

Dual Major (PhD) Degree MOU Instructions

1. Per [MSU policy](#), students must request the dual major PhD degree via GradPlan within one semester following the development of a Memorandum of Understanding (MOU) between the primary and secondary programs and within the first two years of the student's enrollment at MSU. By the end of their second year, dual major students must have an approved MOU in Campus Solutions. **Completing a dual major (PhD) degree equates to one diploma with both majors listed.**
2. Tips for completing MOUs:
 - The committee members on the MOU **must** match the committee in the student's GradPlan. If the student's primary college is outside Social Science, they must submit a print screen of approved committee members along with the MOU. **Note: If changes are made to the committee after it is approved in Campus Solutions and the dual major MOU, the student must submit a MOU Addendum.**
 - The courses listed on the MOU **must** match the course list in the student's GradPlan. If the student's primary college is outside Social Science, they must submit a print screen of approved courses along with the MOU. **Note: If the changes are made to the course list after it is approved Campus Solutions and the dual major MOU, the student must submit a MOU Addendum.**
 - An explanation of how the primary and secondary program's Responsible and Ethical Conduct of Research (RECR) requirements will be met **MUST** be included in the MOU. The same RECR workshops/trainings can be used for both programs if their requirements are the same.

Student Instructions

1. Discuss the option of pursuing a dual major with your academic advisor.
2. Discuss the dual major with your primary and secondary Graduate Program Directors (GPDs). Apply to the secondary program by submitting the required materials.
3. Notify your primary Graduate Program Coordinator (GPC) that you will pursue a dual major PhD.
4. Complete a dual major PhD MOU with guidance and signatures from your advisor and GPDs.
5. Obtain signatures from the primary and secondary Graduate Associate Dans. In the College of Social Science, the GPC uploads the MOU on Social Science's D2L site for signature.
6. The College of Social Science (or the primary College) will send a copy of the approved MOU to the primary and secondary units and the primary unit will send the approved MOU to the student.
7. Create a Dual Major Request in GradPlan using the directions below or the following the SIS Tip of the Week ([SIS Tip of the Week-Dual Major Process.pdf](#))
 - a) Click on the GradPlan Tile.
 - b) Click on Requests
 - c) Select Dual Major Request from the drop-down menu. If no drop-down menu appears, the student should reach out to IT Services.
 - d) Click on "Create Request".When the request screen appears:
 - e) Choose the semester the Dual Major should take effect (e.g., the semester the MOU was approved).
 - f) Choose the Academic Plan for the dual. **Student will need to pick a plan that has the "Dual" suffix. If there is no Dual plan in the list, then they should use the PhD code. (Upon approval, the RO will create the new dual code if one does not already exist).**
8. Add a comment (i.e., Requesting Dual Major/Approved MOU attached).
9. Upload all the documentation, including the approved MOU and any approvals from the units and college, in your GradPlan request.
10. The request is now submitted and will route to the appropriate signers/approvers through the following steps.

Dual Major (PhD) Degree Routing Process

1. Dual Major requests route to the Primary Major form checker. If everything is correct, they will approve the request.
2. The request is then forwarded to the Grad School for approval.
3. Once approved by the Grad School, an email is auto-generated from gradsis@grd.msu.edu to the primary major College Level GradPlan approver.
4. The Primary College Level GradPlan approver **must** add the Dual Major code onto the student's Career, Program, Plan (CPP) stack.

Responsible and Ethical Conduct of Research (RECR):

Checking this box verifies that 1) the student understands the annual RECR requirements for both programs AND 2) the guidance committee/departments will ensure the requirements are met.

COMPREHENSIVE EXAMS:

Exam	Date Taken or Planned
Written	
Oral	

IF YOU ARE PRE-COMPS: Areas of study covered in your comprehensive exams. These should reflect a single set of exams that integrates requirements from both the primary and secondary units.

IF YOU ARE POST-COMPS: Justification statement from the secondary major (preferably the advisor) about how your comprehensive exams integrated and applied knowledge of your secondary major.

DISSERTATION:

Provide your plan for a single, integrated dissertation that incorporates your primary and secondary majors. If you have completed substantial work on your dissertation, a letter of endorsement from your secondary major (preferably the advisor) that attests to the integration and application of knowledge in the secondary major must be provided.

OTHER EXPECTATIONS:

Student is expected to:

1. Remain in good academic standing on all courses (minimum grade-point average of 3.0) taken under a program of study approved by the Guidance Committee and as defined in the Graduate Handbooks for their primary and secondary majors.
2. Complete the required minimum number of 24 credits of Doctoral Dissertation Research (999).

For ESPP dual degree students only. In addition to the above expectations, students are:

- a) Required to plan and present their research in one colloquium to ESPP faculty and peers.
- b) Expected to regularly attend community-building activities with ESPP students from different disciplines.

OTHER EXPECTATIONS (of Primary Department):

Additional Information:

If this dual major degree request is late (beyond the second year of enrollment), an explanation for the delay is required.