

Higher, Adult, and Lifelong Education (HALE)

Master's Student Checklist (revised as of spring 2025)

Below is a list of activities to complete in order to earn your Master of Arts degree. The process and timeline suggested is typical for many students, but these can vary. Direct all questions to your faculty advisor. It will also be helpful to review the [HALE MA Handbook](#) and the [Graduate School's Policies and Procedures](#).

EACH YEAR

- ☐ Save all course syllabi for future program paperwork and Final Essay.
- ☐ Annually complete the [EAD HALE MA Progress to Degree Form](#) and meet with faculty advisor to review; signed form submitted by faculty advisor/student to HALE administrative assistant (April/May).

PRIOR TO BEGINNING THE HALE MA PROGRAM

- ☐ Attend the HALE MA Orientation.
- ☐ Schedule your first meeting with your assigned faculty advisor.
- ☐ Ensure access and log into [MSU Email](#) using [MSU NetID and Password](#).
- ☐ Ensure access and log into MSU student learning resources like [Desire2Learn \(D2L\)](#) and the [MSU Libraries](#).
- ☐ Register for courses using the [Student Information System \(SIS\)](#), such as the required courses **EAD 868** (fall semester) and **EAD 840** (spring semester).

DURING THE PROGRAM

- ☐ Meet with your faculty advisor each semester that you are in the HALE MA program. Ensure the transfer of any eligible classes taken prior to admission to the HALE MA program but know that “your program completion clock” coincides with the timing of your first class, including transferred courses. It is your responsibility to be familiar with University policy on [transfer credits](#).
- ☐ Discuss plan for completing the [Responsible Conduct of Research, Scholarship, and Creative Activities \(RCRSCA\)](#) requirements with faculty advisor. **Note:** the HALE MA Program is a Master's Plan B program.
- ☐ Fulfill RCRSCA: Complete modules during your first year in the HALE MA program. **Note:** HALE MA students earn six (6) hours of discussion-based training requirement upon completion of EAD 868 and EAD 840.

- ☐ Ensure documentation of your completed RCRSCA training in [Student Information System \(SIS\)](#). Documentation is typically automatic, but it is your responsibility to troubleshoot any discrepancies.
- ☐ Complete required courses:
 - ☐ EAD 868: Proseminar in Adult and Higher Education
 - ☐ EAD 840: Inquiry in Postsecondary Education
- ☐ Complete three (3) of the following EAD courses:
 - ☐ EAD 801: Leadership and Organization Development
 - ☐ EAD 805: Administration in Higher Education
 - ☐ EAD 860: Concept of a Learning Society
 - ☐ EAD 861: Adult Learning
 - ☐ EAD 866: Teaching in Postsecondary Education
 - ☐ EAD 870: Foundations of Postsecondary Education
 - ☐ EAD 876: Budgeting and Finance in Higher Education
 - ☐ EAD 877: Program Planning and Evaluation in Postsecondary Contexts
- ☐ Complete nine (9) additional credits from online EAD graduate level course offerings.
- ☐ Complete six (6) additional credits from any online graduate level course offerings. Begin to assemble your [Final Essay](#) one semester before you intend to graduate.
- ☐ After you complete **10 credit hours**, submit HALE MA Course Plan to your advisor on the [Student Information System](#).

GETTING READY TO GRADUATE FROM THE HALE MA PROGRAM

- ☐ Apply for graduation using the [Student Information System](#) within the [deadline\(s\) outlined by the Commencement website](#). **Note:** Summer graduates must apply during the first two weeks of spring semester.
- ☐ Submit HALE MA Course Plan again on the [Student Information System](#).
- ☐ Ensure access to the HALE MA D2L site from the HALE MA Student Ambassador. Provide proof that your faculty advisor approved your HALE MA Course Plan (i.e., screenshot).
- ☐ Complete and submit your [Final Essay](#) via D2L according to the following table:

Expected Graduation Semester	Prepare Final Essay During	Submit Final Essay
Spring/summer semester	Previous fall semester	Last Monday of February
Fall semester	Previous spring/summer semester	Last Monday of October

- ☐ Re-submit a revised Final Essay by Finals Week *if instructed* to do so by the HALE MA Program Coordinator.

ADDITIONAL OPPORTUNITIES

Graduate Certificates

Students can opt to complete one of the [graduate certificates](#) offered at MSU. If you are interested in any of these options:

- ☐ Discuss certificate options of interest with your faculty advisor early in your program to ensure approval as part of your program plan.
- ☐ Complete and submit required forms based on requirements of specific certificate. For example, for the [Graduate Certificate in Teaching and Learning in Postsecondary Education](#), after faculty advisor approval, complete and submit the [Intent to Enroll Form & Program Plan](#) to the HALE Program Assistant (haleadm@msu.edu) before completing the requirements.
- ☐ Once you fulfill all 9 credits, apply for graduation for the certificate in the [Student Information System](#).

Conference Support

The Department of Educational Administration (EAD) wants to encourage students to present papers at scholarly and professional conferences. Students who have papers accepted at conferences or want to attend special graduate student seminars are eligible to apply for **\$500** financial support for travel and conference related expenses.

- ☐ Follow and complete the instructions on the [Conference Support for EAD Students](#) form.

HALE Graduate Research Colloquium (GRC)

The Department of Educational Administration annually hosts the GRC in mid-spring semester. The GRC features research projects and scholarly activity conducted by current students in the HALE PhD, MA, and Student Affairs Administration programs.

- ☐ Consider attending and/or submitting a proposal to present at the GRC.