committee meeting. The doctoral *Program Planning Forms* are available at: https://www.canr.msu.edu/csus/graduate/current_students/forms

Second Semester

☐ **Select** Guidance Committee members in consultation with your advisor.

If, as you move through your program, you change your interest area, or as you become more familiar with the faculty and their interest areas, you may – upon mutual agreement – change academic advisor to better meet your academic and professional development goals. Use the digitally fillable/signable *Change in Program Plan* form available on the CSUS website (https://www.canr.msu.edu/csus/graduate/current_students/forms).

☐ **Draft** a potential degree program plan, working with the relevant *Ph.D. Program Planning* Form, on which you identify which courses you want to select to meet specific requirements for your degree. Working with this form helps assure that requirements relevant to *your* degree are agreed upon, and helps with the final degree certification process during the semester in which you intend to graduate. Forms are accessible on the CSUS website (https://www.canr.msu.edu/csus/graduate/current_students/forms), a sample is in Appendix A of this handbook. Choose the form appropriate for your degree program (CSUS, STPAM) and degree type (Ph.D.) (Note that requirements for students starting fall 2019 and after will be different than those of students already in the program; follow new guidelines.)

Second (preferred) or Third Semester

☐ **Schedule** and **hold** an official meeting with your Guidance Committee to discuss your academic and professional goals and the courses you intend to take, as presented on the relevant *Ph.D. Program Planning* Form (work with the Graduate Secretary to schedule a room). You may also discuss preliminary dissertation topics at this time.

> ***MEETING PREPARATION HINT***: It is the student's responsibility to find a date appropriate for all Guidance Committee members, to schedule a room, prepare an agenda (in consultation with Advisor), and prepare the room, as needed (suggestions include providing appropriate audio-visual aids, written agenda, preparing relevant written plans and forms [as appropriate to the meeting agenda]).

> ***COMMITTEE SCHEDULING HINT***: Most faculty members are on Academic Year Appointments (9-month) rather than Annual Year Appointments (all year), so be sure to schedule committee meetings and other committee activities (including reading of proposals and dissertation drafts) when they are officially on duty. Exceptions can be made with the approval of all committee members; however, you should plan your work with respect for faculty appointments. Often they are involved in field research, study abroad programs, or otherwise away from the University during the time outside of their appointments. Most often this is during the summer; however, some faculty have non-traditional schedules. Be sure to find out appointments and schedules of your Guidance Committee members.

☐ **Finalize** your program plan, using the relevant *Ph.D. Program Planning* form and getting the requested digital signatures ***no later than the end of the 3rd semester*** (submit to the Graduate Program Coordinator for review). Forms are available on the CSUS website (https://www.canr.msu.edu/csus/graduate/current_students/forms). After approved, enter all the information (committee members, course selections, proposed dissertation idea) in GradPlan. A copy of your completed, approved CSUS form will be placed in your permanent academic file and used during degree certification to compare with GradPlan and transcript at the end of your program. Keep a copy for your personal records and for use in completing GradPlan and potentially making future changes.

Third Semester and Forward

(schedule varies from here forward; students move through program at different rates, depending on personal circumstances)

As you approach completion of 80% of your non-999 coursework:

☐ **Meet** with your Academic Advisor to discuss procedures for and scope of your Comprehensive Program Statement (CPS), the comprehensive examination, and CPS timeline planning. You should be working toward writing your Comprehensive Program Statement from the day you begin your program, by reading and annotating relevant literature, and thinking about integrating diverse literature. The comprehensive exam must be completed by the end of Year 5 of the degree program. *(See pp. 35-37 for details.)* Requesting an extension of this deadline is possible, but does not extend the deadline for PhD degree completion/graduation (8 years).

Comprehensive Exam: After 80% or more of coursework has been completed

- ☐ **Prepare and submit** your Comprehensive Program Statement to your Academic Advisor. *(See pp. 34-35 for detailed description.)* Be prepared to make revisions based upon feedback.
- ☐ **Submit** your draft Comprehensive Program Statement to your Guidance Committee for review no fewer than 60 days before your comprehensive exam is scheduled to begin. Be prepared to make revisions according to their feedback, which is due back to the student no fewer than 45 days before the beginning of the exam.
- ☐ **Secure** the approval of your Comprehensive Program Statement by your Guidance Committee no fewer than 30 days before the first day of the comprehensive examination. Your Advisor will subsequently send it to the department faculty for review and comment. After the Comprehensive Program Statement (CPS) has been approved by all Guidance Committee members, submit the "CPS Comprehensive Program Statement Approval" form (that contains planning and scheduling aid fields, to be used for timeline planning), available on the CSUS Graduate Forms page, https://www.canr.msu.edu/csus/graduate/current_students/forms , with a copy of the CPS (to be submitted as PDF file), to the Graduate Secretary at least 30 days prior to start of written comp exam.
- ☐ **Schedule** your written and oral comprehensive examinations with your Guidance Committee. The oral examination (scheduled prior to taking the written exam) should be held ***within 14 days of completion*** of the written comprehensive examination. Committee members should provide a preliminary assessment of exam and broad comments to advisor, to be shared with the student at least 24 hours before the oral exam.
- ☐ **Begin** your written comprehensive examination no fewer than 30 days after final approval of your Comprehensive Program Statement by your committee. After the oral and written portions of the exam are complete, submit a signed *Record of Comprehensive Examination* form to the Graduate Secretary (https://www.canr.msu.edu/csus/graduate/current_students/forms), who will enter results in GradPlan.

Dissertation Proposal

- ☐ **Prepare** a written draft of your dissertation proposal (defended after comp exam is passed). Discuss it with your Advisor, revise/edit and secure his/her approval prior to submitting it to your Guidance Committee.
- ☐ **Make** necessary changes in your proposal (based on the feedback from your Advisor, and Committee members, based on how much they have elected to be involved)
- ☐ **Provide** each member of your Guidance Committee with a copy of your draft proposal ***at least two weeks/14 days*** prior to the proposal defense.
- ☐ **Schedule** and **submit notification of** a public presentation and defense of your proposal with your Guidance Committee. Graduate Secretary will help with room reservation. Prepare required forms for the proposal defense, available at: https://www.canr.msu.edu/csus/graduate/current_students/forms See guidelines on page 37 for developing proposal defense notification materials, to be submitted to the Graduate Secretary ***at least two weeks/14 days*** prior to the defense.
- ☐ **Present** your dissertation proposal publicly, to be followed by a closed meeting in which Guidance Committee members will review and assess the proposal.
- ☐ **Secure** approval from the Institutional Review Board (IRB), as appropriate to your research/project (via the CLICK system). Instructions and application templates are available online at: http://hrpp.msu.edu
- ☐ **Obtain** digital signatures of the members of your Guidance Committee on the *Dissertation Proposal Approval* form (available at https://www.canr.msu.edu/csus/graduate/current_students/forms). (You must indicate on this form the date when your proposal and IRB application was submitted to the IRB prior to proposal approval. No work on the dissertation can begin until research is deemed exempt, or IRB approval is received.)

> ***WRITING HINT***: You should have peers (and, if needed, professional editors) review and provide editorial recommendations for your dissertation proposal (and final dissertation) prior to submission to your Advisor and Guidance Committee. Take advantage of resources at the MSU Writing Center.

Final Semester

Preparing for Dissertation Final Defense

- ☐ **Complete** and **submit** the on-line Application for Graduation by the end of the first week of the semester of planned graduation (first week of spring semester for summer graduation): https://reg.msu.edu/StuForms/GradApp/GradApp.aspx You must apply for graduation even if you do not plan to attend the ceremony so that final paperwork can be sent to and certified by the CSUS Graduate Office.
- ☐ **Schedule** an individual "pre-graduation meeting" with the Graduate Program Coordinator and Graduate Secretary to review your records, degree program, and all requirements and deadline dates for completing your degree program.
- ☐ **Check** deadline dates for your planned final semester, as they pertain to completing the Ph.D. degree, at: https://grad.msu.edu/etd/etd-deadline-dates Dates also are included in the "box" on the page 40.
- ☐ **Enroll** for a minimum of one (1) credit in the semester in which you plan to defend your dissertation.
- ☐ **Check** StuInfo to be sure all DFs (deferred grades) have been converted to grades and that your GPA is at least 3.00. You cannot graduate unless these two conditions have been met.
- ☐ **Review** the Graduate School's electronic submission guidelines (for dissertations) at http://www.etdadmin.com/cgi-bin/school?siteId=295
- ☐ **Prepare** for commencement; see guidelines and checklist provided by the University: https://commencement.msu.edu

Completing Your Dissertation

- ☐ **Work** with your advisor/committee chairperson to write and edit a draft of your dissertation.
- ☐ **Submit** the full advisor-approved draft of your dissertation to your Guidance Committee members ***at least two weeks/14 days*** prior to your scheduled Final Defense date.
- ☐ **Edit** your draft, as needed and requested by your committee. See https://grad.msu.edu/etd/formatting-guide for format guidelines. Printable PDF version is available from this site also.
- ☐ **Schedul**e your final dissertation defense date/time with your Guidance Committee for presenting and defending your work. Students, faculty in the CSUS Department, others are invited to this public seminar.
- ☐ **Develop and submit** notification materials for your dissertation defense to the Graduate Secretary ***at least two weeks/14 days*** prior to the defense seminar date (clearly marked as *final* defense). The Graduate Secretary will help you schedule a room, send email notifications, post the flier on the graduate bulletin board, and submit for posting on the CSUS website homepage.
- ☐ **Present** and **defend** your dissertation at the public seminar; successfully defend with your Committee.
- ☐ **Edit** your dissertation draft as required by your Guidance Committee.
- ☐ **Prepare the form** (prior to your final defense) and **obtain digital signatures** (circulate in order of listing) from the members of your Guidance Committee on the *Record of Dissertation and Oral Examination Requirements for Doctoral Degree Candidate* form (see https://www.canr.msu.edu/csus/graduate/current_students/forms). Approval date will be entered in GradPlan after submission of the signed form to the CSUS Graduate Office.
- ☐ **If conditional pass** (most common outcome)**:** make revisions based on committee recommendations, then have committee chairperson sign off on final approval. Proceed with approval process.
- ☐ **Prepare** the final copy of your dissertation according to the Graduate School Formatting Guidelines (see https://grad.msu.edu/etd/formatting-guide for format guidelines).
- ☐ **Prepare** an abstract of your Ph.D. dissertation to be filed with "Dissertation Abstracts."

- ☐ **Electronically submit** your dissertation to the Graduate School using instructions on their website: https://grad.msu.edu/etd/electronic-submission-to-proquest and submitting via ProQuest at http://www.etdadmin.com/cgi-bin/school?siteId=295 See deadline dates on page 40.

- ☐ **Complete and Submit** the MSU form *Theses/Dissertation & Institutional Review Board Approval* to both Graduate School and CSUS Graduate Secretary (available on the CSUS graduate forms website: https://www.canr.msu.edu/csus/graduate/current_students/forms)

- ☐ **Provide** a PDF file of your Graduate-School-approved dissertation to the CSUS Graduate Office and copies to your Advisor and Guidance Committee members. (Ask committee members for format preference: hard- or soft-bound, unbound, or PDF.)

After Completing Your Degree

- ☐ **Complete** a Survey of Earned Doctorates: All Ph.D. students nearing graduation must complete the SED (Survey of Earned Doctorates) as part of the required paperwork for the Graduate School. This is a national effort, and the MSU Graduate School requires that all MSU doctoral students completing degrees must fill out this survey. The link to access the survey is: https://sed-ncses.org

- ☐ **Complete** a short online MSU exit survey (required for all students graduating with a Plan A or Plan B master's degree, or with a Doctoral degree). Only students who have applied for graduation and have defended have access to the survey. The survey asks questions about educational experiences in MSU graduate programs as well as about immediate professional plans. The Graduate School uses data from this survey when reviewing graduate programs, and to guide decisions about services and initiatives for graduate students.

  The identity of all respondents will be kept confidential; only aggregate (group) information will be available to faculty and administrators. The students will receive an e-mail message from the Dean of the Graduate School with a link to the survey, which takes about 5-10 minutes to complete. However, students do not need to wait for that e-mail message to complete the survey after applying for graduation. Instructions and links for completing the survey are available via https://grad.msu.edu/etd/required-paperwork-and-surveys . The contact for issues associated with the exit survey is: exitsurvey@grd.msu.edu .

  Instructions for students:
  - Doctoral Students should access the doctoral survey via a link from the page above.
  - Enter your MSU NetID (Login Name) and Password
  - Complete all the items on the survey. When finished, click SUBMIT.

  If you cannot open this survey, send an email to exitsurvey@grd.msu.edu , and include your name, student ID #, degree level (Ph.D., MA/MS) and semester of graduation. You will then be notified when you are able to complete the survey.

- ☐ **Complete** the CSUS Exit Survey (sent from CSUS Graduate Office) and Exit Interview (with Graduate Program Coordinator).

- ☐ **Read** and **comply** with MSU's Exit Check List to ensure that you have met all requirements and submitted all appropriate forms, questionnaires, and other paperwork.

- ☐ **Pay** final fees, if any.

Please keep the CSUS Department updated on your post-graduation jobs and where you are living!!!

• Additional CSUS Information & Expectations •

Professional Development, Academic Progress, and Faculty Mentoring

Upon the student's arrival at MSU, the student and advisor should devise a plan for regular meetings. The frequency and format will vary by student, faculty, and across the academic career of the student. The plan should meet the needs of both parties. The Major Professor's role is to serve as mentor for graduate students as well as to serve as their academic advisor. Students also have a lot to share with each other, as well as with faculty. A student's graduate experience is much more than "taking courses," and students are encouraged to make their graduate experience as rich as possible. Students are strongly encouraged to attend seminars, engage in active scholarly debate outside the classroom, read broadly, get involved in research and outreach activities (paid or volunteer), participate in professional conferences, and (when ready) begin writing professional articles for submission to professional magazines and journals.

In their role as mentors, faculty should model and provide encouragement for working as scholar-practitioners; discuss the nature and practicalities of research ethics and academic integrity; discuss University policies and procedures; involve students in extracurricular professional activities; review Department expectations; and discuss professional ethics and responsibilities.

Note that most faculty in the Department of CSUS have "academic year" appointments (9 months) rather than calendar year appointments. Most have their non-work time during the summer, but a few have negotiated other time blocks during the year. Also, most faculty are engaged in out-of-state and international travel for conferences, research, and outreach work at various times throughout the year. Discuss your advisor's and committee members' schedules with them so that you know when they will be available to you. Scheduling for committee meetings should be done well in advance to maximize the potential for finding common dates of availability across your diverse committee members.

Grade Point Average Expectations and Nearing Critical Deadlines

As stated in the degree description sections of this handbook, graduate students must maintain a 3.0 cumulative grade-point average out of a possible 4.0 to remain in good standing. All student GPAs will be reviewed each semester. Students whose GPA falls below 3.00 will receive notification of such, indicating that they have been placed on probation. The student should schedule an appointment with their advisor immediately to discuss the probationary status and to make plans to raise the GPA.

Students nearing a critical deadline (e.g., 5-year deadline for completing comprehensive exams or 8-year deadline for completing the degree for doctoral students; 5-year deadline for completing the degree for master's students) will receive written notification, plus a request for a plan for degree completion (to be developed in consultation with their advisor).

Graduate Students as Representatives of MSU

Graduate students engaged in professional activities – whether at the University, working with communities, engaged in international travel and work, participating in professional conferences, attending meetings and public hearings, or other relevant scholarly or practitioner activities – are representatives of Michigan State University. Consequently, as a MSU student, you are expected to behave in a professional manner. Some examples (provided only as examples, not intended to be comprehensive) of appropriate behavior are:

- When attending professional conferences or meetings, especially when funded in whole or part by University funds, you are expected to participate in the conference sessions and events (not act as though the trip is your personal vacation).
- In doing all your work, you should behave with academic and professional integrity. (Review all the Research Integrity Resources: https://grad.msu.edu/researchintegrity)
- When engaging in scholarly debate, treat others with respect and be an active listener.
- In making professional presentations or writing journal articles, acknowledge and cite all work and ideas of others, as they contribute to your own ideas and work. (Even paraphrased work should be cited.)

Permanent Academic Advising Files (and student access)

The CSUS Department maintains a permanent academic file in the Graduate Office on each graduate student. The student may have access to all records in her/his personal file, *with the exception of letters of recommendation for which they waived their right of access* and *records of GACC deliberations prior to acceptance.* If a student wants to review her/his file, he/she should schedule an appointment with the Graduate Secretary. Files must be reviewed in the Graduate Office and may not be removed from that location. None of the file contents may be removed by the student.

If the student wishes to challenge the validity of any of the records, they may present a written challenge explaining the perceived inaccuracies, along with supporting documentation. The written challenge should be submitted to the Graduate Program Coordinator of CSUS, who will review the challenge and the file. The Graduate Program Coordinator may consult with the Graduate Secretary, the student's major professor, and the Chair of the Graduate Affairs and Curriculum Committee. The Graduate Program Coordinator will provide a written response to the student's challenge. If the student does not believe the issue has been resolved appropriately, they may file an official Grievance. *(See separate Conflict and Grievances section of this Handbook.)* Items kept in the permanent file include:

- All original application materials (application, test scores, letters of reference, former degree transcripts, academic and personal statement essays, and resumé).
- Correspondence between student and department faculty and staff
- Copies of fellowship and scholarship applications or nominations, plus award letters/forms
- Copies of all assistantship or other paid work records, as relevant
- Copies of each semester's written assistantship developmental review and discussion form
- Copy of approved Program of Study (plus documentation of any changes in courses and/or committee members)
- Annual written progress assessment packets (including student's written self-assessment), used as the basis for student review each calendar year
- Annual records of RCR training (forms plus supporting documentation); under revision for 2019.
- For doctoral students: copy of Comprehensive Program Statement (CPS) and CPS Approval form
- For doctoral students: Comprehensive Exam (written questions and responses, kept for a minimum of 3 years)
- For doctoral students: MSU Record of Comprehensive Exam, including summary of written results of the comprehensive exam on form, plus (if needed) a written plan to address deficiencies, and a schedule and plan for re-taking the exam
- Written plan describing how the student will address deficiencies, or improve their GPA (if it falls below 3.00), if needed as a result of the annual review (or semester GPA check resulting in a probation letter)
- Copies of critical correspondence between the University and student (except messages embedded in student application portal and GradPlan)
- Copies of any other MSU forms submitted on behalf of the student during their study

Student Status: "Good Standing," Probation, and Termination of Program

Students not making adequate progress, or earning a cumulative GPA of less than 3.00, or engaging in unethical behavior may be placed on probation. Such a determination can be made after an unacceptable annual review, after a semester-by-semester review of GPA, expiration of University deadlines, or violation of University standards of academic integrity. Specific examples of conditions or actions that may result in probation are:

- Cumulative Grade Point Average (GPA) falling below 3.00.
- Violation of scholarly ethics and/or University policies. (Depending on the nature of the violation, the result may be probation or dismissal from the program/University.)
- Repeated failure to make academic progress, such as expiration of University deadlines for comprehensive examinations or program completion.

Additional conditions to stay in "good standing" in CSUS (to be eligible for GOF, endowed awards, other funding) include:

- Submitting program plan (and GradPlan, for PhD students) on time;
- Meeting requirements for and submitting annual assessment documents on time (by each January 31 for previous calendar year);
- Meeting requirements for and submitting annual RCR training documents on time (training completed and documentation requirements under revision for 2019); and
- Submitting in a timely manner required post-event/funding use reports for things such as GOF funds (within 30 days after completion of GOF-funded project), fellowships, and scholarships, as relevant to your situation.

Students will receive a letter from the CSUS Graduate Program Coordinator and chairperson at the beginning of the first semester in which they have been placed on probation, explaining the requirements that must be met in order to return to good standing. The requirements must be met by the end of the semester (or, if involving GPA increase, must be met within 1 year). If the student fails to address the deficiencies, their graduate program will be terminated within fourteen (14) days of the end of the semester. Students on probation are not eligible to apply for CSUS/CANR/MSU fellowships.

If the student does not agree with the decision of the Department, they may file an official grievance in accordance with the University's Grievance Procedures. *(See separate Conflict and Grievances section of this Handbook.)*

Full-time Status Requirements

International students on F and J visas are required to have full-time status. Domestic students may have other reasons for needing full-time status (insurance eligibility; eligibility for certain financial aid, scholarships, fellowships; etc.) MSU requires the following minimum enrollments to attain full-time status for academic purposes:

- Master's ..... 9 credits per semester
- Doctoral (before passing comprehensive exam) ..... 6 credits per semester
- Doctoral (after having passed comprehensive exam) ..... 1 credit per semester
- Graduate – professional level ..... 12 credits per semester

Graduate Assistants' maximum and minimum credit loads are as follows:

- Master's with quarter-time or half-time assistantship ..... minimum 6 credits per semester
  (maximum 16 credits per semester, excluding 899 or 999 credits)
- Doctoral with quarter-time or half-time assistantship ..... minimum 3 credits per semester
  (maximum 12 credits per semester, excluding 899 or 999 credits)
- Master's or doctoral with three-quarter-time assistantship ..... minimum 3 credits per semester
  (maximum 8 credits per semester, excluding 899 or 999 credits)
- Doctoral assistant having passed comp exams ..... minimum 1 credit per semester

Deviations are allowed only for summer semesters (minimum 3 credits) or final semester of student's degree program (minimum is the number of credits required to complete the degree or to meet university or visa minimum registration requirements).

See additional graduate assistantship information at: https://grad.msu.edu/assistantships

Additional enrollment status related to financial aid can be found at: https://finaid.msu.edu/enrlchrt.asp
Loan deferral status may affect credit numbers; contact the Office of Financial Aid.

Academic Performance and Progress Assessment (Annual Review)

Each year, in January, each student will engage in a progress assessment process with her/his academic advisor for the preceding calendar year. (When you begin your degree during the fall semester, your first annual assessment will cover only that time since you began your work at MSU in the CSUS Department.) The purpose of this process is for the student and advisor to review the student's progress, make plans for the next year, discuss ways to facilitate the student's success, provide input about the program and progress, and provide an opportunity for the student to request additional help, if needed. See the separate section on Annual Academic Progress Assessments for details (pp. 50-51). Use the digitally fillable/signable forms on the CSUS Graduate Forms web page.

• Annual Academic Performance & Progress Assessment •

As required by the MSU Graduate School, each year during January each student will complete a performance and progress assessment, including a meeting with her/his academic advisor, for the preceding calendar year. *(If you begin your degree during a fall semester, your first assessment will cover only that time since you began your CSUS work at MSU.)* The purpose of this process is for the student and advisor to review the student's performance and progress, lay out plans for the next year, discuss ways to facilitate the student's success, and enable the student to request additional help, if needed. This process is to be initiated by the student, following the guidelines below and using the forms found in the Graduate Forms section of the CSUS website (sample in handbook Appendix A). The entire process, including your individual meeting with your advisor, should be completed no later than January 31 so that all digitally signed forms can be completed and submitted to the Graduate Secretary during the first week of February. Note that completing this annual assessment process and submitting associated documentation is part of maintaining "academic good standing."

Student Assessment Process

Summary of steps in the assessment process, which is to begin with the student:

- Complete the Annual Student Assessment Cover Form
- In a separate report, address item #s 1-4 in Section I-A below *(#4 should be on a separate page, without your name).*
- Your RCR form and "proof of completion" documents should have been submitted by the deadline date (under revision for 2019).
- Faculty advisor will review your report & attached materials, & write his/her assessment of your progress (Section II).
- After you receive advisor's written assessment, meet with your advisor to review the assessment.
- Compile cover form, student's written assessment, advisor's written assessment, and signature page into a single document BEFORE beginning digital signing.
- When student and advisor have met and understood each other's comments, both sign the signature page (Sect. III).
- Submit the entire assessment packet to the Graduate Secretary, to be placed in your permanent file.

Assessment Cover Form

Prior to meeting with your advisor, you (student) will complete the Annual *CSUS Graduate Student Assessment* cover form https://www.canr.msu.edu/csus/graduate/current_students/forms (available as a "fillable PDF" form), on which you describe the academic progress you have made in the preceding year, to include:

- current GPA *(at the end of the calendar year being assessed)*
- status of submission of *Program Planning Form/Program Plan (yes or no, plus date if submitted)*
- list of courses completed during that calendar year *(only alpha codes/numbers needed; no titles)*
- identification of incomplete or deferred courses *(if any)*
- challenges in scheduling courses, particularly as listed on your degree plan *(list potential alternative courses)*
- description and assessment of performance and learning in assistantship or other paid professional experience; include experiences gained and skills learned
- Identification of any fellowship/scholarship funds received this year

Section I-A: Student Self-Assessment Essay

Additionally, prior to meeting with your advisor, you will write a self-reflective assessment essay in which you reflect on the past year and look forward to the next academic year:

Reflecting on the past year *(write, number & label each section separately):*

1. Describe your personal and professional goals, then describe how your studies relate to them.
2. List and describe the following, as completed during the year assessed (as relevant):
   - Professional or academic presentations
   - Supplemental professional reading
   - Attendance at seminars, presentations or training (on or off campus)
   - Writing and submission of professional or research articles
   - Community outreach activities related to your professional goals
   - Unpaid research/experiences relevant to your professional goals
   - Any other activities supportive of your scholarly academic and professional development

***Looking forward** (recommendations written in two separate sections, each labeled with subheading):*

3. Provide recommendations for how your *academic advisor* and your committee can help you address any concerns you may have, or facilitate your degree progress.
   (This section is to be used by you and your advisor.)
4. **ON A SEPARATE PAGE**, titled "Concerns and/or Recommendations for CSUS and GACC," describe how the *CSUS Department and/or the CSUS Graduate Affairs and Curriculum Committee* can help you address any concerns you may have, or facilitate your degree progress.
   [NOTE: In addition, if you would like to request a meeting with the Graduate Program Coordinator to discuss challenges, concerns, or to provide program-level recommendations, contact GPC directly.]
   ***(Do not** put your name on this page. This section will be pulled from your report, compiled with comments from all other graduate students, and used as input to help improve the graduate experience. Your name will **not** be associated with your comments This part will be reviewed by the Graduate Program Coordinator, GACC, and the Department Chairperson to assist with developing action plans to improve the graduate experience.)*

Section I-B: Responsible Conduct of Research (RCR) Form

Confirm completion of RCR *(Responsible Conduct of Research)* requirements and submission of form for the "academic training" year, assuring that you have provided "proof of completion" documentation, as relevant. Training should have been completed and documentation submitted by the required deadline (under revision for 2019).

A description of the RCR requirements and options are described in more detail in the Responsible Conduct of Research section of this handbook and in the guidelines accompanying the sample form in the Appendices.

Use the digitally fillable/signable form can be found on the CSUS Graduate Forms webpage, at https://www.canr.msu.edu/csus/graduate/current_students/forms

Section II: Faculty Advisor's Student Assessment Report

After you have compiled your Annual Assessment Packet (cover form plus Sections I-A and I-B items above), submit them to your faculty advisor and schedule a time to meet with them to review your assessments of your progress.

After your faculty advisor reviews this packet, they will write their annual assessment of your academic progress, accomplishments, and ongoing work toward completing your degree. Additionally, they will provide recommendations, as needed, to assist you in your progress. They will date the report on the form (Sect. II) and sign the form (Sect. III).

Section III (Signatures) and Student/Advisor Meeting

During a pre-scheduled meeting, the student and advisor will discuss the entire annual assessment packet. After both have a clear understanding of each other's comments and have discussed plans for moving forward, and all pages of the assessment are combined into a single PDF file, both will digitally sign the signature page, then submit the complete packet to the Graduate Secretary.

The complete Assessment Packet shall contain: student's assessment cover form, student's self-assessment essay, confirmation of submission of most recently required RCR report, faculty advisor's student assessment report, and the digitally signed/dated signature form.

"Face-to-face" meetings are preferred. However, sometimes this is not possible (e.g., the student is in the field, away from MSU, working on projects or research; the advisor is out of country or on sabbatical). In these cases, you may complete and share the forms and essays electronically. You may choose to conduct your "assessment meeting" via Skype, Zoom, or other communication system. In all cases, signatures should be digital.

Graduate students who wish to appeal any part of the faculty advisor's evaluation may do so in writing to the department Chairperson or the Graduate Program Director, and this appeal will be filed together with the annual progress report.

Assistantship Developmental Review and Discussion Process

If you have an assistantship (with either your Academic Advisor or another supervisor), make sure to schedule an assistantship review discussion with your supervisor about ¾ through EACH semester of employment. This is particularly important if you plan to be re-hired for the subsequent semester, as the assessment form is required before reappointment papers are submitted. The digitally fillable/signable form (Graduate Assistantship Developmental Review & Discussion Form) can be found on the CSUS website in the Graduate Forms section; sample form is in Appendix A of this handbook.

• Conflict Resolution and Grievance Procedures •

Conflict Resolution

To assist students and faculty confronting issues of conflict, the University has developed a program of support. The Conflict Resolution Program (http://studentlife.msu.edu/sccr/conflict-resolution-services) provides tools that aid in preventing and resolving interpersonal conflict. Periodically workshops in conflict resolution are offered.

The CSUS Department Chairperson, Associate Chairperson, and Graduate Program Coordinator also are available to consult with students who need assistance in resolving conflicts.

Office of the University Ombudsperson

Conflicts, disagreements, and issues sometimes arise during the course of a graduate program. If you find yourself in this situation and have exhausted the internal resources for resolving the issue, you may contact the Office of the University Ombudsperson.

The Office of the University Ombudsperson provides assistance to students, faculty, and staff in resolving University-related concerns. Such concerns include: student-faculty conflicts; communication problems; concerns about the university climate; and questions about what options are available for handling a problem according to Michigan State University policy. The University Ombudsperson also provides information about available resources and student/faculty rights and responsibilities. The office operates as a confidential, independent, and neutral resource. It does not provide notice to the University – that is, it does not speak for or hear for the University.

Contact the Ombudsperson at any point during an issue when a confidential conversation or source of information may be needed. The Ombudsperson will listen to your concerns, give you information about university policies, help you evaluate the situation, and assist you in making plans to resolve the conflict.

Contact information:

Office of the University Ombudsperson
129 N. Kedzie Hall, 354 Farm Lane
(517) 353-8830
ombud@msu.edu
https://ombud.msu.edu/

Grievance Procedures

If you have an issue that rises to the level of formal grievance, the University and Department provide procedures for this. Resolution of cases involving graduate student rights and responsibilities will be carried out according to Article 5 of the Graduate Student Rights and Responsibilities (G.S.R.R.) document (http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities). Follow the link to access the MSU grievance guidelines, which describe judicial procedures at the College and University levels. You may also find information via http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities/article-5-adjudication-of-cases-involving-graduate-student-rights-and-responsibilities

Prior to initiating the College and University grievance procedures, students should explore all channels and grievance procedures within their home department for resolving grievance issues. The CSUS Department procedures (informal and formal) are outlined on the next page, as specified in the Department's Bylaws.

From CSUS Bylaws:

9. GRIEVANCE AND HEARING PROCEDURE

9.1. Preamble. All faculty and students shall have the right to due process in settling grievances that may arise (CANR Bylaws 7.1.).

9.2. Procedures

9.2.1 Procedures for resolving faculty grievances may be found in appendix D of the CANR Bylaws as well as in the Faculty Grievance Procedure in the Faculty Handbook. The practices followed by the Department will be those set forth in the document "Model Academic Unit Grievance Procedure," approved by the University Council for Faculty Affairs, 30 April 1991 (appended).

9.2.2. Procedures for resolving student grievances are outlined in the University documents *Student Rights and Responsibilities* (http://splife.studentlife.msu.edu/rights-and-responsibilities *)* and *Graduate Students Rights and Responsibilities* (https://grad.msu.edu/sites/default/files/content/gsrr/GSRR.pdf *)*, and in the *Bylaws of the Student Senate*. A student or students may take complaints relative to instruction directly to the Department Chairperson. If the Chairperson is unable to resolve the matter to the student's satisfaction, the Chairperson shall refer the unresolved complaints in writing to the . . . Graduate Affairs Committee who will conduct a hearing. A hearing shall be scheduled within 2 weeks involving the student(s), the involved faculty or staff member(s), and the . . . Graduate Affairs Committee. A written report of the action or recommendations of the Graduate Affairs Committee will be forwarded to the Dean, Department Chair, the involved faculty or staff member(s), student and university Ombudsperson within ten working days of the receipt of the complaint. Students wishing to appeal the Department's action or recommendation may do so as outlined in provisions of the above referenced documents and guidelines for procedures for resolving student grievances.

Note that, for any conflict resolution or grievance process, any faculty member simultaneously having a complaint filed against them and is in one of the involved administrative positions to address the situation, they will recuse themselves and *not* be involved in the resolution. This is true for academic as well as other issues related to grievances.

• Guidelines Involving Research and Writing •

Academic and Research Integrity

Academic integrity is a strong value adhered to by the University, and all students and faculty members are expected to behave and conduct their work with integrity, adhering to general professional ethical standards and University policies and guidelines. Students may be dismissed from the CSUS Graduate Program for violating University academic integrity and research ethics. (GSRR)

As is the rest of the University, CSUS is diligent in its efforts to maintain the highest levels of ethical scholarly practice. Faculty, specialists, and students are expected to adhere to the standards and processes of Michigan State University's institutional review board, the University Committee for Research Involving Human Subjects (IRB).

You are required to receive IRB approval *PRIOR TO BEGINNING* any data collection. The faculty member identified as principal investigator of your research will work with you to develop and submit the required application in CLICK™. Detailed information regarding IRB and its procedures can be found at (http://hrpp.msu.edu).

"Breaches in professional ethics range from questionable research practices to misconduct . . . Integrity in research and creative activities is based not only on sound disciplinary practice, but also on a commitment to basic personal values such as fairness, equity, honesty, and respect. These guidelines are intended to promote high professional standards by everyone – faculty, staff, and students alike." (MSU, Research Integrity*, Vol. 7 No.2 Spring 2004, pg. 12)* If a student violates academic integrity and research ethics, the circumstances and actions will be reviewed. A decision will be made about whether to terminate the student, place them on probation, or permit them to continue in their program. Depending on the outcome of the review, there exists the possibility of having the case referred to the Dean of Graduate Studies for CANR. (See Grievance Procedures for guidelines for disputing a Department decision, pages 52-53.)

Expectations related to academic integrity can be found in the following documents:

- **MSU Policies, Regulations, and Ordinances Regarding Academic Honesty and Integrity** (https://www.msu.edu/unit/ombud/academic-integrity/index.html).
  Topics include: a) integrity of scholarship and grades; b) general regulations; c) examinations; d) academic freedom; e) student rights and responsibilities; f) integrity in research and creative activities; g) use of *Turnitin*

- **Graduate Student Rights and Responsibilities** (http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities)
  See especially Article 2, which focuses on academic rights and responsibilities for graduate students.

- **Research and Scholarly Integrity (**https://grad.msu.edu/sites/default/files/content/researchintegrity/guidelines.pdf)

Key principles upon which integrity in academic practices is based include:
a) honesty in proposing, performing and reporting research;
b) recognition of prior work;
c) confidentiality in peer review;
d) disclosure of potential conflicts of interest;
e) compliance with institutional and sponsor requirements;
f) protection of human subjects and humane care of animals in the conduct of research;
g) collegiality in scholarly interactions and sharing of resources; and
h) adherence to fair and open relationships between senior scholars and their coworkers.

- **Academic Honesty & Integrity, FERPA and Data Integrity**
  https://ombud.msu.edu/academic-integrity/index.html
  https://ombud.msu.edu/academic-integrity/academic_dishonesty_report.html
  https://tech.msu.edu/about/guidelines-policies/msu-institutional-data-policy/

- **MSU's Procedures Concerning Allegations of Misconduct in Research and Creative Activities**
  http://rio.msu.edu (MSU Research Integrity Officer)

Michigan State University Guidelines on Authorship

Adopted by the Council of Research Deans January 2013
Available at: http://vprgs.msu.edu/michigan-state-university-guidelines-authorship

Purpose

All MSU researchers are encouraged to share their work in the form accepted within their discipline. The intent of this document is to serve as a general guideline for consideration of important issues surrounding authorship as scholars construct a piece of work for public distribution.

Definitions

Author: creator of and/or contributor to a research/scholarly publication or creative endeavor.
Publication: a publicly shared piece of scholarship or creative work that relates new information and knowledge. This includes books, journal articles, abstracts, websites, exhibitions and performances of works of art or any work that can be explicitly documented.

1. **Authorship:** A person shall qualify as an Author provided the following conditions are satisfied:
   - Participation in conception/design of the creative work, study, review, analysis or interpretation of any data.
   - Participation in the drafting of the creative work or manuscript or in the editing of the creative work or manuscript.
   - Final approval of the version of the creative work or manuscript to be published.
   - Ability to explain and defend appropriate portions of the work or study in public or scholarly settings.

   Most journals or sites of publications state criteria for authorship, and the journal/group to which one intends to submit their work should take precedence over the MSU criteria. Potential authors should check with the journal-specific criteria with respect to all aspects relevant to publication, including appropriate approval for animal use, human use, exports, material transfer agreements, etc. For example, when considering scientific publications, the MSU criteria follow the International Committee of Medical Journal Editors (www.icmje.org) but are not limited to Biomedical Journals.

2. **Acknowledgements:** Contributions that do not justify authorship should be acknowledged separately in accordance with disciplinary standards. For example, consult the specific journal or placement of scholarly piece for requirements of acknowledgement. Contributions to a work that do not constitute authorship can include, for example, technical support or assistance in obtaining funding.

3. **Lead Author and Order of Authors:** The Lead author is defined as the person who leads a research/scholarly effort or creative work and makes a major contribution to a multi-authored work. The Lead author is also responsible for gathering the appropriate consents necessary (animal, human use) and for validating the integrity of the work. The Lead author takes the lead of discussing the contributions, recognition and order of all authors that participate in the study. All authors, regardless of position, have a voice in this discussion. Ideally, author arrangement is agreed to proactively, formally, and in writing prior to the initiation of the study. A sample agreement that allows for formal recognition and agreement on authorship can be found as an appendix to this policy. As the study evolves, agreements regarding authorship may need to be further discussed. Most journals and other scholarly outlets do not include statements on author order, so the Lead Author should guide this process and adhere to the norm of the discipline.

4. **Accountability:** EVERY author listed on a publication or creative endeavor is responsible for:
   1) approving the final version of the manuscript, including designation of the Lead Author and order of authors;
   2) verifying the integrity of the research/scholarly/creative work performed. In cases of alleged research misconduct, ALL authors are considered responsible for the integrity of the research or creative endeavor. Thus, every author must strive to hold him/herself accountable.

5. **Disputes over authorship:** If disagreements over authorship occur (e.g., who has a right to be an author, the order of authors), it is the initial duty of the Lead author to find a resolution in consultation with the other participating authors. If resolution within the immediate author group cannot occur, any concerned party from the group is encouraged to contact a disinterested third party acceptable to all authors. At MSU, this can be resolved by the Research Integrity Officer (RIO) (or http://rio.msu.edu/), and these discussions are confidential. During the process of resolution, all interested parties should refrain from unilateral actions that may damage the authorship interests and rights of authors.

Responsible Conduct of Research and Scholarship (RCRS) Training (for CSUS)

NOTE: Being modified for 2019 after new tracking system, Ability, is implemented by MSU.

Background

To satisfy federal regulations, MSU requires that all graduate students and postdocs complete training in research ethics. This training is individualized to each graduate program and must be documented. The Association of American Universities (AAU) recommended a minimum of **five hours in the first year** of a person's research career and **three hours annually thereafter**, or as required by a specific funding agency, whichever is greater. MSU modified its requirements based on the belief that "[t]he plan is predicated on the principles that a basic understanding of issues is necessary through didactic training and a periodic reinforcement of the principles through discussion." The CSUS plan combines the MSU requirements with the AAU guidelines. (Details for 2019 are still under revision. Details will be distributed when fully revised.)

In addition to these requirements, certain grants (e.g., NSF, NIH, USDA) may require researchers to obtain additional training related to the responsible research conduct and must meet those guidelines/ timelines.

Use CHROME or FIREFOX browsers, with pop-up windows and cookies enabled.
NOTE: A new tracking system, ABILITY, has been implemented for 2019.

Anyone who conducts a study that requires Institutional Review Board (IRB) approval must meet the training requirements for human subjects' research protection offered by MSU's Human Research Protection Program (HRPP). HRPP requires the "initial educational requirement" (*Year 1, #1 next page)*. Find requirements for initial training via: https://hrpp.msu.edu/training/index.html and the entry page to the ABILITY system at:

http://ora.msu.edu/train/new-users/index.html

Initial IRB training is valid for two years, after which it must be renewed by completing online refresher modules. Note that, even though this HRPP/IRB update training is required only every ***two years***, the CSUS RCR program, based on the MSU Graduate School's guidelines plus CANR's recommendation for annual training, requires ***annual*** updating. HRPP/IRB training can be incorporated as part of the CSUS's RCR requirements. To meet Graduate School requirements, basic HRPP/IRB training is supplemented in Year 1 for CSUS students with four 4 CITI modules and 3 hours of RCR-related discussion in CSUS 802.

Who

All CSUS & STPAM graduate students *(MS Plan A, MS Plan B, and Ph.D.)* ***and post-doctoral fellows are required to follow MSU policies and guidelines for Responsible Conduct of Research (RCR).*** Graduate students, including those who work on an hourly basis, and postdoctoral fellows are required to comply with RCR requirements.

Requirements and Record-keeping/Tracking

Details and instructions for meeting annual RCR requirements (for Year 1, Year 2, and Years 3 and beyond) will be provided as soon as revisions are finalized. Instructions and the forms will be posted as *Annual RCR Training Record* Form at: https://www.canr.msu.edu/csus/graduate/current_students/forms under "OTHER"

Note: Completing annual RCR training and submitting documentation on time is part of maintaining "**academic good standing"** for eligibility for fellowships, awards, travel funding, GOF and other funding, etc.

If you want to get a head start in exploring the new system, go to (contains a training video, a PDF basic user guide, and a link to the system for which you will have to log in):

Track your training via ABILITY (log in to access personal records): http://ora.msu.edu/train/new-users/index.html

IRB ≠ RCR

IRB training is required by MSU before you can conduct research involving human subjects. IRB training can be used for 2 hours of your annual RCR training, but is not sufficient to meet RCR training requirements.

IRB training is required by MSU's Office of Contracts and Grants every 2 years (use CLICK™)
RCR training is required by the MSU Graduate School every calendar year (5 hours in Year 1; under revision 2019)

Upon completion of annual training), students must complete the Responsible Conduct of Research and Scholarship (RCRS) Certification *form and submit it and supporting documentation to the Graduate Secretary. The due date will be provided with revised guidelines and forms. The Graduate Secretary will maintain the* Annual RCR Training Record *Forms along with completed* Annual Graduate Student Assessments.

RCR
Requirements & Forms
Under Revision

• Work-related Policies and Graduate Assistantships •

Graduate Assistantships – Eligibility, Policies, and Contract Guidelines

Assistantships may be granted to CSUS graduate students in good standing (GPA of at least 3.00, full-time status), when funds are available and student skills match the needs of the grant/faculty employer. Students may apply for assistantships both within and outside the CSUS Department. The most common assistantships within CSUS are those related to research or outreach grants (very few teaching assistantships have been available in recent years). As such, they are under the control and management of individual faculty and/or staff rather than the Department. Thus, announcements, recruitment, hiring, and supervision are done by individual faculty members.

Most assistantships typically are targeted as recruitment and retention tools rather than offered on a competitive basis. However, you can enhance your chances for being hired as a graduate assistant by actively getting to know faculty and their work. Students are encouraged to meet various faculty members, familiarize themselves with the research and outreach interests of faculty, and to let faculty know their strengths related to potential projects/assistantships. Volunteering to work on a project may help faculty understand your strengths (potentially leading to a future assistantship) as well as providing a professional development opportunity for you. (If you volunteer to work on some project, be sure you are familiar with Union guidelines that protect paid assistantship students.) Applicants are assessed based on their professional interests, stated goals, and competence in required skill sets. Assistantships are viewed as part of the student's education program. Additionally, students who apply for a teaching assistantship (when available – they are rare in CSUS) must meet the University's SPEAK requirements (see https://grad.msu.edu/tap for details).

Basic English Language Policy:

At MSU, International Teaching Assistants (ITAs) who are not native speakers of English are required to demonstrate that they meet a minimum standard of fluency in spoken English before they can be assigned teaching work that involves oral communication with undergraduate students.

UPDATED POLICY (June 2019), with changes in **bold**:
"MSU candidates for TA appointments **who were required to demonstrate English proficiency as a condition for regular admission to Michigan State University** must also demonstrate that they meet a minimum standard of proficiency in spoken English before they can be assigned teaching work that involves oral communication with undergraduate students."

For full policy information, see: https://grad.msu.edu/tap/speak or https://grad.msu.edu/tap/first-time-tas-international

ITAs may meet this requirement by:

- **Presenting a TOEFL iBT speaking section score of 27 or higher**,
- Receiving a score of 50 or higher on the MSU Speaking Test, given by the English Language Center (ELC), or
- Taking AAE 451 or AAE 452 (ITA language support courses) and receiving a score of 50 or higher on the ITA Oral Interaction Test (ITAOI) .

Those ITAs who received a waiver of the TOEFL or of other accepted tests of English proficiency for admission, must also meet the requirement of proficiency in spoken English before they are assigned to teaching work that involves oral communication with undergraduate students. To meet this requirement, those ITAs may use any of three options listed above. Individual exceptions from these requirements (on a case-by-case basis in rare circumstances) will be considered by the Graduate School in consultation with the ELC upon the request of the department and with the endorsement of the Associate Dean of the College.

Terms, conditions, and expectations of graduate assistantships are guided by:

- The Graduate School policy on Graduate Assistantships: https://grad.msu.edu/assistantships , and
- the Collective Bargaining Agreement between "Michigan State University and the Graduate Employees Union, Local 6196 /AFT-Michigan/AFL-CIO" (will add web link when new contract put on MSU website)

CSUS is guided in its relationship with employed students by the Graduate Assistantship policies established by the University. Refer to the Michigan State University and the Graduate Employees Union Contract from the link on: https://hr.msu.edu/contracts/documents/GEU2015-2019.pdf and the Graduate Student Rights and Responsibilities Article 4 (4.21-4.2.8) (https://grad.msu.edu/gsrr). (will add web link when new contract put on MSU website)

Work Terms for Graduate Assistantships

Most research assistantships in CSUS are either quarter time (requiring 10 hours of work per week) or half time (20 hours of work per week). Fellowships are different from research assistantships in that there is no work requirement associated with the receipt of a fellowship. If you have a research assistantship, you are expected, on average, to work the requisite number of hours per week. You also are responsible for working during the entire term of your appointment, although efforts should be made to *not* have assistants work on designated University holidays. Your supervisor *may* be flexible in helping you work around periods when you have heavy academic obligations, and workflow may be heavier during some weeks than others. However, you should assume that your total commitment of assistantship hours is equal to the "number of hours/week x number of weeks in the term. We suggest that you have a frank discussion with your supervisor at the beginning of your assistantship term to work out expectations regarding where you will do your work, how your duties will be communicated and determined, hours per week expected, prioritization of work tasks, modes of communication, and other issues.

Fall semester appointments:	August 16 - December 31
Spring semester appointments:	January 1 - May 15
Summer appointments:	May 16 - August 15

Each graduate assistant, when hired, will be provided with a written explanation of task expectations and terms of the assistantship (terms can be modified by mutual agreement between student and supervising faculty/staff member).

Renewal and termination are based on performance assessments (conducted ~ ¾ of the way through each semester of employment) and availability of funds. Assessments must be submitted before a new assistantship appointment.

If you have been awarded an assistantship or are otherwise employed on campus, contact your supervisor immediately to complete appropriate paperwork, discuss your assignment and schedule, and address any issues related to your employment. Note that if your supervisor has not met with you to review your progress/complete the Graduate Assistantship Review and Development form, and/or has not submitted the Graduate Assistantship Information form in time for processing to meet university deadlines, you will receive a letter of non-reappointment. (Both forms are available on the CSUS website, under "Other" in the "Forms" section.)

Assistantship Paperwork and Paychecks

You will work with the department Graduate Secretary to complete all the appropriate paperwork. These include:

- *Graduate Assistant Appointment Form (provided to you by the Graduate Secretary)*
- *Departmental Letter of Agreement*
- *Criminal Background Check*
- *I-9 Form (including appropriate identification; refer to your online confirmation/receipt page for a list of documents required to complete this process)*
- *Federal W-4 form*
- *State of Michigan and Local Tax W-4 Forms*
- *MSU W-2 Wage and Tax Statement*
- *Payroll W-2 Address Form*
- *Direct Deposit Form*

Most forms available via: http://hr.msu.edu/hiring/studentemployment/index.htm

Students are paid every two weeks. Graduate assistants are **strongly** encouraged to enroll for direct deposit of paychecks as soon as possible, which is available online only through the EBS portal (NOT available through StuInfo).

Students having any questions about rate of pay (wages) should discuss this with their supervising principal investigator.

If you have an **assistantship**, you will develop a plan for recording your work hours with your supervising faculty member. If you are an **hourly wage earner**, you will record your hours on a timesheet emailed from Lesley Reed.

Assistantship Performance Assessment and Development Process

Your supervisor will engage with you once each semester of an assistantship, about ¾ through the semester, in a Graduate Assistantship Developmental Review and Discussion. (*This should be completed prior to reappointment paperwork being submitted.*) Your discussion and review will be based on the expectations and tasks identified in the Scope of Work, as well as on factors such as timeliness of task completion, quality of work, and responsibility in performing tasks. Copies of your performance assessments will be placed in your permanent academic file. Renewal of an assistantship may be contingent on the outcome of your evaluation. (See sample *Graduate Assistantship Developmental Review & Discussion* form on page 87 in Appendix A; USE the digitally fillable/signable form available on the CSUS Graduate Forms web page). Both the graduate assistant and supervising faculty member are responsible for assuring that this process occurs each semester. If the faculty member has not scheduled this review meeting by mid-semester date, the student should take the initiative to contact the assistantship supervisor to schedule this meeting. If there is no timely response by the faculty supervisor, the student should contact the Graduate Program Coordinator.

Paid Work Outside of Assistantship Responsibilities

Students are permitted to work at other paid jobs as long as their doing so does not interfere with their work schedule or quality of work associated with the assistantship. Students on F-1 and J-1 visas are required to be full-time students and may work ONLY on campus, except in rare cases of economic hardship, OR in the "training" options listed on the OISS website (see link below). Such work permission on campus is limited to 20 hours per week while school is in session, although students may work full-time (40 hours/week) during vacations (Winter break, Spring break, and Summer vacation). (See https://oiss.isp.msu.edu/immigration1/visa-immigration/workintheus/ .)

Use of Department Resources

Department and University resources (e.g., computers, photocopy machines, paper, office supplies, telephones, and other equipment) are to be used only to fulfill the responsibilities of University projects to which the student is assigned. Personal or other business use is prohibited. Department and University graduate student computer labs are available for doing personal and class work.

Missing Work, Leaves of Absence *(academic and assistantship-related)*

For any case in which you will need to be away from your work responsibilities – for either a short or long time – discuss the situation with your advisor and devise a plan (put in writing). Reasons are numerous: attending conferences or professional development; medical or grief absences; jury duty. In addition to making appropriate accommodations with your supervisor, familiarize yourself with relevant University policies:

- **Attending Professional Conferences/Training**: Meet with your supervisor to decide how and when to make up missed work hours, and to be sure that there is a plan in place to handle any critical needs for a project or research, as needed, while you are gone.
- **MSU Policies on Jury Duty**: From the GEU contract, see Article 18: https://hr.msu.edu/contracts/documents/GEU2015-2019.pdf (will update link when available)
- **MSU Grief Absence/Bereavement Policy**: Students seeking a grief absence should review the Grief Absence policy found on the Registrar's Office home page (https://reg.msu.edu/) under `Programs & Policies → Policies → Grief Absence Policy` and fine the Grief Absence Request Form on StuInfo (https://stuinfo.msu.edu/) under `Academics → Enrollment Information and Services → Grief Absence Request Form.` (must log in).

  For master's (Plan A), master's (Plan B) with research responsibilities, and doctoral students, it is the responsibility of the student to: a) notify their advisor/major professor and faculty of the courses in which they are enrolled of the need for a grief absence in a timely manner, but no later than one week from the student's initial knowledge of the situation, b) provide appropriate verification of the grief absence as specified by the advisor/major professor and faculty, and c) complete all missed work as determined in consultation with the advisor/major professor and faculty. It is the responsibility of the advisor/major professor to: a) determine with the student the expected period of absence – it is expected that some bereavement processes may be more extensive than others, depending on individual circumstances, b) receive verification of the authenticity of a grief absence request upon the student's return, and c) make reasonable accommodations so that the student is not penalized due to a verified grief absence. If employed as a RA or TE, the graduate student must also notify their employer. Both employer and student will swiftly communicate to determine how the student's responsibilities will be covered during their absence. Graduate teaching assistants (TAs) should refer to the bereavement policy in GEU contract, see Article 18: https://hr.msu.edu/contracts/documents/GEU2015-2019.pdf (will update link when available)

- **Adoption and Parental Leave Policy**: MSU RAs and TAs are eligible for adoption and parental leave, in addition to pregnancy and illness leave. The new policy addressing RA adoption and parental leave for RAs can be found at: https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=111#s351
- **MSU Withdrawal/Medical Leave Policy**: Academic withdrawal information is found in the Academic Programs book (see: https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112#s498) If a graduate student is requesting a medical or other leave of absence for a semester (especially if it involves absence from an assistantship), the student will complete the CANR Leave of Absence Checklist form (found on CSUS Graduate Forms web page), discuss a plan and timeline with their academic advisor, then submit to the CSUS Graduate Office. The Graduate Secretary will complete a "withdrawal" form on the Registrar's Office website under forms. (Talk with your advisor, work supervisor, Graduate Program Coordinator and Graduate Secretary to make sure appropriate paperwork is filed with the Registrar's Office.)

Relationship Violence and Sexual Misconduct

As part of the University's ongoing commitment to provide a safe, respectful environment for learning and working, a new Relationship Violence & Sexual Misconduct Policy was implemented effective January 1, 2015. Details can be found online at: http://www.hr.msu.edu/documents/uwidepolproc/RVSM_Policy.htm

Questions, concerns, or situations relative to Relationship Violence and Sexual Misconduct should be coordinated through the CANR academic unit liaison:

Suzanne Lang – for anyone appointed in a CANR Academic and/or administrative unit: langsu@msu.edu; 517-353-8589

For help with Sexual Assault, Relationship Violence or Stalking, please contact the Office of Institutional Equity. See: https://oie.msu.edu

• Appendices •

Appendix A: Forms for Graduate Programs 63

Appendix B: Policy: Transfer Credits from Teacher Certification Internship Year to the CSUS Master's Program 98

Appendix C: Specializations and Certification Programs 99

Appendix D: CSUS Graduate Courses 101

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• Appendix A •
Forms for Graduate Programs

DIGITAL FORM COMPLETION AND DIGITAL SIGNATURES

Pease use the digitally fillable/signable forms found on the CSUS Graduate Forms web page (make a copy of the file on your computer [adding your LASTNAME, then FIRSTNAME at the *beginning* of the file title]), complete the fillable fields, and use digital signatures. If additional pages or documents are needed, complete those and attach as PDF files

Order of signing should be student, then advisor, then each committee member (in series – do NOT send the same version simultaneously to several people), then the Graduate Program Coordinator of CSUS. After all these signatures are secured, the form will be forwarded to the College of Agriculture and Natural Resources.

Be sure to type "date" when signature is made, even if date is embedded in digital signature. Digital dates are often too small to read.

Note that after any single person uses a handwritten signature, no one else can use a digital signature.

PROGRAM PLANNING FORMS

NOTE: If there is not enough space on a program plan form for your courses, use the optional Page 2 (under OTHER forms). This enables you to identify "Extra" Program of Study Courses that do not fit, Specializations, Certifications.

M.S.-A Program Planning/Program Forms

CSUS MS-A Program Form 64
STPAM MS-A Program Form 65

M.S.-B Program Planning/Program Forms

CSUS MS-B Program Form 66
STPAM MS-B Program Form 67

Ph.D. Program Planning Forms

CSUS Ph.D. Program Planning Form 68
STPAM Ph.D. Program Planning Form 69

Page 2 for all Program Planning Forms

..... 70

DEGREE PROGRESS FORMS

M.S. Progress Forms

Thesis/Dissertation Proposal Approval (Plan A) 71
Project Proposal Approval (Plan B) 72
Report on Master's Final Examination (thesis for Plan A) 73
Theses/Dissertation and Institutional Review Board Approval (for Plan A) 74
Report of Master's Final Examination (project for Plan B) 75

Ph.D. Progress Forms

Comprehensive Program Statement Approval and Scheduling Form 76
Record of Comprehensive Examinations 77
Thesis/Dissertation Proposal Approval 78
Record of Dissertation and Oral Final Examination 79
Theses/Dissertation and Institutional Review Board Approval 80

OTHER FORMS (for all graduate students)

CSUS Graduate Student Assessment (instructions + form) 81
Responsible Conduct of Research [RCR] Training Record (instructions + forms) UNDER REVISION 83
Graduate Assistantship Developmental Review & Discussion 87
Change in Program Plan 88
Independent Study (guidelines and application) 90
Grad Student Leave of Absence (information and checklist) 91
Extension Request – Degree & Comprehensive Exam 93
Change in Major (from department to department) 94
ESPP Dual Major Request 95

Department of
Community Sustainability

MS-A Planning & Program of Study Form
Community Sustainability *(5389)*

If you need more lines to list courses, or if pursuing a specialization or certification, use "Page 2" form.

Name of Student *(do not include PID)* | Semester/Year of Program Start

Student-developed short label for degree focus

Required Common Core Courses:

Course #	*Course Name*	*# Credits*	
CSUS 800	Foundations of Community Sustainability I	3	10
CSUS 801	Foundations of Community Sustainability II	3	
CSUS 802	Foundations of Interdisciplinary Inquiry	3	
CSUS 805	Proposal Development for Interdisciplinary Inquiry	1	

Required Research Course: Minimum of 3 credits of quantitative or qualitative methods (selected in consultation with student's guidance committee)

Course #	*Course Name*	*# Credits*	
			3

Focus Area Courses: Minimum of 11 credits in the focus area, selected in consultation with student's guidance committee and based on student's academic goals; at least 6 credits must be CSUS courses.

Course #	*Course Name*	*# Credits*	
CSUS			11
CSUS			

Thesis Research Credits: Minimum of 6 credits required (maximum of 18 credits allowed by MSU)

Course #	*Course Name*	*# Credits*	
CSUS 899	Master's Thesis Research	6	6

Successful Proposal Defense, Completion and Final Defense of Master's Thesis

∑ 30

Confirmation of Agreement between Student and Committee Members

	Name	*Signature*	*Date*
Student:			
Advisor/Chair:			
Member 2:			
Member 3:			
Member 4 (opt):			
Grad Prog Coord:	Gail A. Vander Stoep		
CSUS Chairperson:	Rebecca Jordan		
CANR Asso. Dean:	Kelly Millenbah		

Sample – Use Digital Signatures
Use Fillable Web Form

MSU is an Affirmative-Action, Equal-Opportunity Employer *New Program Form 8/9/19*

See separate "page 2" for listing additional courses, specializations, certificates (page 70)

Department of
Community Sustainability

If you need more lines to list courses, or if pursuing a specialization or certification, use "Page 2" form.

MS-A Planning & Program of Study Form
Sustainable Tourism & Protected Area Management (5376)

Name of Student *(do not include PID)* | Semester/Year of Program Start

Student-developed short label for degree focus

Required Common Core Courses:

Course #	*Course Name*	*# Credits*	
CSUS 800	Foundations of Community Sustainability I	3	10
CSUS 801	Foundations of Community Sustainability II	3	
CSUS 802	Foundations of Interdisciplinary Inquiry	3	
CSUS 805	Proposal Development for Interdisciplinary Inquiry	1	

Required Research Course: Minimum of 3 credits of quantitative or qualitative methods (selected in consultation with student's guidance committee)

Course #	*Course Name*	*# Credits*	
			3

Focus Area Courses: Minimum of 11 credits in the STPAM focus area selected in consultation with student's guidance committee and based on student's STPAM-related academic goals, including required CSUS 814; at least 3 additional credits must be a STPAM-related CSUS course.

Course #	*Course Name*	*# Credits*	
CSUS 814	Sustainable Tourism & Protected Area Management: Theories & Applications	3	11
CSUS			

Thesis Research Credits: Minimum of 6 credits required (maximum of 18 credits allowed by MSU)

Course #	*Course Name*	*# Credits*	
CSUS 899	Master's Thesis Research	6	6

Successful Proposal Defense, Completion and Final Defense of Master's Thesis ∑ 30

Confirmation of Agreement between Student and Committee Members

	Name	*Signature*	*Date*
Student:			
Advisor/Chair:			
Member 2:			
Member 3:			
Member 4 (opt):			
Grad Prog Coord:	Gail A. Vander Stoep		
CSUS Chairperson:	Rebecca Jordan		
CANR Asso. Dean:	Kelly Millenbah		

Sample – Use Digital Signatures
Use Fillable Web Form

See separate "page 2" for listing additional courses, specializations, certificates (page 70)

Department of
Community Sustainability

MS-B Planning & Program of Study Form
Community Sustainability *(5389)*

If more lines needed to list courses, or if pursuing a specialization or certification, use "Page 2" form.

Name of Student *(do not include PID)* _____ Semester/Year of Program Start _____

Student-developed short label for degree focus _____

Required Common Core Courses:

Course #	*Course Name*	*# Credits*	
CSUS 800	Foundations of Community Sustainability I	3	10
CSUS 801	Foundations of Community Sustainability II	3	
CSUS 802	Foundations of Interdisciplinary Inquiry	3	
CSUS 805	Proposal Development for Interdisciplinary Inquiry	1	

Techniques or Skills-building Course: Minimum of 3 credits of techniques or skill-building course relevant to academic and career goals (selected in consultation with student's guidance committee)

Course #	*Course Name*	*# Credits*	
		3	3

Focus Area Courses: Minimum of 14 credits in the focus area, selected in consultation with student's guidance committee and based on student's academic goals; at least 6 credits must be in CSUS courses.

Course #	*Course Name*	*# Credits*	
CSUS			14
CSUS			

Professional Project: Minimum of 3 credits

Course #	*Course Name*	*# Credits*	
CSUS 898	Master's Professional Project	3	3

Note: MSU limits CSUS 898 to a maximum of 9 credits. Must be completed within 6 months of end of semester for which enrolled.

Successful Proposal Defense, Completion & Final Defense of MS Professional Project/Paper ∑ 30

Confirmation of Agreement between Student and Committee Members

	Name	*Signature*	*Date*
Student:			
Advisor/Chair:			
Member 2:			
Member 3 (opt):			
Grad Prog Coord:	Gail A. Vander Stoep		
CSUS Chairperson:	Rebecca Jordan		
CANR Asso. Dean:	Kelly Millenbah		

MSU is an Affirmative-Action, Equal-Opportunity Employer *New Program Form 8/9/19*

Sample – Use Fillable Web Form
Use Digital Signatures

See separate "page 2" for listing additional courses, specializations, certificates (page 70)

Department of
Community Sustainability

If more lines needed to list courses, or if pursuing a specialization or certification, use "Page 2" form.

MS-B Planning & Program of Study Form
Sustainable Tourism & Protected Area Management (5376)

Name of Student *(do not include PID)* _____ Semester/Year of Program Start _____

Student-developed short label for degree focus _____

Required Common Core Courses:

Course #	*Course Name*	*# Credits*	
CSUS 800	Foundations of Community Sustainability I	3	10
CSUS 801	Foundations of Community Sustainability II	3	
CSUS 802	Foundations of Interdisciplinary Inquiry	3	
CSUS 805	Proposal Development for Interdisciplinary Inquiry	1	

Techniques or Skills-building Course: Minimum of 3 credits of techniques or skill-building course relevant to academic and career goals (selected in consultation with student's guidance committee)

Course #	*Course Name*	*# Credits*	
		3	3

Focus Area Courses: Minimum of 14 credits in the STPAM focus area selected in consultation with student's guidance committee and based on student's STPAM-related academic goals, including required CSUS 814; at least 3 additional credits must be a STPAM-related CSUS course.

Course #	*Course Name*	*# Credits*	
CSUS 814	Sustainable Tourism & Protected Area Management: Theories & Applications	3	14
CSUS			

Professional project: Minimum of 3 credits

Course #	*Course Name*	*# Credits*	
CSUS 898	Master's Professional Project	3	3

Note: a maximum of 9 credits of CSUS 898 can be taken. Must be completed within 6 months of end of semester for which enrolled.

Successful Proposal Defense, Completion & Final Defense of MS Professional Project/Paper ∑ 30

Confirmation of Agreement between Student and Committee Members

	Name	*Signature*	*Date*
Student:			
Advisor/Chair:			
Member 2:			
Member 3 (opt):			
Grad Prog Coord:	Gail A. Vander Stoep		
CSUS Chair:	Rebecca Jordan		
CANR Asso Dean:	Kelly Millenbah		

Sample – Use Digital Signatures
Use Fillable Web Form

See separate "page 2" for listing additional courses, specializations, certificates (page 70)

Department of
Community Sustainability

Ph.D. Program Planning Form
Community Sustainability *(5390)*

TO BE COMPLETED PRIOR TO FILLING OUT GradPlan online. If you need more lines to list courses, or if pursuing a specialization or certification, use "Page 2" form.

Name of Student _____ Semester/Year of Program Start _____

Required Common Core Courses:

Course #	*Course Name*	*# Credits*	
CSUS 800	Foundations of Community Sustainability I	3	9
CSUS 801	Foundations of Community Sustainability II	3	
CSUS 802	Foundations of Interdisciplinary Inquiry	3	
☐	*The above required courses can be waived if taken as part of MS in CSUS. However, replace w/ other relevant courses = 9 credits (check box for waiver and identify replacement courses below)*	**or**	
	(Alt 1):		
	(Alt 2):		
	(Alt 3):		

Required Research Courses: Minimum of 9 credits of ***advanced*** research methods, to include 3 credits ***each*** of quantitative methods and qualitative methods. Other 3 credits to be selected in consultation with committee.

Course #	*Course Name*	*# Credits*	
	(Quant):		9
	(Qual):		

Focus Area Courses: Minimum of 18 credits across two focus areas (each focus area with a minimum of 9 credits) developed to support student's academic and career goals (at least 3 credits in each focus area must be CSUS courses), selected in consultation with student's guidance committee.

Course #	*Course Name*	*# Credits*	
FOCUS AREA 1 *(label)*:			18
CSUS			
FOCUS AREA 2 *(label)*:			
CSUS			

Dissertation Research Credits: Minimum of 24 credits required (maximum of 36 credits allowed by MSU)

Course #	*Course Name*	*# Credits*	
CSUS/ACR 999	Doctoral Dissertation Research	24	24

Successful Completion of the Comprehensive Program Statement and Comprehensive Exam
Successful Proposal Defense, Completion and Defense of Doctoral Dissertation **Σ 60**

Confirmation of Agreement between Student and Committee (after approved, enter in GradPlan)

	Name	*Signature*	*Date*
Student:			
Committee Chairperson:			

List other Committee members: _____

Dissertation Chairperson (*if different from committee chairperson*): _____

Grad Program Coord: Gail A. Vander Stoep _____ _____

MSU is an Affirmative-Action, Equal-Opportunity Employer *New Program Form 8/9/19*

Sample – Use Digital Signatures
Use Fillable Web Form

See separate "page 2" for listing additional courses, specializations, certificates (page 70)

Department of
Community Sustainability

Ph.D. Program Planning Form

Sustainable Tourism & Protected Area Management (5377)

TO BE COMPLETED PRIOR TO FILLING OUT GradPlan online. If you need more lines to list courses, or if pursuing a specialization or certification, use "Page 2" form.

Name of Student _____ Semester/Year of Program Start _____

Required Common Core Courses:

Course #	*Course Name*	*# Credits*
CSUS 800	Foundations of Community Sustainability I	3
CSUS 801	Foundations of Community Sustainability II	3
CSUS 802	Foundations of Interdisciplinary Inquiry	3

☐ *The above required courses can be waived if taken as part of MS in CSUS. However, replace w/ other relevant courses = 9 credits (check box for waiver and identify replacement courses below)* **or**

	(Alt 1):	
	(Alt 2):	
	(Alt 3):	

9

Required Research Courses: Minimum of 9 credits of ***advanced*** research methods, to include 3 credits ***each*** of quantitative methods and qualitative methods. Other 3 credits to be selected in consultation with committee.

Course #	*Course Name*	*# Credits*
	(Quant):	
	(Qual):	

9

Focus Area Courses: Required CSUS 814 in one focus area, plus a minimum of an additional 15 credits across two focus areas (each focus area with a minimum of 9 credits, with one FA including CSUS 814) developed to support student's academic & career goals (at least 3 credits in each FA must be CSUS courses).

Course #	*Course Name*	*# Credits*
FOCUS AREA 1 *(label)*:		
CSUS 814	Sustainable Tourism & Protected Area Management: Theories & Applications	3

☐ *CSUS 814 can be waived if it/similar course was taken as part of STPAM MS or comparable degree. Replace w/ other STPAM-related CSUS course (check box for waiver and identify replacement course below):*

	(alt. to CSUS 814, if needed)	
FOCUS AREA 2 *(label)*:		
CSUS		

18

Dissertation Research Credits: Minimum of 24 credits required (maximum of 36 credits allowed by MSU)

Course #	*Course Name*	*# Credits*
CSUS/ACR 999	Doctoral Dissertation Research	24

24

Successful Completion of the Comprehensive Program Statement and Comprehensive Exam

Successful Proposal Defense, Completion and Defense of Doctoral Dissertation

Σ 60

Confirmation of Agreement between Student and Committee (after approved, enter in GradPlan)

	Name	*Signature*	*Date*
Student:			
Committee Chairperson:			
List other Committee members:			
Dissertation Chairperson (*if different from committee chairperson*):			
Grad Program Coord: Gail A. Vander Stoep			

MSU is an Affirmative-Action, Equal-Opportunity Employer *New Program Form 8/9/19*

Sample – Use Digital Signatures
Use Fillable Web Form

See separate "page 2" for listing additional courses, specializations, certificates (page 70)

***PAGE 2** (for all program planning forms; see previous 6 pages)*

Department of
Community Sustainability

PAGE 2: Other Program Plan Courses, Specializations, Certifications

Name of Student _____ Semester/Year of Program Start _____

Degree Type *(MS-A, MS-B, PhD)* _____

Degree Program *(CSUS, STPAM)* _____

This form is intended as an "add-on" program planning form on which to list courses not fitting on page 1, or to record one or more specializations, certifications, or other special program elements to plan and track their progress. In many cases, a specialization or certification is simply incorporated as all or part of one (or more) focus areas in the official Program of Study. Other students choose to ADD a specialization or certification in addition to their official Program of Study. In other cases, some program requirement courses fulfill part of a specialization, yet additional courses beyond the Program of Study courses are needed to complete a specialization or certification. Thus, use this form for planning purposes. Use as many extra pages as needed.

It is recommended that any courses NOT needed as part of the official Program of Study (30 credits for MS and 60 credits for PhD degrees) NOT be included on the official Program of Study. Rather, they can be tracked on this form. The reason is that, should students change course choices for specializations/certifications or later decide to NOT complete a spcialization/ certification, they do not have to complete a Change of Program Plan form or complete a new Program Plan/Planning Form.

Additional Program Plan Courses

Course #	Course Title	# Credits	Requirement Category (from pg 1)

Name of Specialization or Certification #1 _____

Course #	Course Title	# Credits	Part of Official Program of Study?	
			Yes	No

Name of Specialization or Certification #2 _____

Course #	Course Title	# Credits	Part of Official Program of Study?	
			Yes	No

Sample – Use Fillable Web Form

Department of
Community Sustainability

***Thesis* & Dissertation Proposal Approval**

Submit to Grad Secretary: edington@msu.edu
NOTE: Do not submit this form until the proposal and supporting materials have been submitted for IRB/ human subjects review, if required for your research.

☐ MS-A: Thesis Proposal ☐ Ph.D.: Dissertation Proposal

Name of Student (full name) _____ Semester/Year Program Start _____

Date of Defense/Examination: _____ _____
Month, Date, Year *CSUS or STPAM?*

Title of Thesis or Dissertation *(may be tentative, but should be descriptive and accurately reflect your research):*

_____

Anticipated Completion Date *(final defense):* _____
Month, Date, Year

IRB: Federal and University regulations require that all proposed research projects involving human subjects be reviewed and approved by the MSU Institutional Review Board (IRB).

Will your research involve human subjects? ☐ YES ☐ NO

If yes, when was your proposal **submitted** to IRB? _____
Month, Date, Year

I, the undersigned student, understand that I may not begin my research until the IRB grants its approval and I have completed the required HRPP tutorial on the IRB website.

Required Signatures:
(student fills in all committee names, then circulates in listing order; members sign digitally, date, & individually indicate Cond Pass/Pass/No Pass)

	Name	Signature	Date
Student:			
Guidance Committee Chairperson:			
Guidance Committee Members:			
Grad Program Coordinator:	Gail A. Vander Stoep		
CSUS Chairperson:	Rebecca Jordan		
For MS only: CANR Asso. Dean:	Kelly Millenbah		

Use Digital Signatures
Sample - Use Fillable Web Form

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Department of
Community Sustainability

MS-B Project Proposal Approval

Submit to Grad Secretary: edington@msu.edu
NOTE: Do not submit this form until the proposal and supporting materials have been submitted for IRB/ human subjects review, if required for your .project

Name of Student (full name) _____ Semester/Year Program Start _____

Date of Defense/Examination: _____ _____
Month, Date, Year *CSUS or STPAM?*

Title and Brief Description of MS-B Project:

_____

Date of Proposal Defense: _____

Anticipated Completion Date *(of final defense)*: _____
Month, Date, Year

IRB: Occasionally, but not always, MS-B projects involve research. Federal and University regulations require that all proposed research projects involving human subjects be reviewed and approved by the MSU Institutional Review Board (IRB).

Does your MS-B project involve research? ☐ YES ☐ NO

If yes, will your research involve human subjects? ☐ YES ☐ NO

If yes, when was your proposal **submitted** to IRB? _____
Month, Date, Year

I, the undersigned student, understand that I may not begin my research until the IRB grants its approval and I have completed the required HRPP tutorial on the IRB website.

Required Signatures:
(student fills in all committee names, then circulates in listing order; members sign digitally, date, & individually indicate Cond Pass/Pass/No Pass)

	Name	*Signature*	*Date*
Student:			
Guidance Committee Chairperson:			
Guidance Committee Member 2:			
Guidance Committee Member 3 *(optional)*:			
Grad Program Coordinator:	Gail A. Vander Stoep		
CSUS Chairperson:	Rebecca Jordan		
CANR Asso. Dean:	Kelly Millenbah		

Use Digital Signatures
Sample – Use Fillable Web Form

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Department of
Community Sustainability

Report of Master's Plan A Thesis Final Examination

Name of Student (full name) _____ Semester/Year Program Start _____

Date of Defense/Examination: _____
Month, Date, Year

Title of Thesis *(attach abstract to this form):*

_____

Examination Result

☐ PASS *(defense passed; **no** written revisions needed)*

☐ NO PASS

☐ CONDITIONAL PASS *(defense passed; committee requires revisions to written thesis before full "pass" and thesis submission)*

Committee comments *(required as brief explanation of "no pass" or description of conditions/ revisions to be met/made before changing "conditional pass" to "final pass"—most common result)*

Final Approval Signature of Advisor after Revisions Made

_____

Date: _____

Recommendation for doctoral program:

☐ Strongly Recommend

☐ Recommend

☐ Do Not Recommend at this time

Committee recommendation explanation *(optional):*

Signatures and Assessments of Committee Members

(student fills in all committee names, then circulates in listing order; members sign digitally, date, & individually indicate Cond Pass/Pass/No Pass):

	Name	*Signature*	*Date*	*Pass/No Pass/ Cond. Pass*
Student:				
Advisor/ Chairperson:				
Committee Member 2:				
Committee Member 3:				
Committee Member 4 (opt):				
Grad Program Coordinator:	Gail A. Vander Stoep			
CSUS Chairperson:	Rebecca Jordan			
CANR Asso. Dean:	Kelly Millenbah			

Use Digital Signatures
Sample – Use Fillable Web Form

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MICHIGAN STATE UNIVERSITY

APPROVAL FORM

THESES/DISSERTATION and INSTITUTIONAL REVIEW BOARD APPROVAL

This is to certify that the document entitled:

presented by

has been accepted towards fulfillment of the requirements for the degree in

This form is not considered complete until: a box (yes or no) has been checked in ALL sections regardless of the use of human or animal subjects, the professor and student have filled out their information and signed the form, and the supplemental files section is completely filled out.

University and federal policies and procedures require that all research involving human or animal subjects receive **prior approval** from the appropriate review board. [See Faculty Handbook (http://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/index.htm) and the Academic Programs book (http://www.reg.msu.edu/AcademicPrograms/].

HUMAN SUBJECTS

Does the thesis or dissertation you are submitting include research involving human subjects or materials of human origin? (Research involving human subjects includes surveys and telephone interviews used for research; materials of human origin include human blood and /or tissue.)

☐ Yes **IRB Log Number:**_____

☐ No

If yes, indicate Institutional Review Board (IRB) log number for the **approved** protocol and attach the Institutional Review Board **approval** letter for that protocol to this form. The student's name listed above must appear on the IRB approval letter.

ANIMAL SUBJECTS

Does the thesis or dissertation you are submitting include research involving vertebrate animals in any way?

☐ Yes **AUF Number:**_____

☐ No

If yes, and an animal use form was submitted to the Institutional Animal Care & Use Committee (IACUC), please list the **approval** number below and attach a copy of the IACUC **approval** letter to this form.

If yes, but your project did not need an animal use form, provide a copy of the letter from the IACUC which cites the relevant exclusionary policy.

This thesis/dissertation and the information presented above are approved by the faculty advisor/major professor. ☐ Yes ☐ No

Student's Name (print): _____

Student's Signature: _____

Date (mm/dd/yyyy): _____

Email: _____

Major Prof. Name (print): _____

Major Prof. Signature: _____

Date (mm/dd/yyyy): _____

Email: _____

Supplemental files associated with the electronic version of this thesis/dissertation are approved by the faculty advisor/major professor. ☐ Yes ☐ No ☐ N/A _____

Major Prof initials/date

The major professor must initial and date in this section regardless of which box is checked.

The Graduate School · Michigan State University · 466 W. Circle Drive, 2nd Floor, Chittenden Hall, East Lansing, MI 48824
Phone: 517-355-0301 Fax: 517-353-3355

Revised 6/2015

Sample – Use Fillable Web Form

Department of
Community Sustainability

Report of Master's Plan B Project Final Examination

Name of Student (full name) _____ Semester/Year Program Start _____

Date of Defense/Examination: _____ *Month, Date, Year* _____ *CSUS or STPAM?*

Title of Project *(attach abstract to this form):*

_____

Examination Result

☐ PASS *(defense passed; **no** written revisions needed)*

☐ NO PASS

☐ CONDITIONAL PASS *(defense passed; committee requires revisions to written project before full "pass" and final submission)*

Committee comments *(optional for "pass;" required as brief explanation of "no pass" or description of conditions/revisions to be met/made before changing "conditional pass" to "final pass"—most common result)*

Final Approval Signature of Advisor after Revisions Made

_____

Date: _____

_____

Signatures and Votes of Committee Members

(student fills in all committee names, then circulates in listing order; members sign digitally, date, & individually indicate Cond Pass/Pass/No Pass):

	Name	*Signature*	*Date*	*Pass/No Pass/ Cond. Pass*
Student:				
Guidance Committee Chairperson:				
Committee Member 2:				
Committee Member 3 *(opt)*:				
Grad Program Coordinator:	Gail A. Vander Stoep			
CSUS Chairperson:	Rebecca Jordan			
CANR Asso. Dean:	Kelly Millenbah			

Use Digital Signatures
Sample – Use Fillable Web Form

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Department of
Community Sustainability

Comprehensive Program Statement (CPS) Approval

Submit to CSUS Graduate Secretary, edington@msu.edu
NOTE: Submit this form with a copy of the final version of the Comprehensive Program Statement and committee member approvals no later than 30 days before comp begins.

Name of Student (typed full name) _____ Semester/Year Program Start _____

This signed form indicates final committee approval of the above-named student's Comprehensive Program Statement (CPS), form & CPS to be submitted no fewer than 30 days prior to Day 1 of the written comprehensive examination. This assumes that drafts have been reviewed prior to this approval date, and all recommendations for revisions of the CPS provided to the student at least 45 days prior to the first day of the written comprehensive exam, per planned timeline below (to allow student the opportunity to revise). The final, approved version of the CPS will be sent by student's advisor, as a courtesy, to all CSUS faculty members at least 30 days prior to the exam (as soon as the CPS is approved by the committee).

CPS first submitted to full Guidance Committee*:* _____
*(student submits draft CPS at least **60 days** before first day of written exam)* *Month, Date, Year*

Guidance Committee recommendations given to student*:* _____
*(committee submits comments at least **45 days** before first day of written exam)* *Month, Date, Year*

IF NEEDED: Recommended CPS modifications, additional readings, etc. (use extra page, if needed):

CPS is approved by student's committee*:* _____
(This approved CPS is then sent to all CSUS faculty)
*(approve & submit form, send CPS at least **30 days** before first day of written exam)* *Month, Date, Year*

Scheduled dates of written comprehensive exam*:* _____
Month, Dates [5 days], Year

Scheduled date of oral comprehensive exam*:* _____
(within 2 weeks of last day of written exam; schedule before written comp begins) *Month, Date, Year*

CPS Approval Signatures *(type names, sign digitally, and date):*

	Name	*Signature*	*Date*
Guidance Committee Chairperson:			
Comm Member 2:			
Comm Member 3:			
Comm Member 4:			
Comm Member 5:			
Grad Prog Coord:	Gail A. Vander Stoep		
CSUS Chairperson:	Rebecca Jordan		

Use Digital Signatures
Sample – Use Fillable Web Form

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MICHIGAN STATE UNIVERSITY

Copies to: Department
Committee Chairperson
Student

RECORD OF COMPREHENSIVE EXAMINATIONS
for
DOCTORAL DEGREE CANDIDATES

☐ **Check if this is a re-examination because of expired time limits.**

Department of _____

Student's Name _____ **CSUS or STPAM** _____
Last, First Middle Initial

Term and Year of First Course Counted towards this Degree _____

Result of Written Comprehensive Examinations:

(student fills in all committee member names, then circulates in listing order; members sign digitally, date, indicate Pass/No Pass):

Field	Examiner(s)	Examination Date	Passed or Failed

Result of Oral Comprehensive Examinations:

(student fills in all committee member names, then circulates in listing order; members sign digitally, date, indicate Pass/No Pass):

Field	Examiner(s)	Examination Date	Passed or Failed

Sample – Use Fillable Web Form

OVERALL PASS** or **FAIL? _____

Signed _____ _____
Chairperson of Examination Committee — Date

Signed _____ _____
Department Graduate Program Coordinator — Date

Signed _____ _____
Department Chairperson — Date

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Department of
Community Sustainability

Thesis & Dissertation Proposal Approval

Submit to Grad Secretary: edington@msu.edu
NOTE: Do not submit this form until the proposal and supporting materials have been submitted for IRB/ human subjects review, if required for your research.

☐ MS-A: Thesis Proposal ☐ Ph.D.: Dissertation Proposal

Name of Student (full name) _____ Semester/Year Program Start _____

Date of Defense/Examination: _____ _____
Month, Date, Year *CSUS or STPAM?*

Title of Thesis or Dissertation *(may be tentative, but should be descriptive and accurately reflect your research):*

_____

Anticipated Completion Date *(final defense):* _____
Month, Date, Year

IRB: Federal and University regulations require that all proposed research projects involving human subjects be reviewed and approved by the MSU Institutional Review Board (IRB).

Will your research involve human subjects? ☐ YES ☐ NO

If yes, when was your proposal **submitted** to IRB? _____
Month, Date, Year

I, the undersigned student, understand that I may not begin my research until the IRB grants its approval and I have completed the required HRPP tutorial on the IRB website.

Required Signatures:
(student fills in all committee names, then circulates in listing order; members sign digitally, date, & individually indicate Cond Pass/Pass/No Pass)

	Name	*Signature*	*Date*
Student:			
Guidance Committee Chairperson:			
Guidance Committee Members:			
Grad Program Coordinator:	Gail A. Vander Stoep		
CSUS Chairperson:	Rebecca Jordan		
For MS only: CANR Asso. Dean:	Kelly Millenbah		

Sample - Use Fillable Web Form
Use Digital Signatures

MSU is an Affirmative-Action, Equal-Opportunity Employer *Updated 8/919*

MICHIGAN STATE UNIVERSITY

Copies to: Department
Committee Chairperson
Student

RECORD OF DISSERTATION AND ORAL EXAMINATION REQUIREMENTS FOR DOCTORAL DEGREE CANDIDATE

Department of: _____

Student's Name: _____ **CSUS or STPAM** _____

1. **Dissertation Title:**

2. **Dissertation has been:** ☐ **Accepted** ☐ **Rejected** ☐ **Accepted subject to revisions (beyond minor editorial changes) required by the Committee.**

3. **Oral examination in defense of the dissertation was conducted on:** _____ Date

   The student ☐ **Passed**
   ☐ **Failed** **Reason:**

4. **Dissenting opinions and signatures of dissenting examiners, if any:**

5. **Subject to the satisfactory completion of other requirements, this student is recommended for the degree Doctor of:**

   ☐ **Philosophy** ☐ **Education** ☐ **Musical Arts**

(student fills in all committee member names, then circulates in listing order; members sign digitally, date.)

Signatures of Guidance Committee Members:	**Printed names of Guidance Committee Members:**	
	Chairperson of Guidance Committee	Date

Sample – Use Fillable Web Form

6. **Major revisions required:**

7. **Revisions, if any, approved:** _____
   Chairperson of Guidance Committee Date

Approved: **GradProgramCoordinator:** _____

Department Chairperson: _____

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MICHIGAN STATE UNIVERSITY

APPROVAL FORM

THESES/DISSERTATION and INSTITUTIONAL REVIEW BOARD APPROVAL

This is to certify that the document entitled:

presented by

has been accepted towards fulfillment of the requirements for the degree in

This form is not considered complete until: a box (yes or no) has been checked in ALL sections regardless of the use of human or animal subjects, the professor and student have filled out their information and signed the form, and the supplemental files section is completely filled out.

University and federal policies and procedures require that all research involving human or animal subjects receive **prior approval** from the appropriate review board. [See Faculty Handbook (http://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/index.htm) and the Academic Programs book (http://www.reg.msu.edu/AcademicPrograms/].

HUMAN SUBJECTS

Does the thesis or dissertation you are submitting include research involving human subjects or materials of human origin? (Research involving human subjects includes surveys and telephone interviews used for research; materials of human origin include human blood and /or tissue.)

☐ Yes **IRB Log Number:**_____

☐ No

If yes, indicate Institutional Review Board (IRB) log number for the **approved** protocol and attach the Institutional Review Board **approval** letter for that protocol to this form. The student's name listed above must appear on the IRB approval letter.

ANIMAL SUBJECTS

Does the thesis or dissertation you are submitting include research involving vertebrate animals in any way?

☐ Yes **AUF Number:**_____

☐ No

If yes, and an animal use form was submitted to the Institutional Animal Care & Use Committee (IACUC), please list the **approval** number below and attach a copy of the IACUC **approval** letter to this form.

If yes, but your project did not need an animal use form, provide a copy of the letter from the IACUC which cites the relevant exclusionary policy.

Sample - Use Fillable Web Form

This thesis/dissertation and the information presented above are approved by the faculty advisor/major professor. ☐ Yes ☐ No

Student's Name (print): _____

Student's Signature: _____

Date (mm/dd/yyyy): _____

Email: _____

Major Prof. Name (print): _____

Major Prof. Signature: _____

Date (mm/dd/yyyy): _____

Email: _____

Supplemental files associated with the electronic version of this thesis/dissertation are approved by the faculty advisor/major professor. ☐ Yes ☐ No ☐ N/A _____

Major Prof initials/date

The major professor must initial and date in this section regardless of which box is checked.

The Graduate School · Michigan State University · 466 W. Circle Drive, 2nd Floor, Chittenden Hall, East Lansing, MI 48824
Phone: 517-355-0301 Fax: 517-353-3355

Revised 6/2015

Graduate Student Annual Self-Assessment

Department of Community Sustainability

Calendar Year Assessed: _____

Section I *(to be completed by student)*

Date of Student Report: _____

Name: _____

Degree Sought:
- ☐ MS-A
- ☐ MS-B
- ☐ PhD

Semester/Year Started: _____

Semester/Year Program Plan Due: _____
(no later than 2nd semester for MS; no later than 3rd semester for PhD)

Cum GPA: _____

Program Plan Submitted: ☐ NO ☐ YES

Courses completed this calendar year:
(alpha-numeric codes only; titles not needed)

Any incomplete/deferred courses?

☐ NO ☐ YES

If YES, describe plan to complete:

Any courses on your degree plan that are not offered when you need them?

☐ NO ☐ YES

If YES, list potential alternatives:

Did you receive assistantship or hourly pay at MSU for semesters during this year?

☐ NO ☐ YES If yes, complete the table below.

		ASSISTANTSHIP			HOURLY
SPRING	Type GA *OR* # hours/week	1/4	1/2	3/4	
	Supervisor's last name				
	Type (research, teaching, outreach)				
SUMMER	Type GA *OR* # hours/week	1/4	1/2	3/4	
	Supervisor's last name				
	Type (research, teaching, outreach)				
FALL	Type GA *OR* # hours/week	1/4	1/2	3/4	
	Supervisor's last name				
	Type (research, teaching, outreach)				

Summarize experiences gained & skills learned during assistantship/hourly work *(max 700 characters)*

Did you receive any MSU/CSUS fellowship/scholarship $$$ this year? ☐ NO ☐ YES

If yes, indicate type and amount:

Sample—Use Fillable Web Form

Guidelines are presented on the next page.

Section I (*cont.*) Student Assessment

- In a separate report, address #s 1-4 below. Submit with completed form to your faculty advisor.
- Faculty advisor will review your report, then write his/her assessment of your progress *(Section II).*
- After you receive advisor's assessment, meet with your advisor to review the assessment, then both sign this signature form *(Section III).*
- Compile cover form, student written assessment, advisor written assessment, and signature form. Submit entire assessment packet to the Graduate Secretary, to be placed in your permanent file.

Reflecting on the past year *(assessment); label and number each of the 4 sections separately*

1. Describe your personal and professional goals and describe how your studies relate to them.
2. List and describe the following, as pursued during the past calendar year:
   - Professional or academic professional presentations
   - Supplemental professional reading
   - Attendance at seminars, presentations or training (on or off campus)
   - Writing and submission of professional or research articles
   - Community outreach activities related to your professional goals
   - Unpaid research/experiences relevant to your professional goals
   - Any other activities supportive of your scholarly academic and professional development

Looking forward *(recommendations written in 2 separate sections, each labeled with subheading)*

3. Provide recommendations for how your academic advisor and your committee can help you address any concerns you may have, or facilitate your degree progress.
   (This section is to be used by you and your advisor.)
4. Provide recommendations for how the Graduate Affairs and Curriculum Committee and/or the Department can help you address any concerns you may have, or facilitate your degree progress.
   (Write this section on a separate page, without your name. It will be pulled from your report, compiled with comments from all other graduate students, and used as input to help improve the graduate experience. Your name will ***not*** *be associated with your comments.)*

Section II *(to be completed by faculty advisor)*

Faculty report *(attach to assessment form and student's self-assessment report)*:

After reviewing the student's report, write your annual assessment of the student's progress, accomplishments and ongoing work toward completing their degree. Provide recommendations, as needed, to assist student in their progress. Identify student, and include faculty name & signature on the faculty report.

Section III -- Signatures *(to be signed after student/advisor meeting to discuss progress)*

Student Signature	Date
Faculty Advisor Signature	Date

Original to: Graduate Program Coordinator and Graduate Student File *(via Graduate Secretary)*
Copies to: Graduate Assistant File *(if relevant)*
Student
Faculty Advisor
Department Chairperson *(during faculty member's annual review)*

Sample - Use Fillable Web Form

Revised 8/18/18

Department of
Community Sustainability

RCRS (Responsible Conduct of Research and Scholarship) Training: Implementation Plan (pending for 2019)

Background

To satisfy federal regulations, MSU requires that all graduate students and postdocs complete training in research ethics. This training is individualized to each graduate program and must be documented. The Association of American Universities (AAU) recommended a minimum of **five hours in the first year** of a person's research career and **three hours annually thereafter**, or as required by a specific funding agency, whichever is greater. MSU modified its requirements based on the belief that "[t]he plan is predicated on the principles that a basic understanding of issues is necessary through didactic training and a periodic reinforcement of the principles through discussion." The CSUS plan combines the MSU requirements with the AAU guidelines. (Details for 2019 are still under revision. Details will be distributed when fully revised.)

In addition to these requirements, certain grants (e.g., NSF, NIH, USDA) may require researchers to obtain additional training related to the responsible research conduct and must meet those guidelines/ timelines.

Use CHROME or FIREFOX browsers, with pop-up windows and cookies enabled.
NOTE: A new tracking system, ABILITY, has been implemented for 2019.

Anyone who conducts a study that requires Institutional Review Board (IRB) approval must meet the training requirements for human subjects' research protection offered by MSU's Human Research Protection Program (HRPP).
HRPP requires the "initial educational requirement" (*Year 1, #1 next page*). Find requirements for initial training via: **https://hrpp.msu.edu/training/index.html** and the entry page to the ABILITY system at:

http://ora.msu.edu/train/new-users/index.html

Initial IRB training is valid for two years, after which it must be renewed by completing online refresher modules. Note that, even though this HRPP/IRB update training is required only every ***two years***, the CSUS RCR program, based on the MSU Graduate School's guidelines plus CANR's recommendation for annual training, requires ***annual*** updating. HRPP/IRB training can be incorporated as part of the CSUS's RCR requirements. To meet Graduate School requirements, basic HRPP/IRB training is supplemented in Year 1 for CSUS students with four 4 CITI modules and 3 hours of RCR-related discussion in CSUS 802.

Who

All CSUS & STPAM graduate students *(MS Plan A, MS Plan B, and Ph.D.)* ***and post-doctoral fellows are required to follow MSU policies and guidelines for Responsible Conduct of Research (RCR).*** Graduate students, including those who work on an hourly basis, and postdoctoral fellows are required to comply with RCR requirements.

Requirements and Record-keeping/Tracking

Details and instructions for meeting annual RCR requirements (for Year 1, Year 2, and Years 3 and beyond) will be provided as soon as revisions are finalized. Instructions and the forms will be posted as *Annual RCR Training Record* Form at: https://www.canr.msu.edu/csus/graduate/current_students/forms under "OTHER"

Note: Completing annual RCR training and submitting documentation on time is part of maintaining "**academic good standing"** for eligibility for fellowships, awards, travel funding, GOF and other funding, etc.

If you want to get a head start in exploring the new system, go to (contains a training video, a PDF basic user guide, and a link to the system for which you will have to log in):

Track your training via ABILITY (must log in to access personal records): **http://ora.msu.edu/train/new-users/index.html**

Upon completion of annual trainin), students must complete the Responsible Conduct of Research and Scholarship (RCRS) Certification form and submit it and supporting documentation to the Graduate Secretary. The due date will be provided with revised guidelines and forms. The Graduate Secretary will maintain the Annual RCR Training Record *Forms along with completed* Annual Graduate Student Assessments.

(revised annually for CSUS, 2019 procedures are under development – new tracking system is ABILITY)

New system ("ABILITY") and guidelines are being implemented beginning all 2019.

Sample - Use Fillable Web Form

NOTE: Use appropriate form depending on calendar year of your program *(Year 1, Year 2, Year 3 & beyond)*

Requirements & Forms
Under Revision

New system ("ABILITY") and guidelines are being implemented beginning Fall 2019.

NOTE: Use appropriate form depending on calendar year of your program *(Year 1, Year 2, Year 3 & beyond)*

Requirements & Forms
Under Revision

New system ("ABILITY") and guidelines are being implemented beginning Fall 2019.

NOTE: Use appropriate form depending on calendar year of your program *(Year 1, Year 2, Year 3 & beyond)*

Requirements & Forms
Under Revision

New system ("ABILITY") and guidelines are being implemented beginning Fall 2019.

Department of
Community Sustainability

Date Received
by GPC Office:

Graduate Assistantship Developmental Review & Discussion Form

(per request of the Provost, to be completed each semester of an assistantship)

***NOTE**: To complete/sign digitally, form can be saved only in Acrobat Pro or Adobe Reader DC. Thus, OPEN form from within Acrobat software; then save the file with a new name that includes student's last name and the relevant semester/ year. Due ~ ¾ through each semester employed with assistantship (required before reappointment).*

***SUBMIT TO**: Graduate Secretary*

This form is to document that the following topics have been discussed between a graduate assistant and the supervising faculty member **each semester** of a student's graduate assistantship. This form must be submitted prior to requesting a re-appointment of a student for the following semester.

Graduate Assistant's Name: _____ PID: _____

Faculty Supervisor's Name: _____ Sem'r/Year Rvwd: _____

Assistantship Type: ☐ ¼-time ☐ ½-time ☐ ¾-time Date of Review: _____

Brief Assistantship Description: _____

	Check after Discussed
Discuss quality of assistantship work, based on previously laid out expectations, priorities, and responsibilities of the assistantship	☐
Discuss timeliness of assistantship work, based on previously laid out expectations, priorities, and responsibilities of the assistantship	☐
Discuss adequacy of the amount of work/number of hours worked, as associated with the type (¼ , ½, ¾) of assistantship	☐
Discuss graduate assistant's strengths	☐
Discuss graduate assistant's areas for growth	☐
Discuss ways to improve the working relationship, communication, etc. (if needed)	☐

Overall, Graduate Assistant meets or exceeds current expectations: ☐ Yes ☐ No

Supervisor's Comments/Recommendations/Opportunities for Reappointment (or reasons for non-reappointment) *(attach separate sheet, if needed)*:

Signatures indicate all topics have been discussed:

Graduate Assistant's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

MSU is an Affirmative-Action, Equal-Opportunity Employer *Created 11/12/14; rev 8/18/18*

Sample - Use Fillable Web Form

Department of
Community Sustainability
Change in Program Plan – Graduate Studies

☐ *Mark if page 2*

Name of Student *(do not include PID)* | **CSUS** or **STPAM** | **MS-A, MS-B, PhD**?

Note: All doctoral student records must be recorded in GradPlan. However, the CSUS personal communication & forms are required prior to GradPlan recording/approvals.

ATTACH REVISED PROGRAM PLAN if making more than a single "1-for-1 course change." If you have more than 3 course adds/drops, use a 2nd sheet. ***Only first page needs signatures.***

Changes in Program Plan Courses *(if additional space is needed, use/attach an additional form page)*:

	Course #	Course Name *(full official; specify name for 890s, 891s)*	Credits
Add:			
Delete:			

Change in Program/Program Name *(must meet new program requirements; attach new program planning form)*:

Change FROM this program *(check one from "from" and specify the new "to" degree program)*:

☐ CSUS MS-A *(5389)* ☐ CSUS MS-B *(5389)* ☐ CSUS PhD *(5390)* ☐ OTHER _____

☐ STPAM MS-A *(5376)* ☐ STPAM MS-B *(5376)* ☐ STPAM PhD *(5377)*

TO *(specify selected new degree, as shown from selection above)*: _____

Changes in Chairperson or Committee Members:

(first talk with each faculty; attach brief written request; if more than one change, add another page)

Add: _____ *(Name, specify Chair if a Chair Change)* _____ *(Signature)*

Delete: _____ *(Name, specify Chair if a Chair Change)* _____ *(Signature)*

Required signatures for the above actions *(required only on page 1 if using 2 pages)*:

(student should fill in all committee names, then circulate in order of listing; for signing, type names, sign digitally, date)

	Name	*Signature*	*Date*
Student:			
Guidance Committee Chairperson:			
Guidance Committee Members:			
Program Coordinator:	Gail A. Vander Stoep		
CSUS Chairperson:	Rebecca Jordan		
CANR Asso. Dean:	Kelly Millenbah *(not for PhD students)*		

Use Digital Signatures
Sample – Use Fillable Web Form

A/PoI: Approved 6/8/78
A/C: Approved 1/9/79
(Revised by UCAP 2/7/91)

MICHIGAN STATE UNIVERSITY

GUIDELINES AND APPLICATION FOR INDEPENDENT STUDY

DEFINITION

At Michigan State University, Independent Study is planned study, highly individualized, not addressable through any other course format, proposed in writing by the student on a standard form, accepted for supervision by a faculty member, and approved by the student's academic advisor and the teaching unit at the beginning of the semester.

GUIDELINES

Independent Study should:

1. Consist of work not described in the University catalog in any other format;
2. Be taken under a course number commensurate with the student's class level, major field, and experience;
3. Relate to a subject for which the student has adequate preparation;
4. Be directed by a faculty member with whom there is a periodic contact and consultation throughout the study;
5. Not exceed eight semester hours of credit in a single semester;
6. Not exceed 10% of the credits earned in a bachelor's program;
7. Be applied for on the form provided by the university, or any equivalent departmental or college form;
8. **Be approved on this form before the student enrolls for the course.**

APPLICATION AND ENROLLMENT

Please complete the form and obtain indicated approvals and necessary overrides before enrollment for the course. *(In CSUS, submit to GPC for review/signing, who then submits to Graduate Secretary for entering override and course enrollment, and files in student's permanent file.)*

Be sure to enroll for the correct course section (corresponding to faculty instructor for the Ind Study).

See form on the next page:

MICHIGAN STATE UNIVERSITY
APPLICATION FOR INDEPENDENT STUDY

NAME: _____ DATE: _____
Last First Middle Initial

LEVEL: _____ CLASS: _____ MAJOR: _____ CUMULATIVE GPA: _____

COURSE: _____ SECTION: _____ CREDITS: _____

SEMESTER: _____

Number of Independent Study credits to be earned this semester: _____

Total of prior Independent Study credits: _____

1. DESCRIPTION (Subject matter, purpose, methods) _____

2. RATIONALE (Why independent study rather than regular course?) _____

3. PREPARATION (Relevant course work, reading, work experience, etc.) _____

4. WORK TO BE COMPLETED

(a) Type and amount of reading, writing, lab work, etc. _____

(b) Estimated contact hours per week with instructor: _____

(c) Deadline for submitting work for final evaluation: _____

(d) Evaluation procedure:

_____

STUDENT'S SIGNATURE _____ PHONE _____

APPROVALS

_____
Instructor Signature Date

_____
Academic Advisor Date

_____
Chairperson/GPC, Department Offering Course Date

Version – 10/14/15, mod for CSUS 8/9/19

Sample – Use Fillable Web Form

Grad Student Leave of Absence Checklist

College of Agriculture and Natural Resources

Student should initial that they understand the following policies, procedures and processes, as well as their specific time limits. Additionally, it is recommended that a memo for the student's file detail any other agreements or understandings regarding funding, committee member commitments, etc.

Sample - Use Fillable Web Form

General Information:

Name: _____ Department: _____

PID: _____ Major: _____

Semester Admitted: _____ Degree: ☐ M.S.-A ☐ M.S.-B ☐ Ph.D.

Time Limit. Graduate students have a limited time to complete their degree requirements.

Student initials

_____ Semester of first class: _____

_____ Comprehensive Exam deadline: _____

_____ Degree Completion deadline: _____

_____ Time Extension Process See Graduate Handbook.

MS Time Limit Policy: https://reg.msu.edu/AcademicPrograms/Print.aspx?Section=386
PhD Time Limit Policy: https://reg.msu.edu/AcademicPrograms/Print.aspx?Section=406

Graduate Assistantship. Duties may be reduced or completely waived, as necessary. If the student remains enrolled, the stipend shall be paid for a period of two months or until the end of the appointment period, whichever occurs first.

Student initials

_____ Graduate Assistant Leave Policy

Policy: https://reg.msu.edu/AcademicPrograms/Print.aspx?Section=351

Health Insurance. Health insurance coverage may be dropped if the student's employment as a graduate assistant or other employee classification is reduced or ended. Graduate assistants must work at least 53 days in fall or spring semesters to be eligible for insurance.

Student initials

_____ Graduate Assistant Leave Policy

Policy: https://www.hr.msu.edu/benefits/graduate-assistants/health/index.html

MICHIGAN STATE UNIVERSITY | College of Agriculture and Natural Resources

See page 2, next page:

Re-admission to MSU. If a student has not registered for three consecutive semesters, including summer semester, they must apply for re-admission to MSU and the graduate program. There is no guarantee of re-admission.

Student initials

_____ Application for re-admission policy

Policy: https://reg.msu.edu/AcademicPrograms/Print.aspx?Section=331

Acknowledged:

Student	Date
Major Professor	Date
Graduate Program Coordinator / Department Chair	Date
Associate Dean: Kelly Millenbah	Date

Sample – Use Fillable Web Form

MICHIGAN STATE UNIVERSITY | College of Agriculture and Natural Resources

MICHIGAN STATE UNIVERSITY

EXTENSION REQUEST

Directions: Please complete this form and attach necessary pages. Obtain required signatures. Send completed request to approvals@grd.msu.edu. .(First.to.GPC,.then.Asso.Dean,.then.Grad.School).

Notes: **Time extensions are generally expected to be requested prior to the deadline expiration. A second extension is usually not granted.**

Extension Request for:

- ☐ Completion of MA/MS
- ☐ Completion of MFA
- ☐ Completion of PhD Comprehensive Examination
- ☐ Completion of PhD

Requested Extension End Date or Semester: _____

Sample – Use Fillable Web Form

STUDENT INFORMATION

First Name: _____ **Last Name**: _____

FTU Routing Slip: _____ **Dept**: _____

Academic Advisor: _____

Have you previously requested an extension? ☐ Yes ☐ No Was it approved? ☐ Yes ☐ No ☐ N/A

Please answer the following questions and provide any supporting documentation.

1. What is the student's current standing in the program?
2. If the student's program time limit has already expired, why are you making this request post deadline?
3. Provide a detailed explanation as to why the student did not meet the program deadline. Have circumstances changed to meet the new deadline if an extension is granted?
4. Provide a detailed timeline of completion including all intermediate steps anticipated: when will each of the remaining benchmarks be complete (date, month, or semester & year). This timeline should include an acknowledgement that second extensions beyond the timeline are generally not granted, and must be signed by the student and major advisor.
5. If you are requesting an extension for the completion of a PhD and are also requesting that the student is not required to re-take comprehensive exams, please provide an explanation.
6. Please include in your request all 999 override request beyond 45 credits as needed.
7. Attach copies of the student's last two years of annual reviews.

REQUIRED SIGNATURES

_____ _____

Dept. Chair (or designee--GPC.in.CSUS) Date

APPROVALS

_____ _____

Associate Dean (or designee) Date

_____ _____

Dean of the Graduate School (or designee) Date

In lieu of signatures on the form, the proper email chain forwarded from relevant entities: unit → college → approvals is accepted and expected.

01/18

Change of Graduate Major

College of Agriculture and Natural Resources

This form may be used only by enrolled graduate students at MSU (department to department).

General Information:

Name: _____ Date: _____

PID: _____

Present Status:

College: _____ Advisor: _____

Department: _____ Degree: ☐ M.S.-A ☐ M.S.-B ☐ Ph.D.

Major Code: _____ Type: ☐ Regular ☐ Provisional ☐ Non-Degree

Action for this Major: ☐ End major ☐ No action (will complete M.S.)

Proposed Status:

College: _____ Advisor: _____

Department: _____ Degree: ☐ M.S.-A ☐ M.S.-B ☐ Ph.D.

Major Code: _____ Type: ☐ Regular ☐ Provisional ☐ Non-Degree

Semester of Change _____

Reason for requesting change:

Sample – Use Fillable Web Form

_____

Student Date

_____

Major Professor Date

_____

New Major Professor (If appropriate) Date

☐ **Approved.** ☐ **Denied.**

_____

Graduate Program Coordinator / Department Chair Date

_____

Associate Dean: Kelly Millenbah Date

MICHIGAN STATE UNIVERSITY | College of Agriculture and Natural Resources

MEMORANDUM OF UNDERSTANDING
REQUEST FOR ESPP DUAL MAJORS PhD DEGREE

DATE:	
STUDENT NAME:	
PRIMARY MAJOR:	

GUIDANCE COMMITTEE MEMBERSHIP: (add more rows as needed)

Last Name, First Name	Department Affiliation	Committee Role (Major Advisor, Committee Member)	ESPP Affiliated Faculty Member (Y / N / Unknown)

Sample – Use Fillable Web Form

SIGNATURES:

	Major Advisor
	Primary Major, Graduate Program Coordinator
	Associate Dean, Primary Major College
Jiaguo Qi	ESPP, Graduate Program Coordinator
Anna Maria Santiago	Associate Dean for Graduate Studies, College of Social Sciences
Thomas Jeitschko	Dean, Graduate School

COURSES:

Total number of credit hours required for the primary doctoral degree:

Primary Major Courses (ADD MORE ROWS AS NEEDED)

Course Name*	Course Code & Number	Semester Taken or Planned

* do not include 999

Sample – Use Fillable Web Form

ESPP Courses (ADD MORE ROWS AS NEEDED)

Course Name	Course Code & Number	Semester Taken or Planned

COMPREHENSIVE EXAMS:

Exam	Date Taken or Planned
Written	
Oral	

IF YOU ARE PRE-COMPS: Areas of study covered in your comprehensive exams. ***These should reflect a single set of exams that integrates requirements from both the primary unit and ESPP.***

Sample – Use Fillable Web Form

IF YOU ARE POST-COMPS: Justification statement from your ESPP committee member about how your comprehensive exams integrated and applied knowledge of environmental science and policy.

DISSERTATION:

If you have completed <u>substantial</u> work on your dissertation, a letter of endorsement from your ESPP committee member that attests to the integration and application of knowledge in environmental science and policy must be provided. Otherwise, provide your plan for a single, integrated dissertation that incorporates your primary major and environmental science and policy:

• Appendix B •

Policy on Transfer Credits from the Teaching Certification Internship Year

(for Agriculture, Food and Natural Resource Educators who choose a CSUS or STPAM degree rather than the Masters of Arts Degree in AFNRE)

With the approval of their committees, CSUS MS students who matriculate will be permitted to apply up to 9 credits of 800-level Teacher Education (TE) course credits (those that are earned as part of MSU's Teacher Certification Internship Year) toward the fulfillment of their MS degree in CSUS.

Note that as of Fall 2019, a new MA degree program in Agriculture, Food, and Natural Resources Education is being offered by the CSUS Department: https://www.canr.msu.edu/csus/graduate/programs/afnre

Specifically,

6 credits of TE 802 and 804 may be accepted as part of the student's 15 "focus area" credits, provided the focus area is conceptually defined to include the material covered in these courses. Examples of such focal areas include Education and Community Engagement, Community Food and Agriculture, or any number of individually-designed focal areas such as Natural Resource Education and Management (see example below). Focal areas must be developed to include a coherent selection of courses that represents a particular area of specialization. They also must include at least 6 additional credits of CSUS courses.

3 credits of TE 801 or 803 may be accepted to fulfill the "techniques/professional skills" requirement for the MS-B program. TE 801 or 803 may or may not be accepted to fulfill requirements for the MS-A program and will depend on the fit to the student's program goals as well as approval of the Guidance Committee.

Example Program Plan for an Agriculture, Food and Natural Resource Educator Working Toward an MS-B in CSUS using TE Credits

1. Required Courses – 13 credits

All of the following courses are required and should be taken during the student's first year: ***(13 credits)***

- CSUS 800, Foundations of Community Sustainability I *(first fall semester)* *(3 credits)*
- CSUS 802, Introduction to Interdisciplinary Inquiry *(first fall semester)* *(3 credits)*
- CSUS 801, Foundations of Community Sustainability II *(first spring semester)* *(3 credits)*
- CSUS 805, Proposal Development for Interdisciplinary Inquiry *(suggested first spring semester)* *(1 credit)*

CSUS 898: Plan B Project *(3 credits)*

2. Focus Area Courses – 14-15 credits

Example Focal Area: Natural Resource Education & Management

TE 802: Reflections & Inquiry in Teaching Practice I	3 credits
TE 804: Reflections & Inquiry in Teaching Practice II	3 credits

Additional Focal Area Courses *(at least 6 credits must be CSUS credits)*

CSUS 811: Community Food and Agriculture: A Survey	3 credits
CSUS 841: Building and Implementing Watershed Plans	3 credits
FW 869: Community and Conservation	3 credits

3. **Techniques or professional skills – 3 credits**

TE 801, TE 803, or other approved professional skills class	3 credits

TOTAL CREDITS **30-31 credits**

• Appendix C •

Specializations, Certificate Programs, and Dual Degrees

In addition to the graduate degree programs offered by individual departments within the university, Michigan State University also offers many programs that combine the research facilities and faculty of different departments and colleges. In many cases, a specialization or certification is simply incorporated as all or part of one (or more) focus areas in the official Program of Study. Some students choose to ADD a specialization or certification on top of their official Program of Study. In other cases, some program requirement courses fulfill part of a specialization (and vice versa); yet additional courses beyond the official Program of Study are needed to complete a specialization or certification. Dual degrees (such as the doctoral dual degree with ESPP/Environmental Science and Policy Program) also are possible.

It is suggested that any courses NOT needed as part of the official Program of Study (30 credits for MS and 60 credits for Ph.D. degrees) not be included on the official Program of Study. Rather, they can be tracked on this form. The reason is that, should students change course choices for specializations/certifications or later decide to NOT complete one, they do not have to complete a ***Change of Program Plan*** form or complete a new Program Plan/Planning Form.

> **Note:** If you plan to incorporate (or add) a specialization into your Program of Study, use the additional form ("page 2") available on the CSUS Graduate Forms page (also see p. 69 of this handbook).

Below are some potentially relevant specializations for CSUS or STPAM students. Find direct links to these specializations and more from: https://reg.msu.edu/AcademicPrograms/Programs.aspx?PType=SPCG For related policies, see https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=111#s2244

SPECIALIZATIONS

Animal Studies: Social Science and Humanities Perspective (MS and Ph.D.)

Business Concepts for Environmental Sustainability and Conservation (MS and Ph.D.)

Ecological Food and Farming Systems (MS and Ph.D.)

Environmental Policy (MS and Ph.D.)

Environmental Toxicology (MS)

Fish and Wildlife Disease Ecology and Conservation (MS and Ph.D.)

Food Safety (MS) – *in moratorium Spring – Summer 2019*

Gender, Justice, and Environmental Change (MS and Ph.D.)

Global Urban Studies (Ph.D.)

Hospitality Business (MS and Ph.D.)

International Development (MS and Ph.D.)

Media and Information Studies (MS and Ph.D.)

INTERDEPARTMENTAL or INTERDISCIPLINARY SPECIALIZATIONS

Ecology, Evolutionary Biology and Behavior (MS)

Environmental and Resource Economics (MS and Ph.D.)

Infancy and Early Childhood (MS and Ph.D.)

Environmental and Resource Economics (MS and Ph.D.)

Women's and Gender Studies (MS and Ph.D.)

Below are some potentially relevant certificate programs for CSUS or STPAM students. Find direct links to these certificates and more from: https://reg.msu.edu/AcademicPrograms/Programs.aspx?PType=GC

CERTIFICATES

Chicano/Latino Studies: https://reg.msu.edu/AcademicPrograms/ProgramDetail.aspx?Program=7720

Digital Humanities: https://reg.msu.edu/AcademicPrograms/ProgramDetail.aspx?Program=5742

Geographic Information Systems: http://ongeo.msu.edu/certificates/

Journalism: https://reg.msu.edu/AcademicPrograms/ProgramDetail.aspx?Program=1494

Leadership and Managing Teams: https://reg.msu.edu/AcademicPrograms/ProgramDetail.aspx?Program=6064

Museum Studies: https://reg.msu.edu/AcademicPrograms/ProgramDetail.aspx?Program=5759

Youth Development Specialist: https://reg.msu.edu/AcademicPrograms/ProgramDetail.aspx?Program=7694

Youth Program Management and Evaluation:
https://reg.msu.edu/AcademicPrograms/ProgramDetail.aspx?Program=7693

Graduate Certificate Policies (from https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=111#s2244)

Certificate Credits Applied to Master's Degree Program
There is no limit to the number of credits taken at the graduate certification level at MSU that can be applied to a master's degree program. Credits applied to a master's degree are not eligible to be applied to any other graduate degree program.

Certificate Credits Applied to Doctoral Degree Program
There is no limit to the number of credits taken at the graduate certification level at MSU that can be applied to a doctoral degree program, with approval of the student's doctoral guidance committee. Credits applied to a doctoral degree are not eligible to be applied to any other graduate degree program.

CERTIFICATIONS

Community Engagement: https://gradcert.engage.msu.edu

College Teaching: https://grad.msu.edu/CCTP

DUAL DEGREES

Environmental Science and Policy Program (ESPP) Dual Degree (form to request this degree is available on the CSUS Graduate Forms web page).

For information about the program, see: http://www.espp.msu.edu/index.php

Dual Law Degrees: https://www.law.msu.edu/academics/dual-degrees.html

• Appendix D •

CSUS Graduate Courses

Following is a list of graduate courses currently taught by CSUS faculty, or courses that are jointly administered with other departments. The courses are listed in numerical order.

University 400-level undergraduate courses also may be used in a graduate program. Graduate students are advised to discuss this option with their advisor and/or committee. Also see Guidelines for use of 400-level courses in this handbook (pages 12, 13 and 31).

CSUS Courses – Community Sustainability (applicable for both CSUS and STPAM degrees)

For details about the following courses (e.g., number of credits, cross-listings, and semester offered), see the listings on the MSU Description of Courses (or link from the list on the CSUS website: https://www.canr.msu.edu/csus/graduate/graduate_courses)

CSUS 800	Foundations of CSUS I
CSUS 801	Foundations of CSUS II
CSUS 802	Intro to Interdisciplinary Inquiry
CSUS 805	Proposal Development for Interdisciplinary Inquiry
CSUS 811	Community, Food, & Agriculture: A Survey
CSUS 814	Sustainable Tourism & Protected Area Management: Theories & Applications
CSUS 816	Environmental Design Theory *(register for LA 816)*
CSUS 820	Social-Ecological Resilience
CSUS 821	Indigenous Peoples, Sustainability & Environmental Justice
CSUS 823	Contemporary Issues in Animal-Human Relationships
CSUS 824	Sustainable Development: Measuring Socioeconomic Well-being
CSUS 826	International Development Theory and Practice
CSUS 829	Economics of Environmental Resources *(register for AFRE 829)*
CSUS 831	Foundations of Qualitative Research
CSUS 833	Program Evaluation in Agriculture & Natural Resources
CSUS 834	Survey Research and Design
CSUS 836	Modeling Natural Resource Systems
CSUS 838	Participatory Modes of Inquiry
CSUS 848	Community-based Natural Resource Management in International Development
CSUS 855	Political Ecology of Food
CSUS 858	Gender, Justice, & Environmental Change: Issues & Concepts
CSUS 859	Gender, Justice, & Environmental Change: Issues and Concepts *(register for ANP 859)*
CSUS 860	Youth Leadership: Theory & Practice
CSUS 861	Educational Theory & Application of Experiential Learning in AFNRE
CSUS 863	AFNRE Laboratory Instruction: Theory & Practice
CSUS 864	AFNR Educator Induction
CSUS 865	Facilitative Leadership
CSUS 873	Culture, Communities, & Tourism
CSUS 886	Foundations of Museum Studies *(register for MUSM 886)*
CSUS 890	Independent Study in Community Sustainability
CSUS 891	Selected Topics in Community Sustainability
CSUS 891B	Advanced Topics in Community, Food & Agriculture
CSUS 894	Field Practicum in Community Sustainability
CSUS 897	Practicum in Museum Studies *(register for MUSM 897)*
CSUS 898	Master's Professional Project
CSUS 899	Master's Thesis Research
CSUS 999	Doctoral Dissertation Research

• Appendix E •

Student Resources

Following is a list of websites that graduate students may find useful as they pursue their graduate education:

Academic Programs Catalog	https://reg.msu.edu/AcademicPrograms/
Spartan Life Online (student handbook)	http://splife.studentlife.msu.edu/
Student Rights and Responsibilities	http://splife.studentlife.msu.edu/student-rights-and-responsibilities-at-michigan-state-university
Graduate Student Rights & Responsibilities	http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities
MSU/Graduate Employees Union Contract	https://hr.msu.edu/contracts/documents/GEU2015-2019.pdf
Code of Teaching Responsibility	http://splife.studentlife.msu.edu/regulations/student-group-regulations-administrative-rulings-all-university-policies-and-selected-ordinances/code-of-teaching-responsibility
Office for International Students and Scholars	http://www.oiss.msu.edu/
Guidelines for Graduate Student Advising and Mentoring Relationships	https://grad.msu.edu/sites/default/files/content/researchintegrity/guidelines.pdf
Guidelines for Integrity in Research and Creative Activities	https://grad.msu.edu/sites/default/files/content/researchintegrity/guidelines.pdf
University Policy on Relationship Violence and Sexual Misconduct	http://www.hr.msu.edu/documents/uwidepolproc/RVSM_Policy.htm
Anti-Discrimination Policy (ADP)	https://www.hr.msu.edu/policies-procedures/university-wide/ADP_policy.html
Active Shooter Situations (Safety Guidelines)	http://comartsci.msu.edu/sites/default/files/documents/resources/safety-guidelines-for-active-shooter1.pdf
MSU Safety Resources	https://www.hr.msu.edu/resources-links.html
MSU Safety When Traveling/ MSU Travel Clinic	http://travelclinic.msu.edu/
Environmental Health and Safety *(was ORCBS)*	http://www.ehs.msu.edu
Certification in College Teaching	https://grad.msu.edu/CCTP

The Graduate School: https://grad.msu.edu

Resources found on this site include (though organized differently from below):

MSU Admissions Information
* Application Information and Online Link
* Budget Planning
* PhD Public Information
* International Students
* Recruitment Awards
* Readmission

Academics
* Policies and Procedures
* Interdisciplinary Programs
* Theses and Dissertations
* Research Integrity
* Specializations and Certificates
* Traveling Scholar
* GradPlan (PhD students only)

Career and Professional Development Information
* Workshops and Events
* Career Planning
* Research
* Teaching

Funding
* External Funding
* Assistantships
* Fellowships
* Research Support
* Travel Funding
* Funding Resources

Graduate Student Life
* Graduate Student Organizations
* Graduate Life and Wellness
* AGEP Program

Support and Other Resources
* The Counseling Center
* MSU Employee Assistance Program
* Health4U
* Olin Health Center
* Academic Women's Forum (WRC)
* Fatherhood Forum (FRC)
* and many more:
* https://grad.msu.edu/partners-in-wellness

• Appendix F •

Guidance Committee Member Eligibility Guidelines

1. **Eligibility Policy for Serving on CSUS Graduate Committees** (summarized in the Table on the next page)

   Committee Chair

   Only ***CSUS tenure-stream faculty*** may serve as Chair of CSUS graduate guidance committees.

   Committee Members

   CSUS and other MSU tenure-stream faculty holding a Ph.D. are eligible to serve on committees.

   MSU-appointed staff holding Ph.D.s outside of the tenure stream (or equivalent terminal degrees) may serve on CSUS graduate guidance committees if they have applied for and received approval from the Department, College, and the Graduate School for this status. See procedure in #2 for Non-regular Faculty.

   Ph.D.s who are employed outside of MSU may serve on CSUS graduate committees if they have applied for and received approval from the Department and the Graduate School for this status. See procedure in #2 for Non-regular Faculty.

   MSU staff or non-MSU staff who hold master's degrees may serve on CSUS MS committees if they have applied for and received approval from the Department, College, and the Graduate School for this status. See procedure in #2 for Non-regular Faculty.

2. **Process to Gain Approval to Serve on Graduate Committees (for Non-regular Faculty Members)**
   For the most recent university policies/ procedures, see: https://grad.msu.edu/non-regular-faculty-committees

   In general, no more than one (1) non-regular faculty member (voting member) may serve on a master's committee or doctoral committee. The number of non-regular faculty may not exceed the number of regular MSU faculty on the committee.

   The student's committee chair or any individual wishing to serve on CSUS Graduate committees may initiate the following process to be assessed for guidance committee eligibility:

   1. The proposed committee member submits the following:

      * A letter from the individual indicating willingness and commitment to serve as a member of a graduate student's committee. (It is helpful to include a summary of his/her background and qualifications [particularly specialized expertise] explaining why the person is appropriate to serve as a member of a graduate student committee. This information will be used by the student's advisor and the department's Graduate Program Coordinator in writing their supporting letters, and will speed the process.)
      * A copy of the individual's curriculum vita
      * Individual's email address

   2. The student's committee chair reviews these materials and attaches a cover memo that explains why the request being made is for the applicant to serve on a specific student's committee. Be sure to include information about why no regular faculty member has the specialized expertise to help the student.

   3. The complete application is submitted by the committee chairperson to the CSUS Graduate Program Coordinator (GPC).

      The GPC's responsibility is to 1) determine that the application is substantively complete; and 2) review and approve the application, then forward to the Associate Dean of the College of Agriculture and Natural Resources, who reviews, then forwards to the Graduate School.

   4. The Graduate School evaluates the file and notifies the College, Department, and Advisor of the decision.

Summary of Eligibility to Serve on CSUS Graduate Committees

Who can serve?	Chair of Committee	Committee Member
Tenure steam faculty from other departments	NO. Only CSUS tenure stream faculty	YES, already a means to do so
Non-tenure stream Ph.D. (or equivalent terminal degree) employed at MSU	NO	YES, if application passes the CSUS, CANR and Graduate School reviews. See process above.
Ph.D.s outside of MSU	NO	YES, if application passes the CSUS, CANR and Graduate School reviews. See process above.
Person having Master's Degree	NO	NO for Ph.D. committees; YES for MS committees, if application passes the CSUS, CANR and Graduate School reviews. See process above.

NOTE: Approved faculty are listed in GradInfo. If you need help determining if a specific MSU person is already eligible to serve on committees, contact the CSUS Graduate Secretary or Program Coordinator.

• Appendix G •

CSUS Teaching Assistantships and Course Mentorships

Teaching Assistantships:

Although the CSUS Department has very few teaching assistantships available on a regular basis (other than the one-semester teaching assistantship associated with the Malcolm and Ann Kerr Award for Excellence in Scholarship). However, from time to time the Department does have special funding for a teaching assistantship (from salary savings or other special projects).

When teaching assistantships are available:

- An announcement will be distributed to all CSUS graduate students, describing the position, expectations, and selection criteria.
- Students submit their applications by the announced deadline.
- A position review committee will review applications (and potentially request to speak with applicants).
- Selected applicant will be informed of the decision.
- Attached is some info for current already-identified TAs; some (e.g., Aimee Swenson) had received funding without a system being in place, and Grad Teaching Union requires certain raises. Also, there is a table that shows "levels" (with associated ranges of pay).

Standardized TA pay rate: The beginning stipend rate for all incoming TAs will be as follows (assuming the student has not worked as a CSUS TA in the past):

TA Remuneration: Level 2, ½-time: start at $918/biweekly (updated for Fall 2019)

Course Assistants/Mentors

Instructors of CSUS 301 (Community Engagement for Sustainability) are supported by a graduate student "Community Engagement Mentor" who assists the instructor with various course-related tasks, particularly focused on working with student community engagement projects. Occasionally there are other courses for which an instructor's assistant is needed.

As with teaching assistantships, when a position is available:

- An announcement will be distributed to all CSUS graduate students, describing the position, expectations, and selection criteria.
- The announcement will clarify the time and task expectations as well as the remuneration amount and type offered.
- Students submit their applications by the announced deadline.
- A position review committee will review applications (and potentially request to speak with applicants).
- Selected applicant will be informed of the decision.

These roles typically require an average commitment of 5 hours per week.