

Graduate Handbook
for
Master of Science and
Doctor of Philosophy Degrees
in
Construction Management

Construction Management
School of Planning, Design and Construction
Michigan State University

Dr. Mark Wilson
SPDC Graduate Coordinator
113 Human Ecology
East Lansing, MI 48824
Ph: (517) 353-9056
wilsonmm@msu.edu

Dr. Scott G. Witter
School Director
101 Human Ecology
East Lansing, MI 48824
Ph: (517) 432-6379
witter@msu.edu

pdcgrad@msu.edu
www.spdc.msu.edu

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1. Program Overview

The faculty and staff of the Construction Management Program in the School of Planning, Design and Construction welcome you to Michigan State University. Both, Master of Science and Doctor of Philosophy degree programs are offered in the Program.

Students in the graduate program will have opportunities to focus on topics including:

- Estimating, Scheduling, and Project Controls
- Construction Management Information Systems
- Computer Applications in Construction Management
- Design-Build
- Lean Construction
- Construction Contracts and Legal Aspects
- Housing
- Construction Safety and Ergonomics
- Land Development and Housing
- Sustainable and Energy Efficient Design and Construction
- International Project Management
- Construction Education
- Underground Infrastructure Systems

The Master of Science degree program with a major in construction management is designed to provide breadth in the managerial, technological, economic, and environmental aspects of construction. The program is also designed to provide depth through a systems approach encompassing project management, estimating, scheduling and project controls, housing, land acquisition and development, architectural and engineering design, construction technology, real estate, finance, business management, and marketing.

The Doctor of Philosophy in Construction Management is designed to provide students with the ability to conduct research on construction management including management theories and their applications in various sectors of the construction industry and to serve as educators, researchers and professionals in the field of construction management.

2. Program Components and Roadmap to Degree

2.1.1 Master of Science Degree

Both, thesis and non-thesis options are available. The typical paths for the Master of Science degree in Construction Management are as follows:

Plan A (with thesis) option.

- Gain admission to the Program.
- Assignment of Major Professor/Advisor (semester 1).
- Development of an Academic Program Plan of Study with major professor (semester 2).
- Present Thesis Proposal.
- Complete the required course work.
- Complete thesis research and write thesis.
- Defend thesis in an oral examination.
- Submit final bound copies of thesis.
- Most master degree students finish the program within two years.

Plan B (non-thesis) option:

- Gain admission to the Program.
- Assignment of Major Professor/Advisor (semester 1).
- Development of an Academic Program Plan of Study with major professor (semester 2).
- Complete the required course work.
- Complete and pass Plan-B examination (various options available).
- If completing a Plan-B Report:
 - Complete report research and write report
 - Defend report in an oral examination
 - Submit final bound copies of report.

2.2. Doctor of Philosophy Degree

The typical path for the Doctor of Philosophy degree in Construction Management is as follows:

- Gain admission to the program.
- Assignment of Major Professor/Advisor will be at time of admission.
- Development of an Academic Program Plan of Study with guidance committee (semester 2). Major Professor/Advisor is normally the chairperson of the guidance committee.
- Study for and pass comprehensive examination which may be taken after most of course work is complete.
- Present Dissertation Proposal.
- Complete the required course work.
- Complete dissertation research and write dissertation.
- Defend dissertation in an oral examination.
- Submit final bound copies of dissertation.
- Most doctoral degree students finish the program within four years.

3. Master of Science in Construction Management

3.1 Admission

To be considered for admission to the Master of Science degree program in Construction Management, an applicant must take the Graduate Record Examination (General Test) and have the score sent to the School of Planning, Design and Construction. International applicants must also provide test scores from the TOEFL Exam.

3.1.1. Regular Status

Admission to the master's degree program in Construction Management with regular status may be granted by the program, subject to the availability of resources and the approval of the dean, upon consideration of the likelihood that the applicant will be able to complete a master's degree program successfully. To be admitted to the master's program in Construction Management on regular status, an applicant must:

- Have a Bachelor of Science degree in construction management (cm) or in a related area such as architecture (ARCH), landscape architecture (LA), business management (MGT), civil engineering CE, other engineering (ENGR), interior design (ID), or urban and regional planning (URP).
- Have a cumulative grade-point average no lower than 3.00 (on a 4.00 scale) for the undergraduate degree program.
- Have completed as part of the undergraduate program, 3 semester credits of introductory calculus (MTH 124 Survey of Calculus I or its equivalent); 3 semester credits of introductory physics (PHY 231 Introductory Physics I or its equivalent).

3.1.2. Provisional Status

The Construction Management Program, with the approval of the Dean, may grant admission with provisional status to an applicant qualified for regular admission, but lacking MTH 124 and/or PHY 231, or collateral courses (background courses) that are deemed necessary.

Students may be required to complete specified collateral courses, from the following list, with a cumulative grade-point average of at least 3.00. These courses will not count toward the master's degree requirements. The collateral courses are:

One of the following courses:

CMP 124	Residential Construction Materials and Methods
CMP 210	Commercial Construction Methods

One of the following courses:

CMP 305 Site Construction and Measurements
CMP 315 Construction Quantity Surveying

One or more of the following courses:

CMP 222 Statics and Strengths of Materials
CMP 322 Structural Systems
CSE 101 Computing Concepts and Competencies
One business, management or economics course

If collateral courses are required, the minimum acceptable grades and the semesters by which those courses must be completed will be specified on the Recommended Action Form at the time of admission. The provisional status will be changed to regular status when the conditions specified on the Recommended Action Form have been met, as certified by the program and approved by the dean.

3.2. Program of Study (Coursework)

In order for the student to continue to enroll in the master's degree program, the Academic Program Plan of Study (course work) must be approved before completion of the second semester of graduate work. The subject matter and instructor must be specified for every independent study, special problem, or selected topics course that is included in the approved program of study.

Once the Plan A or Plan B option has been selected by the student and approved by the major professor/advisor and the program, the student may not pursue the other option without approval of the major professor/advisor and the program.

3.3. Modification to the Program of Study

The following changes are not permitted in a student's approved program of study:

- Adding or deleting a course for which a grade has already been assigned under any of the three grading systems (numerical, Pass-No Grade, or Credit-No Credit).
- Adding or deleting a course for which grading was postponed by the use of the DF-Deferred or I-Incomplete marker.
- Adding or deleting a course with the student dropped after the middle of the semester and for which "W" or "N" or "0.0" was designated.

3.4 Requirements for the Master of Science Degree

The program is available under both Plan A (with thesis) and Plan B (without thesis). The student's Academic Program Plan of Study is developed in consultation with the major professor/advisor and must be approved by the Program and Dean. In addition to meeting the requirements of the University and College, the student must meet the requirement specified below.

3.4.1. Requirements for Plan A (Thesis Option)

The student must complete a total of 30 credits for the degree. For students who elect independent study courses, including Construction Management 890, no more than 6 credits may be counted toward the

requirements for the degree. The Academic Program Plan of Study must meet the requirements specified below:

- A minimum of 18 credits in 800 or 900 level courses.
- All of the following courses:
 - CMP 817 - Construction Management Information Systems
 - CMP 822 - Legal Issues in Construction
 - CMP 892 - Construction Management Research Seminar
- One additional 800-level Construction Management course, excluding Construction Management 890, 898, and 899.
- Students without a background in construction project scheduling and estimating must complete Construction Management 811 and 815 in partial fulfillment of this requirement.
- One graduate course in research methods.
- One 400-level or above course in statistics.
- Complete 6 credits of Construction Management 899. No more than 6 credits may be counted toward the requirements for the degree under Plan A.
- Complete and defend a master's thesis acceptable to the student's guidance committee.

3.4.2. Requirements for Plan B (Non-Thesis Option)

The student must complete a total of 33 credits for the degree. For students who elect independent study courses, including Construction Management 890, no more than 9 credits may be counted toward the requirements for the degree. The Academic Program Plan of Study must meet the requirements specified below:

- A minimum of 24 credits in 800 or 900 level courses.
- All of the following courses:
 - CMP 817 - Construction Management Information Systems
 - CMP 822 - Legal Issues in Construction
 - CMP 892 - Construction Management Research Seminar
- One additional 800-level Construction Management course, excluding Construction Management 890, 898, and 899.
- Students without a background in construction project scheduling and estimating must complete Construction Management 811 and 815 in partial fulfillment of this requirement.
- One 400-level or above course in statistics.
- Successful completion of a final examination given by the student's guidance committee. (see options on page 10)

3.5. Transfer Courses

Students may transfer no more than 9 semester credits of graduate course work (excluding research and thesis credits) from other recognized educational institutions.

3.6. Selection of Major Professor/Advisor

A preliminary assignment of the major professor/advisor is made by the program at the time of admission. Confirmation of the assignment to a major professor/advisor is made shortly after arrival or in the student's first semester. A request for a change of major professor must be made, in writing, to the program director.

3.7. Formation of the Guidance Committee

A guidance committee is selected by the student and approved by the major professor. Members of the committee act as consultants, advisors, and evaluators for the student's program and research, and approve the program of study and the thesis or final examination. A request for a change of guidance committee member(s) must be made in writing to the program director.

For students in the Plan-A (thesis option), the committee consists of at least 3 members; the student's major professor, one additional faculty member from the CM Program and at least one faculty member from outside the program.

For students in the Plan-B (non-thesis option), the committee consists of the student's major professor and at least one other faculty member from the CM Program.

All committee members are tenure stream faculty members or specialists that have been approved to serve on committees by The Graduate School.

3.8. Academic Standards

- *Grades.* The student must earn a grade of 2.0 or higher in each course in the approved program of study. The student must repeat any course in the approved program for which the grade earned was below 2.0.
- *Cumulative Grade-Point Average.* The student must maintain a cumulative grade-point average of at least 3.00 in the courses in the approved program of study.
- *Probational Status.* A student is placed on probational status if the student's cumulative grade-point average for the courses in the approved program of study is below 3.00.

3.9. Retention In and Dismissal From the Program

- *Cumulative Grade-Point Average.* Should a student's cumulative grade-point average fall below 3.00 after having completed 16 or more credits in courses in the approved program of study, the student may be enrolled in probational status in the master's degree program for one additional semester. If at the end of the additional semester the student's cumulative grade-point average is 3.00 or higher, the student may continue to enroll in the master's degree program. If at the end of the additional semester the student's cumulative grade-point average is still below a 3.00, the student will be dismissed from the program.
- *Academic Progress and Potential.* Each student's academic progress and potential are evaluated in the spring semester of each year. A student who, in the judgment of the faculty, is not making satisfactory academic progress or lacks potential, will be dismissed from the program.

3.10. Annual Evaluation of Student

An evaluation of the performance of each graduate student is made in the spring semester of each year. The major professor/advisor is responsible for the preparation of this evaluation for the program and its communication to the student.

The following outline is used for the evaluation:

- Academic Ability
 - Individual grades and grade point average
 - Progress on special problem topics, thesis or dissertation.

- Analytical Ability
 - Student's initiative in the choice of a research topic.
 - Student's initiative in the analysis of a research topic.
 - Student's performance in the execution of research.

- Communication
 - Student's ability in oral communication.
 - Student's ability in written communication.

When the student's performance or progress does not meet program requirements, he/she shall be notified by the program director or a delegated representative. When the deficiencies affect the student's status in a degree program, he/she shall be promptly informed.

Students have the right to examine their academic files and to challenge the accuracy of information in their files. This must be done in writing to the program director and such letter will be placed in his or her academic file.

3.11. Thesis Proposal

The student must present to major professor/advisor and committee members a proposal for thesis research. After the proposed research topic has been approved the student will do research and begin writing the thesis. The thesis should be finalized in the layout specified by the MSU Graduate School. Students should obtain a copy of the "Guide To The Preparation of Master's Theses" from the Graduate School for details on the layout of the thesis. Students should also refer to MSU Graduate School's "Guidelines for Integrity in Research and Creative Activities."

3.12. Thesis Defense and Final Oral Examination for Plan A

Plan A students are required to pass a Final Oral Examination covering their thesis topic. The student's committee administers this examination. In order to pass the exam, the student must receive positive vote from the major professor/advisor and all but one of the committee members. The following items constrain the Final Oral Exam:

- The student must be enrolled during the semester in which the exam is taken.
- The student must provide each of the committee members with a copy of the thesis 2 weeks prior to the exam.

- The student must schedule a time for the exam and a conference room at least 2 weeks prior to the exam.
- The student must give the Graduate Secretary at least 2 weeks notice of the exam so that an announcement may be posted for other that may want to attend.

3.13. Submission of Master's Thesis - Plan-A

After a M.S. student has passed the oral exam, the next step is typically revising/completing the thesis. After the thesis has been approved by the student's committee it should be finalized in the layout specified by the MSU Graduate School. Students should obtain a copy of the "Guide To The Preparation of Master's Theses" from the Graduate School for details on the layout of the thesis.

The student must provide the Graduate School with one unbound copy of the thesis. The student will need to have at least two bound copies made, which will be distributed to the major professor and the graduate secretary for department use. Additional copies may be needed if your other committee members wish to have a bound copy. The unbound and bound copies of the thesis must be submitted by the date indicated on the University Academic Calendar to receive your degree that semester.

Students are also required to submit their thesis in electronic file format to their major professor.

3.14. Final Examination for Non-Thesis - Plan-B

All Plan-B students are required to pass a Final Exam that will be administered by their guidance committee according to University guidelines. In order to pass the exam, the student must receive positive vote from the major professor/advisor and all but one of the committee members. There are two options available which include:

- 1) Write a Plan B Report and Defend in an Final Oral Examination.
(follow formatting instructions for Plan A Thesis)
- 2) Complete a written and oral examination composed of questions from the student's guidance committee. If decided and approved by the guidance committee, the student may take and pass the CPC Level I Examination and then be given an oral examination composed of questions from the student's guidance committee.

4. Doctor of Philosophy in Construction Management

4.1. Admission

4.1.1 Regular Status

To be considered for admission to the Doctor of Philosophy degree program in Construction Management on regular status, an applicant must have completed a master's degree program in Construction Management (CM) or Construction Engineering & Management (CEM) from an accredited U.S. institution. An applicant with a master's degree in a related field or from a non-U.S. institution may be considered for provisional admission but will be required to complete additional requirements for change to regular status (refer to Table 1 for additional requirements). In addition, an applicant must submit scores on the Graduate Record Examination (GRE) General Test.

The following are major admission requirements preferred by the program admission committee:

- a master's degree in Construction Management (CM) Construction Engineering and Management (CEM) or in a related field – Civil Engineering (CE), other Engineering (ENGR), Interior Design (ID), Architecture (ARCH), Landscape Architecture (LA), Business Management (MGT), and Urban and Regional Planning (URP)
- GRE Scores no lower than 1150 in the combined Verbal and Quantitative, and at least 4.5 in Analytical Essay
- TOEFL Score (for international applicants) no lower than 235 on computer based / 575 on paper-based {with no sub-scores below 52 (paper version) or 19 (computer version)}
- GPA no lower than 3.0 on a 4.0 scale in bachelor's degree and 3.5 on a 4.0 scale in master's degree.
- Faculty/Advisor – applicant must indicate preference for a Ph.D. advisor based on his/her communication with the faculty member whose research area most closely matches applicant's interest area. The indicated faculty member will present applicant's case to the admission committee.

4.1.2. Provisional Status

Applicants who do not meet the regular status requirements but demonstrate outstanding potential may be granted a provisional admission by the Construction Management program, subject to the approval of the dean.

Table 1: Examples of applicants' backgrounds and additional requirements:

Background	Additional Requirements
I. Master's degree from an accredited U.S. Institution	
*Master's degree in CM or CEM	No additional requirements
*Master's degree in ARCH or CE	CMP 811, CMP 815, CMP 817, CMP 822
*Master's degree in ENGR, ID, LA, MGT, or URP	MS-CM prerequisites and collateral requirements; CMP 811, CMP 815, CMP 817, CMP 822
Other Master's degrees	Complete MS in Construction Management
II. Masters degree from a non-U.S. Institution	
All applicants	One course in technical writing and CMP 898-1 credit (research report)
Master's degree in CM, CEM, ARCH, or CE	CMP 810, CMP 811, CMP 815, CMP 817, CMP 822
Bachelor's degree in CM or CEM and Master's degree in a related field	CMP 810, CMP 811, CMP 815, CMP 817, CMP 822
Master's degree in ENGR, ID, LA, MGT, or URP	MS-CM prerequisites and collateral requirements,; CMP 811, CMP 815, CMP 817, CMP 822

*Note: May also be required to take an additional course in technical writing and/or CMP 898 – 1 credit (research report)

4.2. Program of Study (Coursework)

The student's program of study (coursework) shall be submitted for approval to the Construction Management program and to the dean by no later than the end of the student's second semester of enrollment in the doctoral program. The subject matter and instructor must be specified for every independent study, special problems, or selected topics course that is included in the student's approved program of study.

The student's program of study must be approved for the student to continue to enroll in the doctoral degree program beyond the second semester.

4.3. Modification to the Program of Study

The following changes are not permitted in a student's approved program of study:

- Adding or deleting a course for which a grade has already been assigned under any of the three grading systems (numerical, Pass-No Grade, or Credit-No Credit).
- Adding or deleting a course for which grading was postponed by the use of the DF-Deferred or I-Incomplete marker.
- Adding or deleting a course with the student dropped after the middle of the semester and for which "W" or "N" or "0.0" was designated.

4.4. Requirements for the Doctor of Philosophy Degree

In addition to meeting the requirements of the University and the College, students must meet the requirements specified below:

- Complete 9 credits in the following core courses:
 - PDC 901: Integrated Approach to Planning, Design and Construction – 3 credits
 - PDC 992: Advanced Research Methods in Planning, Design and Construction – 3 credits
 - An advanced statistics course or other related course – 3 credits
- Complete a minimum of four additional courses or 12 credits as specified by the guidance committee
- Pass both a written and oral comprehensive examination
- Pass PDC 999: Dissertation Research – 24 credits (includes successful completion and presentation of proposal and dissertation in an area related to construction management)

4.5. Selection of Major Professor/Advisor

A selection of the major professor/advisor is made by the department at the time of admission. Confirmation of the assignment to a major professor/advisor is made shortly after arrival or in the student's first semester. A request for a change of major professor must be made, in writing, to the program director.

4.6. Formation of the Guidance Committee

The guidance committee will be comprised of at least four (preferably five) faculty members. The Chairperson and one (preferably two) other committee members should be from the Construction Management (CM) program, one member from another program within the School of Planning Design and Construction (SPDC), and one member from outside the School. The CM or the SPDC member can also be invited to serve as co-chairperson or thesis co-advisor by the committee chairperson. A request for a change of guidance committee member(s) must be made in writing to the program director. All committee members must satisfy the requirements of The Graduate School.

4.7. Academic Standards

- *Grades.* The student must earn a grade of 2.0 or higher in each course in the approved guidance committee report, including collateral courses and courses accepted in transfer. The student must repeat any course on the approved program for which the grade earned was below 2.0.
- *Cumulative Grade-Point Average.* The student must maintain a cumulative grade-point average of at least 3.00 in courses in the approved guidance committee report, with the exception of collateral courses and courses accepted in transfer.
- *Probational Status.* A student is placed on probational status if the student's cumulative grade-point average for the courses in the approved program of study is below 3.00.

4.8. Retention In and Dismissal From the CM Program

- *Cumulative Grade-Point Average.* Should a student's cumulative grade-point average fall below 3.00 after having completed half of the courses in the approved program of study, the student may be

enrolled in probational status in the doctoral degree program for one additional semester. If at the end of the additional semester the student's cumulative grade-point average is 3.00 or higher, the student may continue to enroll in the doctoral degree program. If at the end of the additional semester the student's cumulative grade-point average is still below 3.00, the student will be dismissed from the program.

- *Academic Progress and Potential.* Each student's academic progress and potential are evaluated in the spring semester of each year. A student who, in the judgment of the faculty, is not making satisfactory academic progress or lacks potential, will be dismissed from the program.

4.9. Annual Evaluation of Student

An evaluation of the performance of each graduate student is made in the spring semester of each year. The major professor/advisor is responsible for the preparation of this evaluation for the program and its communication to the student.

The following outline is used for the evaluation:

- Academic Ability
 - Individual grades and grade point average
 - Progress on special problem topics, thesis or dissertation.
- Analytical Ability
 - Student's initiative in the choice of a research topic.
 - Student's initiative in the analysis of a research topic.
 - Student's performance in the execution of research.
- Communication
 - Student's ability in oral communication.
 - Student's ability in written communication.

When the student's performance or progress does not meet program requirements, he/she shall be notified by the program director or a delegated representative. When the deficiencies affect the student's status in a degree program, he/she shall be promptly informed.

Students have the right to examine their academic files and to challenge the accuracy of information in their files. This must be done in writing to the program director and such letter will be placed in his or her academic file.

4.10. Ph.D. Comprehensive Examination

When the prescribed course work is substantially complete as defined by the guidance committee, the doctoral student is eligible to take the comprehensive examination covering the major and related fields. At least one component of the comprehensive examination must be written and must be maintained in the department for three years. Students must be registered during the semester(s) in which they take comprehensive examinations.

All guidance committee members will be invited to submit questions as part of the written examination. At an appropriate time, following completion of the written questions, a meeting of the guidance committee will be scheduled for the purpose of completing an oral phase of the comprehensive examination.

The comprehensive examination must be passed within five years and all remaining requirements for the degree must be completed within eight years from the time of a student's first enrollment as a doctoral student. Should the degree requirements not be completed within this eight year period, the doctoral comprehensive examination must be taken and passed again.

4.11. Dissertation Proposal

The student must present to major professor/advisor and committee members a proposal for dissertation research. After the proposed research topic has been approved the student will do research and begin writing the dissertation. The dissertation should be finalized in the layout specified by the MSU Graduate School. Students should obtain a copy of the "Guide To The Preparation of Doctoral Dissertations" from the Graduate School for details on the layout of the dissertation. Students should also refer to MSU Graduate School's "Guidelines for Integrity in Research and Creative Activities."

4.12. Dissertation Defense and Final Oral Examination

The defense of the dissertation is conducted and evaluated by the guidance committee. Other interested faculty members may attend the examination, but not vote. The defense of the dissertation must be scheduled for a date not earlier than two weeks after the dissertation and abstract have been submitted to the chairperson of the guidance committee, other guidance committee members, and any appointed examiner. In order to pass the exam, the student must receive positive vote from the major professor/advisor and all but one of the committee members. The following items constrain the timing of the Final Oral Examination:

- The student must be enrolled during the semester in which the exam is taken.
- The student must provide each committee member with a copy of the dissertation 2 weeks prior to the exam.
- The student must schedule a time for the exam and a conference room at least 2 weeks prior to the exam.
- The student must give the Graduate Secretary at least 2 weeks notice of the exam so that an announcement may be posted for others that may want to attend.

4.13. Submission of Doctoral Dissertation

After a Ph.D. student has passed the oral exam, the next step is typically revising/completing the dissertation. After the dissertation has been approved by the student's committee it should be finalized in the layout specified by the MSU Graduate School. Students should obtain a copy of the "Guide To The Preparation of Doctoral Dissertations" from the Graduate School for details on the layout of the dissertation.

The Graduate School must be provided with one unbound copy of the dissertation. The student will need to have at least two bound copies made which will be distributed to the major professor and the graduate secretary. The

student may need additional bound copies if other committee members wish to have a bound copy. The unbound and bound copies of the thesis must be submitted by the date indicated on the University Academic Calendar to receive your degree that semester.

5. Departmental Policies

5.1. Integrity in Research and Creative Activities

The conduct of research and creative activities by faculty, staff, and students is central to the mission of Michigan State University (Michigan State University “Mission Statement” approved by the Board of Trustees on June 24-25, 1982, (<http://www.msu.edu/unit/provost/resources/mission.html>)) 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 (MSU Faculty Handbook, Chapter VI, “Research and Creative Endeavor—Procedures Concerning Allegations of Misconduct in Research and Creative Activities”). 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. Students should also refer to MSU Graduate School’s “Guidelines for Integrity in Research and Creative Activities.”

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

Students and faculty are encouraged to read the complete text of “Guidelines for Integrity in Research and Creative Activities” at <http://www.grad.msu.edu/staff/mentoreport.pdf>

5.2. Office of Radiation, Chemical and Biological Safety (ORCBS)

The use of hazardous materials in research, teaching, and outreach activities is subject to state and federal laws and guidelines. The Vice President for Research and Graduate Studies has been assigned responsibility to see that appropriate practices are followed where hazardous materials are involved, to maintain a safe environment for campus personnel, to protect the surrounding community, and to assure the MSU meets its obligations under the law.

Oversight of activities involving hazardous substances is provided by the ORCBS. ORCBS is assisted by faculty committees in the area of radiation safety, chemical safety, and biological safety. The Radiation Safety Committee has responsibility and authority under federal law for specific actions.

The ORCBS provides live and on-line training classes throughout the year to educate the employees and students of Michigan State University on safe work practices. Completion of these courses by MSU personnel ensures that the university is fulfilling local, state and federal regulations in radiation, chemical, biological, hazardous waste, and environmental safety.

If you would like assistance determining which courses you should complete, please contact the ORCBS at 355-0153.

6. Student Conduct and Conflict Resolution

6.1. Student Conduct

The University expects student conduct and behavior to reflect qualities of good citizenship. The out-of-classroom activities of Michigan State University students should reflect favorably upon the institution and should indicate the personal integrity of the individual. See *Spartan Life: Student Handbook and Resource Guide* for specific policies, ordinances and regulations that define some of the relevant University expectations.

6.2. Conflict Resolution

Conflicts involving a graduate student may be handled informally, or at the request of a party or parties, formally. Student’s rights and responsibilities, including grievance procedures, are detailed in the document: *Academic Freedom for Students at Michigan State University*. Procedures more specifically designed for graduate students are to be found in the publication *Graduate Student Rights and Responsibilities*. Grievance procedures outlined in these

documents shall be followed and the College Advisory Council shall be responsible for the interpretation and execution of these procedures in the College. Students also have access to the University Ombudsman for help with conflict resolution.

7. Work Related Policies

7.1. Assistantships

Assistantship support for students is determined on an individual basis depending upon recommendations, availability of funds, fellowship and scholarship support, and grade record. Assistantships are reviewed annually by the Program Director and may be renewed if satisfactory progress is being made and funds are available. Graduate assistantship support will be limited to two years for M.S. students, and four years for Ph.D. students. To request extension of assistantship support, students may petition the Program Director with an accompanying letter from the major professor. A student's assistantship will be terminated if his/her GPA is below 3.0. All courses including collateral will be used to compute the GPA.

Selection:

Graduate assistants are selected by CM Graduate Faculty based on students' credentials and background. These selections are recommended to the CM Director who makes the final appointment decision.

Evaluation:

CM Faculty Supervisors evaluate graduate assistants and recommend reappointment, depending upon availability of funding, to the CM Director who makes the final reappointment decision.

7.2. Who to Ask for Help

It is not expected that all answers will be found in this text. Unforeseen questions will arise and answers will be needed. Students should begin by addressing their questions to their assigned major professor/advisor. In most cases, the student's major professor/advisor, the Graduate Program Director, or the Graduate Secretary will be able to provide the required information. Complex issues may require the advice and action of the Program Director, School Director, certain departmental committees, and the faculty.

8. University Resources

Other important sources of information at MSU include the following:

- Academic Programs
<http://www.reg.msu.edu/UCC/AcademicPrograms.asp>
- Graduate Student Rights and Responsibilities
<http://www.vps.msu.edu/SpLife/>
- MSU/GEU Contract
<http://grad.msu.edu/geu/agree.pdf>