

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 of Guidance Committee date

Approved:

Director of Doctoral Studies date

Chairperson, Dept. of Comm. date

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NOTE: THE GUIDANCE COMMITTEE SHALL BE FORMED WITHIN THE FIRST TWO SEMESTERS OF DOCTORAL STUDY, OR WITHIN TWO SEMESTERS BEYOND THE MASTERS 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

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

In GradPlan doctoral students can create their PhD Program plan, or update it as necessary, and ultimately upon graduation 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.

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, 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.

Note: All current students are required to use the GradPlan for their Program of Study form effective now.

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DOCTORAL FORM V: Selection of Comprehensive Examination or Preliminary Paper

I, _____, along with my Guidance Committee, have
Please Print Name
 selected to complete the following option: (select one)

_____ Comprehensive Examination

_____ Preliminary Paper

Student's Signature	date	Chair of Guidance Committee	date
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Committee Member's Signatures:

Approved:

Director of Doctoral Studies	date
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Chairperson, Department of Comm.	date
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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>
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Result of Oral Comprehensive Examinations:

<u>Field</u>	<u>Examiner(s)</u>	<u>Examination Date (MM-DD-YY)</u>	<u>Passed or Failed</u>
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Signed _____ Date _____
Chairperson of Examination Committee

Signed _____ Date _____
Chairperson of Department

Signed _____ Date _____
Dean of College

Note: This University Form Replaces Departmental Form VI (Defense of Comps)

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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

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HUMAN SUBJECTS APPROVAL FOR DISSERTATION - FORM VIII

Please attach the IRB Letter you receive from the Human Research Protection Program and return this form and IRB letter to the Academic Programs Office, 466 Communication Arts & Sciences for your degree records. Please be certain to keep the original IRB letter for yourself. For complete instructions as to making application for the IRB please visit, <http://www.humanresearch.msu.edu/>.

Student Name _____ PID _____

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DOCTORAL FORM IX: 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.

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DOCTORAL FORM X: 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