**MQM** **STUDENT HANDBOOK**

**Policies and Procedures of the**

**Measurement and Quantitative Methods
Doctoral Program**

**Michigan State University**

**Department of Counseling, Educational**

**Psychology and Special Education**

**College of Education**

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# About the Program

The Measurement and Quantitative Methods (MQM) Program at Michigan State University offers a doctoral program for students wishing to specialize in educational and psychological test development, or quantitative methodology as applied to problems in educational and social science research. Specifically, our students prepare for academic positions as education, psychology or applied statistics faculty members in the testing industry, at research institutes or in-state or national departments of education, where the analysis of educational data or the development, administration and analysis of tests and surveys are key activities.

**RESEARCH SPECIALIZATIONS**

Doctoral students in the MQM program select between two specializations: Measurement, or Quantitative Methods.

Students interested in issues relating to large-scale assessment, instrument development and survey administration adopt the Measurement specialty.

Students interested in the development, extension or modification of statistical methods or the rigorous application of sophisticated statistical or econometric methods to examine empirical issues related to educational research adopt the Quantitative Methods specialty. Students in the Quantitative Methods specialty are also trained in the quantitative basis for causal inference and educational evaluation that informs policy.

**INTERDEPARTMENTAL COURSEWORK**

In addition to completing MQM program coursework, students typically select other courses in the College of Education, or Departments of Psychology, Sociology, Epidemiology, Economics or Statistics and Probability as appropriate to their professional goals and in conformance with their Program Plan. All MQM doctoral students take courses to fulfill breadth requirements in the field of education.

# Program Overview and Milestones

An MQM student’s program of study includes coursework, a preliminary examination, an apprenticeship project, a comprehensive examination, and dissertation research. The student will also need to complete milestones within the Student Information System (SIS) which MSU utilizes to track student progress, called Campus Solutions. In Campus Solutions, students will need to document the makeup of their Guidance Committee, upload their GradPlan, and track their Responsible and Ethical Conduct of Research (RECR) trainings.

**COURSEWORK**

Students will complete formal coursework for the program. The program requirements are listed under [Curriculum](#_Curriculum).

Students will work with their advisor to draft a course plan. This plan will need to be uploaded in Campus Solutions before applying to take the Comprehensive Examination (before the third year).

Formal coursework is generally completed by the end of the third year.

**PRELIMINARY EXAMINATION**

Following the first year of study in the Program, students register to take the program’s preliminary examination. The preliminary exam is scheduled in mid- to late-August, before the second year of study begins. During the examination period, students are asked to write a thorough critique of a published paper, which will include applied elementary statistical methods such as those covered in CEP 932 (e.g., t-test, chi-square test, simple regression, correlation). The preliminary exam primarily functions as a diagnostic tool to assess students’ understanding of the research process and their analytical reading and writing skills. The exam takes place typically from 9 AM to 4 PM (8 AM to 4 PM for non-native speakers). Students should use a computer (laptop) and type their responses clearly during the exam (using Microsoft Word, for example). Access to the internet or computer files other than the file containing the student’s response is not permitted. Students can take breaks for meal, snack, water, etc.

**RESEARCH APPRENTICESHIP**

The apprenticeship project (practicum) is completed after the preliminary exam, during the 2nd or 3rd year of study. The apprenticeship project, which is carried out under the supervision of an advising MQM faculty member, is intended to result in a paper of publishable quality. The topic of the apprenticeship project is presented to a three person committee composed of two faculty members and a graduate student who has successfully completed the comprehensive examination. The final report of the apprenticeship project is presented to that same committee for final approval. After the apprenticeship paper has been approved by the committee, a student may register to take the comprehensive examinations.

**COMPREHENSIVE EXAMINATION**

Comprehensive examinations should be completed before the end of a student’s 4th year. The comprehensive exams are administered over three half days: the first two days of exams focusing on the student’s major (e.g., Quantitative Methods), and the final day on the student’s minor (e.g., Measurement). The duration of the exam is three hours each day (e.g., 9 AM to 12 PM). Students will answer four questions for their major (two in the first and two in the second day) and four questions for their minor (third day). The comprehensive exams include topics that students have covered during their coursework in MQM. Students should use a computer (laptop) and type their responses clearly during the exam (using word for example). Access to the Internet or computer files other than the file containing the student’s response is not permitted Students who do not pass a particular section of the exam are permitted to retake that part during the next testing period. Students must pass the comprehensive exams in three attempts total. Once comprehensive exams are successfully completed, students should prepare their doctoral dissertation proposal for hearing before their Dissertation Committee (detailed in Section VI).

**GENERAL TIMELINE**

|  |  |
| --- | --- |
| **Program Milestone** | **Expected Completion** |
| Preliminary Examination | End of first year |
| Course Plan and Guidance Committee in SIS | End of second year |
| Research Apprenticeship | End of second year |
| Comprehensive Exam | End of third year |
| Dissertation Proposal | Fourth year |
| Dissertation Defense | Fourth/fifth year |

# Curriculum

A student’s program plan of coursework must fulfill the three sets of requirements that are described below: Core Courses (courses required of all students), Selective Courses (courses by which students choose an area of specialization within MQM), and Cognate Courses (courses constituting an area of specialization outside of MQM). In addition to completing the designated coursework, students should participate in MQM seminars, and must satisfy the College of Education breadth requirements. Courses should be selected in consultation with the student’s advisor and guidance committee to fulfill all program requirements and correspond with students’ individual interests and needs.

MQM students should choose between pursuing a Measurement or a Quantitative Major within the degree program based on their academic interests. Each major focus has different course requirements.

If a student has experience in required course topics, or there is another need for a course waiver or substitution, a *Waiver/Substitution form* should be completed by the student, approved by the advisor and Program Director, and submitted to the program coordinator.

Please see course requirements for the Fall 2024-25 cohort below:

All of the following courses are required (27-29 credits):

|  |  |  |
| --- | --- | --- |
| **Course** | **Name** | **Credits** |
| CEP 900 | Proseminar in Educational Psychology and Educational Technology I | 3 |
| CEP 921 |

|  |  |
| --- | --- |
|  | Psychometric Theory I |

 | 3 |
| CEP 923 |

|  |  |
| --- | --- |
|  | Item Response Theory |

 | 3 |
| CEP 930 | Educational Inquiry | 3 |
| CEP 932 | Quantitative Methods in Educational Research I | 3 |
| CEP 933 | Quantitative Methods in Educational Research II | 3 |
| CEP 934 |

|  |  |  |  |
| --- | --- | --- | --- |
|  |

|  |  |
| --- | --- |
|  | Multivariate Data Analysis I |

 |

 | 3 |
| CEP 935 | Advanced Topics in Multivariate Data Analysis II | 3 |
| CEP 995 |

|  |  |
| --- | --- |
|  | Practicum in Research Design and Data Analysis |

 | 1-3 (at least 1 required) |

**CONCENTRATION COURSES**

Measurement Major

The following courses are required:

|  |  |  |
| --- | --- | --- |
| **Course** | **Name** | **Credits** |
| CEP 922 | Proseminar in Educational Psychology and Educational Technology I | 3 |
| CEP 982 | Advanced Item Response Theory \*(waiver required) | 3 |

Quantitative Major

The following courses are required:

|  |  |  |
| --- | --- | --- |
| **Course** | **Name** | **Credits** |
| ~~EC 820A~~ | ~~Econometrics IA~~ | ~~3~~ |
| ~~EC 820B~~ |

|  |  |
| --- | --- |
|  | ~~Econometrics IB~~ |

 | ~~3~~ |
| ~~PPL 802~~ |

|  |  |
| --- | --- |
|  | ~~Quantitative Methods in Public Policy II~~ |

 | ~~3~~ |
| ~~PPL 803~~ | ~~Quantitative Methods in Public Policy III~~ | ~~3~~ |
| ~~STT 441~~ | ~~Probability and Statistics I: Probability~~ | ~~3~~ |
| ~~STT 442~~ |

|  |  |  |  |
| --- | --- | --- | --- |
|  |

|  |  |
| --- | --- |
|  | ~~Probability and Statistics II: Statistics~~ |

 |

 | ~~3~~ |
| STT 861 | Theory of Probability and Statistics I | 3 |
| STT 862 | Theory of Probability and Statistics II | 3 |

**COGNATE COURSES**

The cognate is an area outside of the required MQM courses that is supposed to broaden the knowledge of students in areas related to their research interests.  For the quantitative methods major, this is usually coursework in the statistics or economics department, etc.  For measurement majors, it can be any set of courses that support their research interests such a psychology, math education, economics, etc.

Three of the following courses:

|  |  |  |
| --- | --- | --- |
| **Course** | **Name** | **Credits** |
| CEP 937 | Survey Methodology \*(Waiver Required) | 3 |
| CEP 938 |

|  |  |
| --- | --- |
|  | Latent Variable and Structural Equation Modeling |

 | 3 |
| CEP 982 |

|  |  |
| --- | --- |
|  | Seminar in Counseling, Educational Psychology and Special Education |

 | 3 |
| CEP 991B |

|  |  |  |  |
| --- | --- | --- | --- |
|  |

|  |  |
| --- | --- |
|  | Special Topics in Educational Statistics and Research Design |

 |

 | 3 |

\*Please note that CEP 982 and CEP 991B can be taken multiple times to fulfill this requirement.

The content and format of CEP 982 vary between semesters depending on the instructor and is used to offer many different areas of study with MQM. Options for CEP 982 topics include, but are not limited to:

* Longitudinal
* Meta-Analysis
* Test Security and Data Forensics
* Adaptive Testing
* Missing Data Analysis
* Statistical Toolbox

The content and format of CEP 991B vary between semesters depending on the instructor and is used to offer many different areas of study with MQM. Options for CEP 991B topics include, but are not limited to:

* Social Networks
* Social Networks II
* Casual Inference
* Bayesian Data Analysis

The MQM program is in the process of updating its curriculum. Certain courses may meet degree requirements but require a waiver since they are not officially recognized by the University Academic Program. In such cases, you will need to submit a form showing the Program Director's approval for the course to count toward your degree. Courses that are crossed out in the curriculum technically meet University Academic Program requirements, but the Program Director advises against taking them and they will no longer count once the curriculum changes are finalized.

**DISSERTATION**

The Academic Programs Catalog [describes a doctoral dissertation](https://civilrights.msu.edu/policies/rvsm.html?Section=111#s399) as “original research upon which a dissertation which makes a significant contribution to knowledge is to be prepared and published.” See more information in the [Dissertation section of this handbook.](#_Dissertation:_Committee,_Proposal,)

Students must complete 24 credits of CEP 999 Doctoral Dissertation Research. Students can enroll for a maximum of 36. Requests for overrides to exceed the maximum of 36 (30 in the College of Education) credits of 999 must be directed to the Office of the Registrar (RO). To do so, contact your program coordinator Ollie Cyman, who will access the “Request for RNR Override” at the [Registrar's Online Forms Menu](https://spartanexperiences.msu.edu/about/handbook/medical-student-rights-responsibilities/index.html). Should the total number of credits go above 45 the RO will confer with the Graduate School before considering the request for an exception.

# Advising Policies

The MQM faculty is committed to establishing advising relationships that will support, challenge, and contribute to the professional development of its students. Students are responsible for maintaining close communication so that the advisor can carry out his or her roles as consultant, advocate, mentor, and monitor of the graduate experience.

**TEMPORARY ADVISOR**

Incoming doctoral students are assigned a temporary advisor upon admission to the program based on (a) the research interests and expertise of program faculty and (b) the research interests of the student as expressed in the application materials. The temporary advisor plays an important role during the ﬁrst year in helping the new student become familiar with the MQM program and answers questions about preparation for doctoral studies, opportunities for assistantships, program requirements, expected timelines, the procedures and timing for selecting a permanent advisor and guidance committee, and other details about the doctoral experience. During the ﬁrst year, the temporary advisor is also an important resource for the student in making connections with other faculty and shaping the student’s program and research interests.

**PERMANENT ADVISOR (CHAIRPERSON OF THE GUIDANCE COMMITTEE)**

Students are encouraged to find a permanent advisor by the end of their second semester. By the end of the second semester, if no changes are requested, a student’s temporary advisor becomes their permanent advisor, and serves as the chairperson of the guidance committee. In certain cases, advisors can be changed at any time.

Once a permanent advisor has been selected, a student may switch advisors with the consent of the Department Chair, and both advising faculty members. The Program Coordinator should also be made aware of these changes after they are approved so that records can be updated accordingly.

MQM students may seek co-advisors if appropriate to their scholarly goals. The permanent advisor may also serve as the dissertation director during the dissertation phase of the student’s study. In some cases, another faculty member – from MQM or elsewhere in the department or College – may be the best choice to serve as dissertation director. In all cases, the permanent advisor/chair of guidance committee must be an MQM faculty member.

Advisors will make every effort to be available and responsive to the needs of students. It is equally important that students take initiative in establishing frequent contact with their advisors, and in requesting assistance as needed. Students should consult their advisors at all major decision points, including:

* prior to registering each term,
* preparing for the annual self-assessment,
* drafting the plan of study,
* preparing for comprehensive examinations,
* pursuing a dissertation.

To help maximize the student's academic and professional growth, the permanent advisor (chairperson of the guidance committee) is at minimum responsible for the following:

* Assisting the student in selecting appropriate faculty members for the guidance committee.
* Validating the student’s annual Responsible and Ethical Conduct of Research training.
* Helping the student to understand and fulﬁll all of the requirements and policies of the program, department, college, and university, including the completion of forms required by those requirements and policies.
* Helping the student identify, pursue, and secure academic, professional, research, and teaching opportunities that would appropriately contribute to their career aspirations.
* Assisting the student in scheduling and preparing for three required ofﬁcial meetings of the guidance committee: (a) To approve the program coursework (b) to evaluate the dissertation proposal and (c) to evaluate the dissertation. At least three committee members must be present to constitute an ofﬁcial meeting. The guidance committee may also meet additionally as needed.
* Aiding the student in planning for and conducting the research practicum, including the selection of an appropriate committee.
* Assisting the student in finding and selecting appropriate research and teaching assistantships, finding and reading key pieces of research, and preparing for the comprehensive examination.
* Supporting the student’s preparation of a dissertation proposal, selection of a dissertation director (if different from the permanent advisor), and changes in guidance committee members as appropriate during the dissertation phase of study.
* Resolving any conﬂicts or problems that may arise between guidance committee members and the student.

# Forming a Guidance Committee

**PURPOSE AND COMPOSITION**

The purpose of the guidance committee is to ensure that each student in the program makes timely progress towards their professional and scholarly goals. The guidance committee helps the student articulate their scholarly goals and research objectives, and then helps them to meet those goals, ﬁrst by constructing and completing an appropriate program of study (GradPlan), and then by conceptualizing, proposing, and completing an appropriate dissertation study.

All MQM guidance committees will be composed of *at least four* tenure system faculty, at least two of whom are members of the MQM program faculty, and at least one of whom is outside of MQM. Additional members of guidance committees are permitted (as needed) but not required. All other general university regulations for [guidance committee membership](https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=111#s394) must be observed. Approved, non-tenure stream faculty can also serve on guidance committees as appropriate. The guidance committee is variously referred to in different documents throughout the university, sometimes as a program committee or dissertation committee. Essentially, it is the same supportive committee with its composition and role changing throughout doctoral study.

**FORMATION**

The student and their permanent advisor should meet, discuss, and compose the guidance committee before the end of the student’s ﬁrst year in the program.

Once all member’s of a student’s Guidance Committee are identified and they have agreed to serve on the committee, the Committee Member section of GradPlan should be updated. This should be completed before the student’s second year. All membership changes will need to be updated in GradPlan as well.

The objective of the ﬁrst meeting of the guidance committee is to work with the student to plan a program of study.

**PARTICIPATION OF NON-MSU FACULTY MEMBERS**

It is understood that the student’s pursuit of their research interests may generate topics for dissertation research for which adequate expertise is not available in the EPET program, CEPSE department, or College of Education. In those cases, the student and the permanent advisor should seek expertise from elsewhere in the university’s tenure-stream faculty, and if necessary, from other research universities. University approval of outside faculty is required before they assume committee duties. Their participation at dissertation oral defenses can be supported by video conferencing.

More information on University policies regarding Non-MSU faculty committee members and the approval process can be found [here](https://grad.msu.edu/graduate-school-approved-faculty-committees).

Following completion of the [Preliminary Examination](#_Program_Overview_and), students form a guidance committee, and upload this information into GradPlan to the Department of CEPSE. The purpose of the guidance committee is to assist the student in formulating a plan of study that meets degree requirements, while fulfilling the professional needs of the individual student. The guidance committee is typically composed of four faculty members, at least one of whom is from a program other than MQM. In consultation with each guidance committee member, the student formulates a plan of study. The plan of study is approved at a meeting of the guidance committee during which students describe how their interests, previous experiences, and professional goals relate to the courses included in the plan. Members of the guidance committee will electronically sign Gradplan, approving the plan of study, which is submitted to the department. That Plan becomes the formal requirements for completing the program and any changes must be electronically routed to and approved by the Guidance Committee.

The student, in consultation with his/her advisor, will select the four members of the Guidance Committee. The advisor serves as Chairperson, with the second and third members of the Committee usually selected from the faculty in MQM or CEPSE. The fourth member must be from outside the MQM program and can be from the faculty outside of the College of Education. Occasionally additional members with special expertise in the student’s area of scholarly interest are added. Those members may come from any part of the academic or professional community, but only MSU regular faculty have voting rights on the Committee. At least **three** members of the Committee must be present at all meetings; the absent member(s) may offer written input.

As a student progresses toward the dissertation, changes in the composition of the Guidance Committee may be appropriate to better meet the student’s advising and research needs. Members may be added or deleted (always adhering to a minimum of four members from the specified faculty areas), and a member other than the Guidance Committee Chairperson may be specified as Dissertation Director with the approval of the Guidance Committee Chair.

# Dissertation: Committee, Proposal, and Defense

After successfully completing the comprehensive examination, students choose a dissertation topic and dissertation director – a faculty member in MQM who has expertise relevant to the student’s chosen topic.

The student must successfully defend a formal dissertation proposal to the guidance committee (now informally called the dissertation committee), carry out the proposed research, and defend their dissertation. Dissertation defenses include both oral presentations to the committee and the written dissertation itself, conforming to guidelines provided by the Graduate School.

The doctoral dissertation is the culmination of a student’s graduate education and training and reﬂects not only on the accomplishments of the graduate student but also on the quality of the graduate program. An approved dissertation accepted by the Graduate School becomes a single-author publication and contributes to the body of knowledge of the discipline.

***Dissertation director.*** The permanent advisor may also serve as the director of the dissertation, but this is not mandatory. Sometimes, faculty in other departments or colleges serve as dissertation directors. Students should seek out directors whose interests and competencies meet their needs.

***Dissertation committee***. It is common that a student’s advisor is the dissertation director. In this case, they have worked together to identify members of the guidance committee, now informally called the dissertation committee. If a student seeks out a dissertation director who is different from their advisor, it is likely they will need to find new members for their committee. (Changes to committee membership should be reflected in the GradPlan). Together, the student and the advisor create a dissertation committee that meets the requirements (*at least four* tenure system faculty, at least two of whom are members of the MQM program faculty, and at least one of whom is outside of MQM).

Early in the dissertation process, the student discusses his or her ideas for a dissertation study with the members of the dissertation committee. Based on these conversations, the student develops a dissertation proposal in conjunction with the dissertation advisor.

***Dissertation proposal.*** After the student has passed the comprehensive examinations, the student draws upon prior and ongoing work to formulate a dissertation proposal. Students customarily work with their advisors and other appropriate faculty in drafting and revising their proposals before submitting a formal version to their guidance committee for review and recommendations.

The guidance/dissertation committee meets formally to discuss the proposal, ask questions, and evaluate the proposed project in terms of its quality, originality, scope, and appropriateness. The guidance committee may accept the proposal, ask for revisions, or, in rare cases, turn the proposal back to the student for considerable rethinking and rewriting (and another proposal meeting). Three committee members must be present for the proposal meeting to be valid. When they approve the proposal, the dissertation director will sign the *Dissertation Proposal Approval* *Form* to be submitted to the program coordinator.

***Dissertation course credits.*** See information above in the [Curriculum](#_Curriculum) section.

***Dissertation defense*.** [Per MSU policy](https://reg.msu.edu/academicprograms/Text.aspx?Section=401), the defense takes place in two parts. The ﬁrst part is a formal presentation that is open to the public. The second part is an oral examination that is attended only by the student's dissertation committee members. Students should confer with their advisors regarding the typical length of dissertation defense presentations. After the formal presentation by the student, everyone except members of the committee leave the room and the guidance committee continues to discuss the work with the student.

A defense does not have to take place in-person. A committee member on sabbatical, for example, may participate by speakerphone or videoconference. Even if one member is unable to participate in person or virtually, the defense can still take place, as long as that committee member has given comments and a vote to the chair in advance. Students should submit ﬁnal versions of their dissertations to their committee members at least two weeks prior to the ﬁnal oral examination date. Note that, as with all other benchmarks in the program, students must be enrolled in the term in which they expect to defend their dissertations.

Upon completion of the oral defense, the committee votes on whether to approve the dissertation or call for major revisions. The student is required to complete all requested revisions and submit the *Record of Dissertation Defense* form to the program coordinator before submitting the dissertation to The Graduate School for publication in ProQuest.

See Academic Programs policy on [doctoral examinations](https://spartanexperiences.msu.edu/about/handbook/graduate-student-rights-responsibilities/article-two-academic-rights-and-responsibilities-for-graduate-students.html?Section=111#s401).

***Dissertation ﬁnal revisions & formatting.*** After the ﬁnal revisions are complete, the student should follow university guidelines regarding the production and submission of the dissertation. The Graduate School provides forms and guidelines pertinent to producing the dissertation, copywriting the thesis, submitting the ﬁnal product, and other technical matters. See *The Graduate School* [*Formatting Tutorial*](https://grad.msu.edu/etd)*.*

In addition to the main body of a thesis or dissertation, the Graduate School now permits the submission of supplementary materials to ProQuest. These supplemental materials will not be reviewed by the Graduate School for formatting requirements, but they must be acceptable by ProQuest and comply with ProQuest’s criteria and storage limits. All supplementary materials need the approval of the thesis/dissertation committee chair on the ETD approval form.

To ensure fairness in the examination procedure and maintenance of academic standards, the dean of the college or the chair of the department may appoint an outside member to the examining committee. The outside member of the committee will read and critique the dissertation, will participate in the oral part of the exam, and will submit a report to the dean and the department chair.

The graduate school will certify the acceptance of the dissertation's ﬁnal format.

[Thesis/dissertation formatting](http://writing.msu.edu/) and exit surveys:

* For doctoral exit surveys, direct questions to [ExitSurvey@grd.msu.edu](https://spartanexperiences.msu.edu/about/handbook/graduate-student-rights-responsibilities/article-two-academic-rights-and-responsibilities-for-graduate-students.html)
* For master’s exit surveys, direct questions to [CareerServices@csp.msu.edu](https://reg.msu.edu/AcademicPrograms/Text.aspx)

# Annual Review of Students’ Progress

The MQM faculty conducts an annual review of each student’s academic and professional development. The annual review gives the student and faculty an opportunity to reflect upon the student’s strengths, weaknesses, and needed areas for professional growth. If the student’s work is deficient in any manner, this review process will allow for the development of specific remedial plans. (see the Graduate Student Rights and Responsibilities handbook, GSRR 2.4.8, [*https://grad.msu.edu/gsrr*](https://grad.msu.edu/gsrr)).

The annual review will consider the student’s progress in the following areas:

1. Completion of academic coursework
2. Completion of program milestones (e.g., program plan, comprehensive exams)
3. Participation in a community of scholars and practitioners
4. Completion and planning of past and future academic goals

Students will receive an email during the spring semester with a required annual review form, which they will complete. They will then be responsible for contacting their advisor to schedule a meeting to discuss the form and receive feedback on their performance and goals. If necessary, plans will be made at this time to address any areas of weakness that may require more focused attention. After the student and faculty sign the form, it should be submitted to the program coordinator before the specified due date (typically near the end of the spring semester). Then, the program director will review and approve the form, which is placed in the student’s ﬁle.

Those who wish to appeal any part of the faculty’s evaluation may do so in writing to the department chair. The permanent advisor or the graduate student may request a meeting of the guidance committee to address and attempt to resolve concerns raised by the evaluation of the annual review. A written report on such appeals will be ﬁled together with the annual progress report in the student’s ﬁle.

# General Policies

**ACADEMIC STANDARDS**

The university policy on academic standards and evaluation states:

A 3.00 cumulative grade–point average in the degree program is the minimum university standard, but colleges, departments, or schools may establish a higher minimum standard. However, attainment of the minimum grade–point average is in itself an insufficient indicator of potential for success in other aspects of the program and in the field. The guidance committee and academic unit are jointly responsible for evaluating the student's competency (as indicated by, e.g., grades in core and other courses, research performance, and development of professional skills) and rate of progress (as indicated by the number of courses for which grades have been assigned or deferred). Written evaluations shall be communicated to the graduate student at least once a year, and a copy of such evaluations shall be placed in the graduate student's file. A student whose performance does not meet the standards of quality will not be permitted to continue to enroll in the degree program, and appropriate action will be taken by the college, department, or school.

*Source:* [MSU Ofﬁce of the Registrar, Academic Programs, Graduate Education](https://reg.msu.edu/academicprograms/Print.aspx?Section=403)*.*

**TIME LIMIT POLICIES AND EXTENTIONS**

The University stipulates that all degree requirements must be completed within eight years (for PhD students) from the time the student first enrolled in the MQM Program. The University also states that students who extend their stay beyond this time limit will be required to recomplete the comprehensive exams.

Students who are not in compliance with these time limits are required to fill out the *Request for Extension of Time* form. Requests for an extension require the approval of the student’s advisor, the Dean’s Office, and the Graduate School. If a second request is initiated, the student must provide a detailed, written explanation regarding the reasons for insufficiency of the first time extension to complete the degree requirements, and any circumstances that warrant an additional extension. Each extension period is for one or two semesters only. No more than two extensions will be granted. Students are responsible for initiating and completing extension requests prior to the exhaustion of previous time deadlines.

**LEAVE OF ABSENCE**

Students requiring extended time away from their studies (a semester of not enrolling in classes or longer) should submit a formal request. The request should be initiated with the student’s advisor and should specify the anticipated length of the leave. Once the student and advisor have reached agreement as to the terms of the leave, the request should be forwarded to the MQM program director and coordinator. This request, plan for re-entry created with the advisor, and the program director’s approval will be added to the student’s record.

**GREIVANCE PROCEDURES**

During graduate study at MSU, a student may wish to register concerns, complaints, or grievances with the administration of the Program, Department, College, or University. Whenever possible, it is our hope to handle these concerns in an informal and timely manner. As soon as a question or concern is raised, the student should contact the Program Director and/or Department Chairperson. Depending on the nature of the concern, the matter may be resolved through informal negotiation and contact with the involved parties. However, if the concern or complaint is of a more serious nature and/or the student is not satisfied with the resolution determined via these informal discussions and actions, the student may need to file a formal complaint with the Department.

If you ﬁnd yourself in this situation and have exhausted the internal resources for resolving the issue, you may contact the Ofﬁce of the University Ombudsperson. The Ofﬁce of the University Ombudsperson provides assistance to students, faculty, and staff in resolving University-related concerns. Such concerns include: student-faculty conﬂicts; communication problems; concerns about the university climate; and questions about what options are available for handling a problem according to Michigan State University policy. The University Ombudsperson also provides information about available resources and student/faculty rights and responsibilities. The ofﬁce operates as a conﬁdential, independent, and neutral resource. It does not provide notice to the University - that is, it does not speak or hear for the University.

Contact the Ombudsperson at any point during an issue when a conﬁdential conversation or source of information may be needed. The Ombudsperson will listen to your concerns, give you information about university policies, help you evaluate the situation, and assist you in making plans to resolve the conﬂict.

Contact information:

Ofﬁce of the University Ombudsperson

129 N. Kedzie Hall

(517) 353-8830

ombud@msu.edu

<https://www.msu.edu/unit/ombud/>

Students should consult the Graduate Students Rights and Responsibilities guidelines to evaluate the viability of filing a formal grievance. A copy of this document can be obtained from the Graduate School or University Ombudsman’s Office, and can also be found on the web at <http://www.educ.msu.edu/college/resources/Graduate-Student-Hearing-Procedures-Departments.pdf>. At any point during this process, students may contact the Ombudsman’s Office for advice, guidance or assistance regarding their concerns.

**RETENTION AND DISMISSAL POLICIES**

The program faculty annually review each student’s performance and progress in the Program. Faculty also may initiate a review of a student’s status in the event of any evidence indicating impairment, unprofessional behavior, or a violation of the University’s regulations (for MSU General Student Regulations see the Office of Spartan Experiences: https://spartanexperiences.msu.edu/about/handbook/regulations/general-student-regulations.html), legal statutes, or ethical and professional standards. Evidence of cognitive, affective, and/or behavioral impairments that interfere with the graduate training process and/or threaten client welfare may also lead to a Review. Examples of impairment include, but are not limited to, substance abuse, mental health problems, and interpersonal difficulties. The review process consists of examining, together with the student, evidence regarding the apparent impairment or alleged misconduct. The outcome of such a review may be (a) to retain the student in good standing, (b) to allow the student to continue in the program on probationary status until specified conditions are met, or (c) to immediately dismiss the student from the program. The faculty reserves the right to restrict student’s participation in coursework or internships during the Review process. The formal procedures for a Retention and Dismissal Review are described below.

Retention And Dismissal Review Procedures

To protect student due process rights, as well as faculty rights to uphold the academic and professional standards of the training program, the following steps will be taken as part of the Retention and Dismissal review process:

1. The student will be informed in writing by the Program Director of any charge, event, performance, or circumstance that suggests impairment or violation of University, legal, ethical, or professional codes. Such charges or complaints may emanate from members of the Program, College, or University faculty, clinical supervisors, clients, or professionals or agents outside of the University community.
2. As part of the above communication, the Program Director may initially advise the student to seek an informal resolution of the charge or complaint with the accusing party, and to inform the Director of the outcome of this action within 30 days.
3. If, however, informal methods at problem resolution are inappropriate or unsatisfactory, the Program Director will inform (in writing) the student, the student’s advisor, and other interested parties that the student’s status in the Program is being reviewed, and a formal meeting of the Program faculty will be necessary to evaluate the nature of the problem and determine a course of action. Depending on the nature of the charge, event, performance, or circumstance, a student’s status in the program may be in immediate jeopardy, with the goal of the Review, in that case, for faculty to decide whether to retain or dismiss the student. The Program Director may invite any persons judged to have relevant information to submit it either in person at the review meeting, or in writing prior to the meeting. In advance of the meeting, the student will be given copies of all written materials under consideration. The student and, if desired, his/her counsel (as defined in the Graduate Student Rights and Responsibilities document) will be invited to attend this meeting and present testimony. In addition, the student may invite other individuals who have relevant testimony to attend, or to offer written information. The student will provide the Program Director with a list of these individuals at least 5 days in advance of the scheduled meeting.
4. Following the presentation of testimony and evidence, the Program faculty will convene separately to deliberate and arrive at a decision regarding the student’s standing in the Program. This decision may result in (a) retention of the student in the program in good standing, (b) a judgment to allow the student to continue in the program on probationary status until specified conditions are met, or (c) immediate dismissal of the student from the MQM program.
5. Following completion of the Program faculty’s decision-making, the Program Director will inform the student and student’s advisor (in writing) of the faculty’s decision and, if appropriate, clearly specify any conditions that must be satisfied by the student to maintain good standing within the Program. The student will also be advised that if he or she wishes to grieve the outcome of the faculty’s decision, the grievance procedures specified in Graduate Student Rights and Responsibilities should be followed. This document can be obtained from the Graduate School or the Ombudsman’s Office or found on the web at <http://www.msu.edu/unit/ombud/index.html>.

Dismissal Policy

The dismissal of a student from the MQM Program is a significant event for both the student and the program faculty. Dismissal action is generally the final outcome of several informal and formal communications with the student regarding his or her unsatisfactory progress through the Program and, when appropriate, special efforts at helping the student meet Program requirements and training objectives. The final decision regarding whether or not a student should be terminated from the Program, or under what conditions a student making unsatisfactory progress will be allowed to continue, rests with the MQM faculty.

Reasons For Dismissal From The Program

At any point during the student’s matriculation through the Program, the faculty retains the right to review any student circumstances or personal performances that may negatively affect the student’s competencies for independent professional practice or that may threaten client welfare. The following are offered as examples of circumstances or performances that may be the basis for dismissal action:

1. Failure to maintain minimum academic standards
2. Unsatisfactory performance in practice courses (e.g., practicum or internship)
3. Academic dishonesty
4. Criminal misconduct
5. Failure to comply with established University or Program timetables and requirements
6. Unethical practices and/or unprofessional conduct as specified in APA or NASP guidelines for ethical behavior
7. Cognitive, affective, and/or behavioral impairments that obstruct the training process and/or threaten client welfare
8. Failure to make satisfactory progress in completing program requirements.
9. Failure to maintain regular contact with the program and one’s advisor.

**RECORDS POLICIES**

The Program maintains records documenting each student’s progress through the PhD program. These records, which are maintained in the advisor’s files, include the Program Plan, Comprehensive Exam Completion form, apprenticeship/practicum evaluations, portions of the original application to the program, and other materials deemed necessary. Additionally, to facilitate student advising, advisors may keep such items as their advisees’ grade transcripts and comprehensive exam responses. All student records are kept in secure filing cabinets / private offices to protect students’ privacy and confidentiality or secure online locations; only Program faculty and staff have access to this material.

**Stude**nts may request to examine their own files; such a request should be directed to the student’s advisor or the Program Director. The only material that will be withheld is that which the student has waived his or her right to examine, e.g., confidential reference letters. (Other than the latter, files generally only contain records of which students already possess copies.) Once students graduate, a permanent file is maintained by the Program which, among other things, may assist in documentation for future credentialing.

**ACADEMIC INTEGRITY AND ETHICAL STANDARDS**

The Graduate School Guidelines for Integrity in Research and Creative Activities states:

The MSU Graduate School has an extensive set of resources and information: <http://grad.msu.edu/researchintegrity/>and we are linked to other national sources on these topics.

The conduct of research and creative activities by faculty, staff, and students is central

to the mission <https://president.msu.edu/initiatives> of Michigan State University and is an institutional priority. Faculty, staff, and students work in a rich and competitive environment for the common purpose of learning, creating new knowledge, and disseminating information and ideas for the benefit of their peers and the general public. The stature and reputation of MSU as a research university are based on the commitment of its faculty, staff, and students to excellence in scholarly and creative activities and to the highest standards of professional integrity. As a partner in scholarly endeavors, MSU is committed to creating an environment that promotes ethical conduct and integrity in research and creative activities.

Innovative ideas and advances in research and creative activities have the potential to generate professional and public recognition and, in some instances, commercial interest and financial gain. In rare cases, such benefits may become motivating factors to violate professional ethics. Pressures to publish, to obtain research grants, or to complete academic requirements may also lead to an erosion of professional integrity.

Breaches in professional ethics range from questionable research practices to misconduct (<http://www.rio.msu.edu/>). The primary responsibility for adhering to professional standards lies with the individual scholar. It is, however, also the responsibility of advisors and of the disciplinary community at large. Passive acceptance of improper practices lowers inhibitions to violate professional ethics.

Integrity in research and creative activities is based not only on sound disciplinary practice but also on a commitment to basic personal values such as fairness, equity, honesty, and respect. These guidelines are intended to promote high professional standards by everyone— faculty, staff, and students alike.

**Key Principles**

Integrity in research and creative activities embodies a range of practices that includes:

* Honesty in proposing, performing, and reporting research
* Recognition of prior work
* Confidentiality in peer review
* Disclosure of potential conflicts of interest
* Compliance with institutional and sponsor requirements
* Protection of human subjects and humane care of animals in the conduct of research
* Collegiality in scholarly interactions and sharing of resources
* Adherence to fair and open relationships between senior scholars and their coworkers

*Source and for more information:* [Guidelines for Graduate Student](https://grad.msu.edu/msu-guidelines-graduate-student-mentoring-advising).

Integrity in research and creative activities is based on sound disciplinary practices as well as on a commitment to basic values such as fairness, equity, honesty and respect. The MQM program expects all research and creative activities to be conducted with integrity.

MQM students are expected to:

* Consult the following documents as needed and abide by all guidelines in the documents.
	+ [Policies and Procedures](https://grad.msu.edu/policies-and-procedures)
	+ [MSU policy related to the use of humans for research via the University Institutional Review Board](http://hrpp.msu.edu)
	+ [The American Psychological Association’s Ethics Office](https://www.apa.org/ethics)
	+ [The Ofﬁce of the Ombudsman’s guidelines on plagiarism](https://www.msu.edu/unit/ombud/academic-integrity/plagiarism-policy.html)
* Complete the online tutorial at the IRB website before beginning their practicum research.
* Obtain approval from the University Institutional Review Board (IRB) prior to conducting any research involving humans.
* Undertake at least the minimum of required hours of RECR training each year and review requirement completion in Campus Solutions.
* Abide by the [All University Policy on Integrity of Scholarship and Grades](http://splife.studentlife.msu.edu/regulations/student-group-regulations-administrative-rulings-all-university-policies-and-selected-ordinances/integrity-of-scholarship-and-grades), including guidelines on plagiarism.

Conducting research without approval of the IRB may result in dismissal from the program. Any incidence of plagiarism may result in dismissal from the program.

**WORK RELATED POLICIES**

This section is intended for graduate students employed in their major academic unit. When a graduate student is employed in another unit, the policies of that unit apply. In all cases, units must follow contractual rules and University policies. All policies related to graduate assistantships must be consistent with [Article 4 of GSRR](https://ehs.msu.edu/lab-clinic/index.html).

Graduate students appointed as teaching assistants are represented by the GEU. To review the rights and responsibilities under the current contract between MSU-GEU Contract, use this link: <https://hr.msu.edu/contracts/documents/geu-2024-2028.pdf>

See information regarding the English-language proficiency level (e.g., minimum score in [the SPEAK test](https://msu.edu/state-transparency-reporting/campus-safety-information-resources)) expected of international teaching assistants. (See Academic Programs for [the minimum all-University standard of English proficiency](https://spartanexperiences.msu.edu/about/handbook/law-student-rights-and-responsibilities/article-two-academic-rights-and-responsibilities-for-law-students.html?Section=111#s335)).

For medical leave from your employment, Graduate teaching assistants (TAs) should refer to the medical leave policies in GEU contract Article 18 and other graduate assistants [refer to Academic Programs](https://spartanexperiences.msu.edu/about/handbook/law-student-rights-and-responsibilities/article-five-adjudication-of-cases.html?Section=111#s351).

[Greif](https://spartanexperiences.msu.edu/about/handbook/graduate-student-rights-responsibilities/article-four-graduate-student-support.html) Absence Policy: **Policy Note** (as approved by University Council): it is the responsibility of the student to: a) notify their advisor/major professor and faculty of the courses in which they are enrolled of the need for a grief absence in a timely manner, but no later than one week from the student’s initial knowledge of the situation, b) provide appropriate verification of the grief absence as specified by the advisor/major professor and faculty, and c) complete all missed work as determined in consultation with the advisor/major professor and faculty. It is the responsibility of the advisor/major professor to: a) determine with the student the expected period of absence – it is expected that some bereavement processes may be more extensive than others depending on individual circumstances, b) receive verification of the authenticity of a grief absence request upon the student’s return, and c) make reasonable accommodations so that the student is not penalized due to a verified grief absence. If employed as an GA or TE, the graduate student must also notify their employer. Both employer and student will swiftly communicate to determine how the student’s responsibilities will be covered during their absence. Graduate teaching assistants (TAs) should refer to the bereavement policy in GEU contract Article 18.

For all other employment information, including different graduate assistant levels, health insurance, etc., visit the MSU HR webpage: <https://hr.msu.edu/students.html>.

**LINKS TO SELECT UNIVERSITY POLICIES**

[Academic Programs](https://spartanexperiences.msu.edu/about/handbook/regulations/general-student-regulations.html) Catalog

[Anti-Discrimination Policy (ADP)](https://studentparents.msu.edu/)

[Code of Teaching Responsibilities](https://gscc.msu.edu/)

[Disability and Reasonable Accommodation Policy](https://reg.msu.edu/AcademicPrograms/default.aspx)

[Digital Accessibility Policy](https://reg.msu.edu/ucc/ucc.aspx)

[General Student Regulations](https://grad.msu.edu/researchintegrity)

[Graduate Students Rights and Responsibilities (GSRR)](https://grad.msu.edu/out-state-tuition-waiver-external-fellowships-traineeships-and-internships)

[Guidelines for Integrity in Research and Creative Activities](https://grad.msu.edu/researchintegrity)

[Integrity of Scholarship & Grades](https://animalcare.msu.edu/iacuc/)

[Law Student Rights and Responsibilities (LSRR)](https://spartanexperiences.msu.edu/about/handbook/graduate-student-rights-responsibilities/article-five-adjudication-cases-involving-graduate-student-rights-and-responsibilities.html)

[Medical Student Rights and Responsibilities (MSRR)](https://spartanexperiences.msu.edu/about/handbook/graduate-student-rights-responsibilities/article-six-academic-governance.html)

[MSU Guidelines for Graduate Student Mentoring and Advising](https://grad.msu.edu/UCGS)

[MSU-GEU Contract](https://spartanexperiences.msu.edu/about/handbook/graduate-student-rights-responsibilities/article-two-academic-rights-and-responsibilities-for-graduate-students.html)

[Policy on Relationship Violence and Sexual Misconduct](https://spartanexperiences.msu.edu/about/handbook/regulations/student-group-regs-rulings-policies-ordinances/integrity-of-scholarship-and-grades.html)

# MQM Network

In addition to student’s advisor and the MQM faculty, several programs and mechanisms have been created to assist students in learning about and progressing through the program. These include the student peer mentors, the MQM web page, and the Program and College of Education graduate student listservs. In addition, participation in the broader community of quantitative methods can be initiated and maintained through affiliations with professional organizations such as the American Educational Research Association (Division D), National Council on Measurement and Education, the American Psychological Association, the American Sociological Association, and the American Statistical Association. We strongly encourage students to join these professional organizations.

**MQM PROGRAM WEB PAGE**

The MQM Program web page (<http://education.msu.edu/cepse/mqm/>) includes a wealth of information related to the program, students, faculty, forms, applications, procedures, admissions, program requirements, links to the home pages and e-mail accounts of faculty, staff, and students, and many other helpful resources. Contact the program director with any suggestions for changes or additions to the Program web site.

**LISTSERV**

The MQM listserv was created as an electronic medium to communicate information among students, faculty, and staff of the MQM Program. Typical messages include meeting or colloquia announcements, job postings, and a variety of other information to inform students, faculty and staff of programmatic and professional issues. New students are automatically subscribed to the MQM and College of Education listservs. If you have any questions or to send a message to the listserv, send a request to the program coordinator.

# Financing your Graduate Education

There are many places to look for financial support at Michigan State University. Students are eligible to apply for graduate research and teaching assistantships and fellowships.

**ASSISTANTSHIPS**

MSU offers more than 3,000 assistantships to graduate students. These include research, teaching, administrative, outreach, and residential life positions. Assistantships are provided in 1/4-time increments, with each 1/4-time requiring approximately 10 hours of work per week. Typically, students are appointed for 1/4- or 1/2-time positions. Permission from the student’s advisor and the Dean of the College of Education must be obtained in order to receive a 3/4-appointment. An assistantship appointment provides the following benefits: a monthly stipend, a tuition waiver of nine credits during fall and spring semesters (five credits during summer), and payment for single-enrollee health insurance provided by the University. Additionally, for out-of-state students, a graduate assistantship entitles students to in-state rates on tuition for their remaining credits.

The College of Education offers many opportunities for assistantships, each providing valuable professional experiences in addition to the financial compensation. Available graduate assistantships are listed on the College of Education homepage <https://education.msu.edu/resources/financial>. Students are not required to restrict themselves to assistantships provided by their home department, but instead are free to choose from any of the departments in the College of Education or across the university.

**SCHOLARSHIPS/FELLOWSHIPS**

Upon admission to the College of Education, all graduate students are automatically considered for Departmental, College, and University fellowships. As students progress through the program, they have the option of applying for scholarships and fellowships made available throughout the school year. Information about these scholarships and necessary application materials are listed in the Useful Links section below (see links from the College of Education, Graduate School, etc.). Students may also wish to check with professional organizations, including the American Educational Researchers’ Association and National Council on Measurement and Evaluation, for possible funding opportunities.

**LOANS**

The first place to seek loans and grants is the Office of Financial Aid, which is located on the third floor of the Student Services Building. Important information can also be accessed via their web site at <http://www.esp.msu.edu>. In order to determine eligibility for financial aid, a student must fill out a Free Application for Federal Student Aid, available online, or from the Office of Financial Aid[https://finaid.msu.edu/].

**CONFERENCE TRAVEL SUPPORT**

There is funding available to students specifically to use for support for traveling to conferences.

The Department of Counseling, Educational Psychology and Special Education offers $400 to each PhD student who is accepted to present at a conference. This award is limited to each student to use once per academic year. If you are traveling to a conference to present, contact the program coordinator Ollie Cyman to request this award. (Please note: it will not be awarded until after the student returns from the trip.)

The Graduate School offers $600 to each graduate student who is accepted to present at a conference. Students can request funding as many times as they’d like, but they will only be awarded a total of $600 for their entire graduate career at MSU. More information and the link to the application can be found here: https://grad.msu.edu/travel. Once the application is completed, send to the MQM program coordinator to route for signatures and submit to the Graduate School on your behalf.

If you are traveling internationally, fellowships are available through the MSU International Studies and Programs Office (ISP) https://isp.msu.edu/. The application used for the Graduate School is also used for these fellowships. More information can be found on the ISP website.

Additional paperwork is required for international travel, regardless of funding requests. Please register your trip in the International Travelers Abroad Database <https://travelregistry.msu.edu/> and contact the program coordinator Ollie Cyman for assistance completing a pre-trip Travel Authorization. When that is done, the student will be automatically enrolled for international travel insurance (provided by International SOS) at no cost to the student. [Graduate School International Health & Safety Orientation (PDF)](https://grad.msu.edu/sites/default/files/content/fellowships/International%20Travel%20-%20Graduate%20School%20Orientation_1-10-2020.pdf).

Your faculty advisor, or other faculty traveling to the conference you are attending, might have funds available for you to use as well. Contact them for more information.

**USEFUL LINKS**

MSU Graduate School Funding information: <https://grad.msu.edu/funding>

College of Education Scholarships and Fellowships: https://education.msu.edu/resources/academic-student-affairs/scholarships-fellowships/

MSU Student Life and Engagement Scholarships: <https://sle.msu.edu/scholarships>

Office of International Students and Scholars Funding: https://oiss.isp.msu.edu/grants/grants-and-scholarships-overview/oiss-funding/

Assistantships with Residence Education and Housing Services (REHS): <https://liveon.msu.edu/graduateassistantships>

# Graduation

Students are eligible to apply for graduation after completing all of the degree requirements. The Graduation Application is now available at [student.msu.edu](https://student.msu.edu/). After clicking on the Academic Progress tile, you will see a link to Apply for Graduation in the left-hand navigation under the Graduation heading. Students must apply and be approved for graduation before their degree can be conferred. The application for graduation can be ﬁlled out online and submitted electronically to the Ofﬁce of the Registrar.

There is a separate application to participate in commencement. This should be filled out before the end of the first week of the semester you are intending to graduate. More information and the link to apply can be found here: https://commencement.msu.edu/.

Additionally, the College of Education hosts a Hooding Ceremony for PhD graduates in the College. Information about this will be sent via email from the college around the beginning of the semester.

# Program Faculty

More information on each faculty member can be found here: <https://education.msu.edu/people?f-area_of_expertise=Measurement+and+Quantitative+Methods>

**Academic Program Coordinator:**

Oliver “Ollie” Cyman

Academic Program Coordinator

455 Erickson Hall

cymanoli@msu.edu

**Core Faculty:**

\*Kenneth Frank
MQM Program Director

MSU Foundation Professor

Ph.D., University of Chicago

kenfrank@msu.edu

462 Erickson

517-355-9567

<https://sites.google.com/msu.edu/kenfrank>

Kylie Gorney

Assistant Professor

Ph.D., University of Wisconsin-Madison

kgorney@msu.edu

460 Erickson Hall

<https://sites.google.com/view/kyliegorney>

Kimberly Kelly

Associate Professor

Ph.D., University of Chicago

kmaier@msu.edu

451 Erickson

517-355-8538

Spyros Konstantopoulos

Professor

Ph.D., University of Chicago

spyros@msu.edu

461 Erickson

517-432-0259

<http://education.msu.edu/faculty/konstantopoulos/konstantopoulos-cv.docx>

Tenko Raykov

Professor

Ph.D., Humboldt University, Berlin, Germany

raykov@msu.edu

443A Erickson

517-432-9611

<https://sites.google.com/msu.edu/raykov>

Barbara Schneider
John A. Hannah University Distinguished Professor

Ph.D., Northwestern University

bschneid@msu.edu

516B Erickson

517-432-0188

<https://www.msuced-hannahchair.com/home>

# Human Research Protection Program

MSU has an Institutional Review Board (IRB). <https://hrpp.msu.edu/help/A-Z/graduate-student.html>

Federal and University regulations require that all research projects involving human subjects be reviewed and approved by an IRB before initiation. Under the regulations, research is defined as a formal investigation designed to develop or contribute to generalizable knowledge. A human subject of research is an individual (1) from whom an investigator obtains data by interaction or intervention, or (2) about whom the researcher obtains confidential information.

All research involving human subjects or human materials must have prior approval by the MSU IRB. This includes investigations conducted by faculty, students, staff or others on the premises of Michigan State University as well as investigations conducted elsewhere by any representative of Michigan State University in connection with that individual’s institutional responsibilities, unless the investigation is conducted under a cooperative research agreement as per 45 CFR 46.114.

Graduate students who conducted human subject research for their thesis/dissertation must provide a copy of their IRB approval letter to the Graduate school with their form for final submission of their thesis/dissertation.

All faculty members advising students in research are expected to communicate with their students the importance of being in complete research compliance requirements, and to read in detail the most recent instructions. All faculty teaching graduate students in courses also are to emphasize complete compliance with relevant principles and policies. Faculty teaching courses are urged to determine when and how relevant principles can be covered in graduate courses.

Any research that is conducted by an MQM graduate student that is not in compliance with research regulations cannot be used to fulfill course or degree requirements. Should a student conduct research that is not in compliance, at a minimum, the work will have to be repeated with no adjustment for time lost in carrying out the research that was not in compliance. Faculty members consider compliance to be very important. A serious violation of research standards by a student, or repeated violations, would result in a referral to the Associate Dean of Student Affairs, who will refer the case to a college-level hearing board, as specified in University policy. Serious and/or repeated violations of research policies could result in sanctions up to and including dismissal from the graduate program.

Upon entering the program, students should go to the HRPP web site and read about this important committee. They should take the training, which requires about a half hour, before involvement in any research that might conceivably involve human subjects.

It is critical to remember that absolutely no research data can be collected until a project is in complete compliance with MSU IRB, and collecting data before receiving such approval is a serious ethical breach. Once a student files with MUS IRB, if the student receives any feedback that they do not understand, they should immediately consult with a member of the MQM faculty or the IRB staff for guidance regarding how to proceed. Again, for emphasis, absolutely no data can be collected without IRB approval. If any such data is collected, it cannot be used for any degree purpose.

# Additional Resources

[Career Services](http://careernetwork.msu.edu/): <http://careernetwork.msu.edu/>

Center for [Community](https://michiganstate-my.sharepoint.com/personal/cymanoli_msu_edu/Documents/Documents/Program%20Handbooks/MQM%20PHD/2025/Community) Engaged Learning:<http://www.servicelearning.msu.edu/>

Counseling & Psychiatric Services: <https://caps.msu.edu/>

Office of Spartan Experiences: <http://studentlife.msu.edu/>

University Health and Wellbeing: <http://worklife.msu.edu/>

Graduate Office of Well-Being: [https://grad.msu.edu/grow](https://grad.msu.edu/wellness)

The Gender and Sexuality Campus Center:<https://gscc.msu.edu/>

The Multicultural Unity Center (MOSAIC): <https://mosaic.msu.edu/>

MSU Center for Survivors Safe Place Shelter: <http://safeplace.msu.edu/>

Office of International Students and Scholars (OISS): <https://oiss.isp.msu.edu/>

Multicultural Center:<https://mccenter.msu.edu/>

[Recreational Sports & Fitness Services](http://www.imsports.msu.edu/): <http://recsports.msu.edu/>

[Resource Center for Persons With Disabilities](http://www.rcpd.msu.edu/):<https://www.rcpd.msu.edu/>

The Writing Center: <http://writing.msu.edu/>

Student Veterans’ Resource Center:<http://veterans.msu.edu/>