Higher, Adult, and Lifelong Education (HALE)
Master's Student Checklist (as of 01/5/2022)

Below is a list of activities that are to be completed to earn your Master of Arts degree. The process and timeline suggested is typical for many students but also can vary. Questions should be directed to your faculty advisor. It will also be helpful to review the HALE Program Handbook and the Graduate School's Policies and Procedures.

Each Year

☐ Save all course syllabi (in case needed for future paperwork).

☐ Annually complete Annual Review of Academic Progress form and meet with faculty advisor to review; Signed form submitted by advisor/student to HALE administrative assistant (April/May).

Prior to Beginning the Program

☐ Ensure access and log into MSU Email using MSU NetID and Password.

☐ Ensure access and log into MSU student learning resources such as D2L and MSU Libraries.

☐ Register for courses using the Student Information System.

☐ Schedule a meeting with faculty advisor.

During the Program

☐ Meet with faculty advisor (virtually or in person) during the first semester.

☐ Ensure any eligible classes taken prior to being admitted to the program are transferred, but know that "your clock" coincides with the timing of your first class, including transferred courses.

☐ Discuss plan for completing Responsible Conduct of Research, Scholarship, and Creative Activities (RCRSCA) requirements with faculty advisor.

☐ Fulfill RCRSCA requirements through coursework, face to face and/or online workshops (CITI modules) as planned. Most HALE MA students use EAD 840 towards their RCRSCA requirement.

☐ Document completed RCRSCA training in the Student Information System.

☐ Complete required courses: EAD 840 and EAD 868.

☐ Complete 3 of the following EAD courses:

| ☐ EAD 801 | ☐ EAD 805 | ☐ EAD 860 | ☐ EAD 861 |
| ☐ EAD 866 | ☐ EAD 870 | ☐ EAD 876 | ☐ EAD 877 |

☐ Complete 9 additional credits from EAD graduate level course offerings.

☐ Complete 6 additional credits from graduate level course offerings.

☐ Complete Final Project/Portfolio. Begin to put together Final Project at least one semester before you intend to graduate.

Getting Ready to Graduate from the Program

- ☐ Apply for graduation with the MSU Registrar's Office online (preferred) or in person at the Administration Building Room 150 during the first week of the semester you wish to graduate.

- ☐ Ensure faculty advisor signs and submits the Final Certification form to the HALE administrative assistant.

- ☐ Submit Final Project/Portfolio to HALE MA Review Committee for review according to the following timeline:

Graduating in…	*Begin to Prepare Final Project in …*	*Submit Final Project in…*
☐ Spring Semester	☐ Previous Fall Semester	☐ Last Monday in March
☐ Summer Semester	☐ Previous Fall Semester	☐ Last Monday in March
☐ Fall Semester	☐ Previous Spring or Summer Semester	☐ Last Monday in October

- ☐ Re-submit a revised Final Project/Portfolio by Finals Week if instructed by HALE MA Review Committee to do so.