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 of Guidance Committee       date

Approved:

__________________________________ ____________
Director of Doctoral Studies      date

__________________________________ ____________
Chairperson, Dept. of Comm.      date

Revised 8/17
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.

<table>
<thead>
<tr>
<th>Communication Faculty:</th>
<th>Faculty's Signature</th>
</tr>
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<tbody>
<tr>
<td>Name — please print or type</td>
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</tbody>
</table>

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<tr>
<th>Outside Faculty:</th>
<th>Faculty's Signature</th>
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</thead>
<tbody>
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<td>Name — please print or type</td>
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</tbody>
</table>

_________________________ ________________________
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, 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.
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:

____________________________________ date

Director of Doctoral Studies

____________________________________ date

Chairperson, Department of Comm.
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 ____________________________________________ Date
Chairperson of Examination Committee

Signed ____________________________________________ Date
Chairperson of Department

Revised 8/17
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
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* ____________.

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

Date   Time

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
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