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

I, _____________________________ request that Dr. __________________________ be 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 12/12
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

Revised 12/12
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.
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

Committee Member's Signatures:

____________________________________ ______________________________________

____________________________________ ______________________________________

____________________________________ ______________________________________

Approved:

___________________________________ ___________
Director of Doctoral Studies           date

___________________________________ ___________
Chairperson, Department of Comm.               date

Revised 12/12
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:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Examiner(s)</th>
<th>Examination Date (MM-DD-YY)</th>
<th>Passed or Failed</th>
</tr>
</thead>
</table>

**Result of Oral Comprehensive Examinations:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Examiner(s)</th>
<th>Examination Date (MM-DD-YY)</th>
<th>Passed or Failed</th>
</tr>
</thead>
</table>

Signed ___________________________ 
Chairperson of Examination Committee Date

Signed ___________________________
Chairperson of Department Date

Signed ___________________________
Dean of College Date

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

Revised 12/12
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 ______________________

Revised 12/12
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.

Revised 12/12
DOCTORAL FORM X: Results of Final Oral Examination

The Guidance Committee is pleased to announce that ___________________________ successfully completed the final oral examination on ___________________, and has 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 12/12