**Student Affairs Administration (SAA)**

Master’s Student Checklist: Second 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).

**FIRST-YEAR CHECKS**

[ ]  Check that courses taken in your first year have been completed and have assigned grades. This includes both core and elective courses.

[ ]  Check that completed 2023–2024 Annual Progress to Degree is uploaded to [**SIS**](https://student.msu.edu/splash.html).

[ ]  If you have completed your required practicum, make sure you have submitted all required completed paperwork to the EAD 893 D2L site. Once approved, you will receive an email from the SAA MA Program Coordinator indicating this milestone has been completed.

**THIRD SEMESTER**

[ ]  Attend the SAA MA Orientation.

[ ]  Required courses (6 credits): EAD 870, EAD 875.

[ ]  One elective, approved by your Faculty Advisor (3 credits).

[ ]  Schedule meeting with Faculty Advisor to discuss certifying exam preparation and approval. See the [**SAA MA Certifying Exam Policies & Procedures**](https://education.msu.edu/ead/hale/masters-student-affairs/program-requirements/#certifying-exam) for details.

[ ]  Faculty Advisor confirms student’s eligibility to submit certifying exam. Student must (a) have successfully completed and passed the 7 required SAA core courses (EAD 805, 870, 871, 873, 874, 875, 889; completion of EAD 893 is not required for exam eligibility) and (b) have a cumulative grade point average of 3.0 or higher. All core courses must have letter grades. Students must have the Annual Progress to Degree form from the previous academic year uploaded into GRADSIS.

[ ]  Complete and submit certifying exam during designated exam period.

**FOURTH SEMESTER**

[ ]  Three electives, approved by your Faculty Advisor (9 credits).

[ ]  If needed, submit a [**Requirement Waiver**](https://education.msu.edu/ead/hale/masters-student-affairs/program-handbook/#saa-forms) if you have not taken a minimum of 2 electives taught by HALE faculty. See “Electives” (below, p. 2) for more details.

[ ]  Apply for graduation in [**SIS**](https://student.msu.edu/splash.html) at the beginning of the fourth semester (the semester in which you expect to complete your degree requirements).

[ ]  Follow instructions sent by the University to graduating students.

[ ]  Follow instructions sent by the SAA MA Program Coordinator to complete your course plan (GradPlan) and other requirements in [**SIS**](https://student.msu.edu/splash.html). An approved GradPlan must be filed for graduation.

[ ]  Provide updated contact information to the [**MSU Alumni Office**](https://secure.myalumni.msu.edu/s/1393/05-alumni/21/interior.aspx?sid=1393&gid=5&pgid=3&cid=40&returnurl=http%3a%2f%2fmyalumni.msu.edu%2fs%2f1393%2f05-alumni%2findex.aspx%3fsid%3d1393%26gid%3d5%26pgid%3d95%26cid%3d271).

**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**

All students must complete one 135-hour (minimum) practicum while enrolled in EAD893 (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)**.**