



**1. Handbook**

All students are well advised to review the handbook. The handbook is on the CLS website <https://clstudies.msu.edu>.

**2. Guidance Committee**

- a. Must be formed in the first year.
- b. Minimum of four members, at least two CLS faculty. The chair must be CLS faculty.
- c. Procedure to request for NON-regular MSU faculty member <https://grad.msu.edu/non-regular-faculty-committees>.

**3. GradPlan**

- a. Coursework chosen in consultation with the Guidance Committee.
- b. Student is responsible for submitting their own PhD Program online via the GradPlan <https://gradplan.msu.edu>.

**4. Required Coursework**

- a. CLS 810
- b. CLS 811
- c. CLS 893E
- d. CLS 894
- e. CLS 896
- f. A research methods class of three credits in the student's area of specialization.
- g. Twelve credits of electives from the following: American studies, anthropology, education, English, history of art, history, music, philosophy, political science, psychology, resource development, social work, sociology, and Spanish. The course work must be selected from an approved course list in consultation with the student's guidance committee.
- h. 24 credits of CLS 999 (dissertation research)

Starting in 2014 students are limited to 36 999 credits, only in unusual cases will the College, Graduate School, and Registrar's Office permit more than 36 credits to be taken.

**5. Language Proficiency**

Demonstrate advanced reading proficiency in Spanish, Nahuatl, or another Amerindian language by passing oral and written examinations.



**6. Written and Oral Comprehensive Exams**

- a. Comps must be completed by the end of the student's third year.
- b. It is the student's responsibility to ask the graduate secretary for the appropriate paperwork that needs to be filled out at the time of the exam.
- c. The student must be registered for at least one credit for the semester in which comps are taken. Comps will be rejected if the student is not enrolled.

**7. Dissertation**

- a. Must be enrolled for at least one credit during the semester they defend.
- b. Inform the graduate secretary of intent to defend so requirements may be verified before defense date.
- c. Check with the Graduate School on submission deadlines/requirements. Submission of dissertation is NOT handled in CLS.
- d. All dissertations are submitted electronically to the Graduate School and are subject to specific guidelines and deadline found on their website.



## **Progression to PhD Timeline**

### ***First Year***

1. Completion of first-year courses chosen in consultation with Graduate Program Director.
2. Selection of Guidance Committee chair.
3. Selection of Guidance Committee.
4. Initial Guidance Committee meeting.
5. Enter PhD program in GradPlan (<https://gradplan.msu.edu/>).
6. Take initial RCR training.
7. Complete the Annual Progress Report with the Graduate Director.

### ***Second Year***

1. Complete courses prescribed by the Guidance Committee.
2. Evaluation of student performance as a TA/RA (if applicable).
3. Continue RCR training.
4. Complete the student's Annual Progress Report with the student's Guidance Committee chair.

### ***Third Year***

1. Complete courses prescribed by the Guidance Committee.
2. Develop comprehensive exam reading list. Must be submitted within four months of completing coursework.
3. Pass the written General Comprehensive Examination.
4. Pass the doctoral dissertation proposal, which comprises the written portion of the specialization comprehensive examination.
5. Oral defense of the doctoral dissertation proposal, which comprises the oral component of the specialization comprehensive examination.
6. Completion of language requirements.
7. Continue RCR training.
8. Complete the student's Annual Progress Report with the student's Guidance Committee chair.

### ***Each subsequent year***

1. Dissertation research and/or writing.
2. Continue RCR training.
3. Submit the Annual Progress Report.

### ***Final Semester (8 year maximum)***

1. Submit IRB closure form, if applicable.



2. Apply for graduation (completed within the first week of the semester you intend to graduate.)
3. Final oral examination in defense of dissertation.
4. Submission of dissertation to the Graduate School

### **Time Extensions**

- Comprehensive exams must be taken by year 3.
- Dissertation must be completed by year 8.

If a student is out of their timeline for completing the comprehensive exams or dissertation, then the student requires a time extension. To request an extension, the student's advisor will need to complete the Graduate School form available at

<https://grad.msu.edu/sites/default/files/content/forms/Extension%20Request%202018%20Fillable.pdf>.

***Extensions are approved only in exceptional circumstances.***

### **Changes to the PhD Program**

All changes to the committee and PhD program will be entered into GradPlan by the student. When it comes time to graduate, coursework taken must match up exactly with the coursework proposed on GradPlan. If it does not, the student's graduation will be put on hold until the PhD program is changed, reviewed, and accepted on GradPlan. It is the student's responsibility to make sure their PhD program remains up-to-date.