

# Graduate Student Checklist

Now that you are admitted to a graduate program at MSU, here are some items to keep in mind as you progress toward completion of your degree:

- **Graduate Program Form**—This form was included along with your letter of admission. Please contact your academic advisor, and with the advisor's assistance, complete your proposed program during the first nine weeks of your first semester of study. Any changes to this plan must be made by course substitution forms.
- **600 level courses**—In all master's programs, at least half of the total formal coursework, excluding thesis, practicum, internship, or co-op credit, must be in courses open only to graduate students (600 level).
- **Application for Candidacy Form**—After completing nine hours of graduate work at MSU, you should meet with your advisor to initiate this form. These forms are available from Admissions Services.
- **GRE or GMAT results**—If your program requires the GRE or GMAT, you must request that an official score report be sent directly to MSU from Educational Testing Service. If you did not do this at the time of the exam, you can request additional score reports to be sent by contacting ETS. ([www.gre.org](http://www.gre.org) OR [www.gmat.org](http://www.gmat.org))
- **Grades**—Please review the grade change policy as it affects graduate students. No credit shall be granted for a grade below 'C.' A graduate course repeated does not remove the original grade received in the course. In calculating grade point averages, a repeated course shall be considered an additional course. A 3.0 minimum GPA is required for a degree to be conferred.
- **Language requirement**—Does your program have a language requirement? If so, please be sure to document how that requirement has been met.
- **Thesis**—If a thesis is required, the student's departmental advisor should be consulted early in the first term of graduate study. Thesis guidelines are available from Admissions Services.



**You must apply for your degree at the beginning of the semester in which you intend to graduate. If your program requires a comprehensive exam, you will apply for that at the same time.**