

# PHD PROGRAM FORMS

COLLEGE OF COMMUNICATION ARTS AND SCIENCES  
DEPARTMENT OF COMMUNICATION  
DOCTORAL STUDIES

**DOCTORAL FORM I: Request for Appointment of Chairperson of Guidance Committee**

I, \_\_\_\_\_ request that Dr. \_\_\_\_\_ be  
Please Print Name Please Print Name

appointed as the chairperson of my guidance committee.

\_\_\_\_\_  
Student's Signature date

Recommended:

\_\_\_\_\_  
Prospective Chairperson date  
of Guidance Committee

---

**Approved:**

\_\_\_\_\_  
Director of Doctoral Studies date

\_\_\_\_\_  
Chairperson, Dept. of Comm. date

Revised 8/17

COLLEGE OF COMMUNICATION ARTS AND SCIENCES  
DEPARTMENT OF COMMUNICATION  
DOCTORAL STUDIES

NOTE: THE GUIDANCE COMMITTEE SHALL BE FORMED WITHIN THE FIRST TWO SEMESTERS OF DOCTORAL STUDY, OR WITHIN TWO SEMESTERS BEYOND THE MASTER'S DEGREE. INFORMATION ON THE SELECTION OF GUIDANCE COMMITTEE MEMBERS CAN BE FOUND IN THE ACADEMIC PROGRAMS CATALOG.

**DOCTORAL FORM II: Request for Appointment of Guidance Committee**

The following faculty has agreed to serve as my Guidance Committee. I,

\_\_\_\_\_, request that they be appointed as my committee.  
Please Print Name

**Note: Signatures of all committee members are required.**

**Communication Faculty:**

Name – please print or type

Faculty's Signature

_____	_____
_____	_____
_____	_____
_____	_____

**Outside Faculty:**

Name – please print or type

Faculty's Signature

_____	_____
_____	_____

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
date

\_\_\_\_\_  
Chairperson of Guidance Com.

**Approved:**

\_\_\_\_\_  
Director of Doctoral Studies

\_\_\_\_\_  
date

\_\_\_\_\_  
Chairperson, Department of Comm.

\_\_\_\_\_  
Date

Revised 8/17

**THE REPORT TO THE GUIDANCE COMMITTEE  
(PROGRAM OF STUDY, FORM III AND MODIFICATION OF PROGRAM, FORM I  
V) ARE REPLACED WITH THE ONLINE FORM, GRADPLAN, <https://gradplan.msu.edu/>**

And page 8 for addition Program of Study recommendations

**BY END OF FIRST YEAR IN PROGRAM**

In GradPlan doctoral students can create their PhD Program of Study plan, update it as necessary, and ultimately is the form necessary for graduation, and then to update their employment placement. The processing of the form from selection of courses to committee approval is all done electronically through GradPlan. All doctoral students are required to select their advisor, committee and program of study by the end of their first year in the PhD program (per The Graduate School). Please use Departmental Form I to select your advisor, and Departmental Form II to select your committee members. Then you may complete the GRADPLAN. For complete instructions for GradPlan please see <https://gradinfo.msu.edu/help.asp>.

When “transferring” approved course credits from another university you will need prior approval from the department for these courses to be visible in GRADPLAN.

You will need:

- 1) To have your advisor send an email to the Academic Programs Office, [barkman@msu.edu](mailto:barkman@msu.edu), stating where the courses are being transferred from and a listing of which courses.
- 2) The timeframe that the transfer courses were taken must fall within the 8 year degree timeframe.
- 3) A maximum of 9 credits can be transferred with committee approval.
- 4) You, as the student will need to order an official transcript from the university that courses are being transferred. Please send to Academic Programs, Department of Communication, 404 Wilson Road, Room 466, East Lansing, MI 48824-1212.
- 5) Once this information is received by the Academic Programs Office, the online transfer equivalency form will be completed by the Academic Programs Office. Normally transfer courses appear in GRADPLAN in 2-4 weeks from processing of the transfer equivalency form.

**LAST SEMESTER IN PROGRAM**

By the last semester in the program the student must enter their IRB number and the Final Dissertation title into GRADPLAN, <https://gradplan.msu.edu/>, in order to assure timely processing of their degree certification.

When students login they should click on “View Approved Plan in Progress.” Then click on the “IRB number for dissertation research” and there will be a link to enter the IRB number. And when you click on “Dissertation Title for Official Transcript”, there will also be a link to enter the title.



RECORD OF COMPREHENSIVE OR PRELIMINARY EXAMINATIONS  
for  
DOCTORAL DEGREE AND EDUCATIONAL  
SPECIALIST DEGREE CANDIDATES

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

Department of \_\_\_\_\_

Student's Name \_\_\_\_\_ Student Number \_\_\_\_\_  
Last, First Middle Initial

Term and Year of First Course Counted towards this Degree \_\_\_\_\_

***Result of Written Comprehensive Examinations:***

<u>Field</u>	<u>Examiner(s)</u>	<u>Examination Date (MM-DD-YY)</u>	<u>Passed or Failed</u>
--------------	--------------------	--	-------------------------

***Result of Oral Comprehensive Examinations:***

<u>Field</u>	<u>Examiner(s)</u>	<u>Examination Date (MM-DD-YY)</u>	<u>Passed or Failed</u>
--------------	--------------------	--	-------------------------

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson of Examination Committee

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson of Department

**COLLEGE OF COMMUNICATION ARTS AND SCIENCES**  
**DEPARTMENT OF COMMUNICATION**  
**DOCTORAL STUDIES**

**DOCTORAL FORM VII: Defense of Dissertation Proposal**

The Guidance Committee is pleased to announce that \_\_\_\_\_  
Please Print Name

successfully defended his/her dissertation proposal on \_\_\_\_\_  
Date of Defense

\_\_\_\_\_  
Chair of Guidance Committee                      date

Members of Committee Signatures

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

**Approved:**

\_\_\_\_\_  
Director of Doctoral Studies                      date

\_\_\_\_\_  
Chairperson, Dept. of Communication                      date

**COLLEGE OF COMMUNICATION ARTS AND SCIENCES**  
**DEPARTMENT OF COMMUNICATION**  
**DOCTORAL STUDIES**

DOCTORAL FORM VIII: Notice of Final Oral Doctoral Examination

The doctoral dissertation for \_\_\_\_\_ has been submitted to  
Please Print Name  
the Guidance Committee for review. The candidate's final oral examination has  
been scheduled for \_\_\_\_\_, at \_\_\_\_\_, in room\* \_\_\_\_\_.  
Date Time

\*Note: To schedule the Communication Conference Room please go to 473 CAS.

Recommended:

\_\_\_\_\_  
Chair of Guidance Committee                      date

---

**Approved:**

\_\_\_\_\_  
Director of Doctoral Studies                      date

\_\_\_\_\_  
Chairperson, Department of Comm.                      date

\*Note: This form must arrive in the Graduate Studies Office at least 2 weeks before the examination.

Revised 8/17

**COLLEGE OF COMMUNICATION ARTS AND SCIENCES**  
**DEPARTMENT OF COMMUNICATION**  
**DOCTORAL STUDIES**

DOCTORAL FORM IX: Results of Final Oral Examination

The Guidance Committee is pleased to announce that \_\_\_\_\_  
Please Print Name

successfully completed the final oral examination on \_\_\_\_\_, and has  
Date

now completed all requirements for the Degree of Doctor of Philosophy at Michigan  
State University, with a major in Communication.

Sincerely,

\_\_\_\_\_  
Chair of Guidance Committee                      date

Members of Committee Signatures

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

**Approved:**

\_\_\_\_\_  
Director of Doctoral Studies                      date

\_\_\_\_\_  
Chair, Department of Comm.                      date

Revised 8/17