**Student Affairs Administration (SAA)**

Master’s Student Checklist: First Year (revised as of June 10, 2024)

Below is a list of requirements to earn your Master of Arts degree. The process and timeline suggested is based on 2-year, full-time student status but can vary. Questions should be directed to your Faculty Advisor. It will also be helpful to review the [**SAA MA Handbook**](http://www.education.msu.edu/ead/hale/masaa/program-handbook/) and the [**Graduate School’s Policies and Procedures**](https://grad.msu.edu/policies-and-procedures).

**PRE-ARRIVAL**

[ ]  If you have not already done so, submit all final, official transcripts to the MSU Office of Admissions. Final transcripts must verify receipt of your undergraduate degree. Failure to complete this step will prevent you from registering for spring courses in your first year.

**FIRST SEMESTER**

[ ]  Attend the SAA MA Orientation.

[ ]  Schedule your first meeting with your assigned Faculty Advisor.

[ ]  Required courses (9 credits): EAD 805, EAD 873, EAD 874.

[ ]  Identify a third course for second semester and get approval from your Faculty Advisor to ensure the course can be included in your program plan. Options include EAD 893 (with practicum, see “Additional Program and University Requirements” below [p. 2.]) or an elective.

[ ]  Identify, apply to, and interview for a practicum opportunity via the Practica Fair; refer to the “SAA MA Guide to Practica” which will be sent to you by the instructor of EAD 893.

**SECOND SEMESTER**

[ ]  Required courses (6 credits): EAD 871, EAD 889.

[ ]  Third course (3 credits): EAD 893 (with practicum, see “Additional Program and University Requirements” below [p. 2]) or an elective. Either option must be approved by your Faculty Advisor.

[ ]  Complete [**SAA MA Annual Review form**](https://education.msu.edu/ead/hale/masters-student-affairs/program-handbook/#saa-forms). Indicate all intended courses for Year 2. Have required meeting (March/April) with Faculty Advisor to review academic progress and discuss course plan. Student uploads signed form to [**SIS**](https://student.msu.edu/splash.html)**.**

[ ]  Make plans for summer learning opportunities.

**SECOND-YEAR PREPARATION**

[ ]  Begin preparation for Certifying Exam. See the [**SAA MA Certifying Exam Policies & Procedures**](https://education.msu.edu/ead/hale/masters-student-affairs/program-requirements/#certifying-exam) for details.

**ADDITIONAL PROGRAM AND UNIVERSITY REQUIREMENTS**

**Course Grades**

In the SAA MA Program, students can take no more than 9 Pass/No Grade credits. Note that EAD 893 credits are included among these 9 credits; therefore, students can take only two additional 3-credit courses Pass/No Grade.

**Electives**

The SAA MA Program includes 4 elective courses. Students are required to take a minimum of 2 electives taught by HALE faculty. With Faculty Advisor permission, a student can request a course substitution for one or both HALE faculty electives with non-HALE faculty taught electives. Submit a [**Requirement Waiver**](https://education.msu.edu/ead/hale/masters-student-affairs/program-handbook/#saa-forms)**,** signed by your Faculty Advisor, to the SAA MA Program Coordinator.

**Practicum – EAD 893 (3 credits)**

All students must complete one 135-hour (minimum) practicum while enrolled in EAD 893 (Note: 893 is not available during summer semester). The instructor of 893 must approve the Practicum Learning Agreement before students can log hours. Completion includes submission and approval of 3 required forms (Practicum Learning Agreement, Log of Hours, and Final Evaluation). Additional instructions are provided by the instructor of 893.

**Responsible Conduct of Research, Scholarship, and Creative Activities**

MSU requires all graduate students to be trained in the Responsible Conduct of Research, Scholarship, and Creative Activities (RCRSCA) as part of their Research I university experience and responsibility to conduct ethical research. The SAA MA Program follows [**Master’s Plan B**](https://grad.msu.edu/researchintegrity). For complete details, see the [**RCRSA Requirements for SAA MA Students**](https://education.msu.edu/ead/hale/masters-student-affairs/program-handbook/#responsible-research-conduct).

[ ]  Year 1: Complete the 4 required [**CITI modules**](https://grad.msu.edu/researchintegrity) in EAD 873.

[ ]  The requirement of 6 hours of discussion-based training is met through successful completion of EAD 873 (3 hours) and EAD 889 (3 hours). The SAA MA Program will submit these hours for inclusion on your RCR page in SIS. The student does not submit discussion hours to SIS.

**ADDITIONAL OPPORTUNITIES**

**SAA Forum**

Professional and academic development opportunities will be offered via the SAA Forum. A schedule, with topics, will be provided by the SAA MA Program Coordinator each semester. These will not be recorded.

**Graduate Certificates**

Students can opt to complete one of the [**graduate certificates**](https://reg.msu.edu/AcademicPrograms/Programs.aspx?PType=GC) 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 the [**Graduate Certificate in Teaching and Learning in Postsecondary** **Education**](https://education.msu.edu/ead/hale/certificate/), after Faculty Advisor approval, complete and submit the [**Intent to Enroll Form & Program Plan**](https://edwp.educ.msu.edu/ead/wp-content/uploads/sites/53/2020/08/HALEcertintenttoenrollform_000.pdf) to the HALE Program Assistant before completing the requirements.

[ ]  Once all 9 credits are fulfilled, apply for graduation for the certificate in [**SIS**](https://student.msu.edu/splash.html)**.**