

MEMORANDUM OF UNDERSTANDING REQUEST FOR ESPP DUAL MAJOR PhD DEGREE AND ESPP

_____ Primary Department Name

DATE:	
STUDENT NAME:	
PRIMARY MAJOR:	
PRIMARY COLLEGE:	

GUIDANCE COMMITTEE MEMBERSHIP:

Last Name, First Name	Department Affiliation	Committee Role (Major Advisor, Committee Member)	ESPP Affiliated Faculty Member (Y / N / Unknown)

APPROVALS:

NAME	SIGNATURE	DATE
_____	_____	_____
Major Advisor		
_____	_____	_____
Primary Major: Graduate Program Director		
Erin Dreelin	_____	_____
ESPP, Graduate Program Coordinator		
_____	_____	_____
Associate Dean for Graduate Studies, Primary College		
Anna Maria Santiago	_____	_____
Associate Dean for Graduate Studies, College of Social Sciences		
Thomas Jeitschko	_____	_____
Dean, Graduate School		

COURSES:

Total number of credit hours required for the dual major degree:

Credit hours required for coursework + 24 credits 999

Primary Major Courses (ADD MORE ROWS AS NEEDED)

Course Name*	Course Code & Number	Semester Taken or Planned

* do not include 999

ESPP Courses (ADD MORE ROWS AS NEEDED)

Course Name	Course Code & Number	Semester Taken or Planned

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 unit and ESPP.*

IF YOU ARE POST-COMPS: Justification statement from your ESPP committee member (advisor preferred if they are an ESPP member) about how your comprehensive exams integrated and applied knowledge of environmental science and policy.

DISSERTATION:

Provide your plan for a single, integrated dissertation that incorporates your primary major and environmental science and policy. If you have completed substantial work on your dissertation, a letter of endorsement from your ESPP committee member (advisor preferred if they are an ESPP member) that attests to the integration and application of knowledge in environmental science and policy must be provided.

OTHER EXPECTATIONS:

is expected to:

Student Name

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 major and ESPP.

Complete the required minimum number of 24 credits of Doctoral Dissertation Research (999).

Plan and present your research in one colloquium to ESPP faculty and peers.

Regularly attend community-building activities with ESPP students from different disciplines.

OTHER EXPECTATIONS (of Primary Department):

Date Finalized:

Date Revised (if needed):

ESPP Dual Major Checklist & Timeline for Major Milestones

Requirement	Deadline for Approval or Completion	Recommended Submission or Completion Date	Materials Needed	Who to Contact with Questions
Application to ESPP	End of 2 nd year at MSU	1 st or 2 nd semester at MSU	<input type="checkbox"/> ESPP Application form <input type="checkbox"/> Letter requesting admission and describing professional interest in environmental science and policy <input type="checkbox"/> Current MSU students: Letter from your advisor indicating you are in good standing and that they support your application <input type="checkbox"/> Students applying to MSU: Ask the doctoral program to which you are applying to forward to the Environmental Science and Policy Program a copy of your application package.	ESPP Graduate Program Director (GPD)
Approval of dual major*	End of 2 nd year at MSU	2 nd or 3 rd semester at MSU	<input type="checkbox"/> ESPP Dual Major Memorandum of Understanding form <input type="checkbox"/> GradPlan dual major request	ESPP GPD Primary department GPD or Graduate Secretary (GS)
Colloquium presentation	Before graduation	Before dissertation defense	<input type="checkbox"/> No forms required. Work with ESPP to plan presentation.	ESPP GPD
Comprehensive exams	Within 5 years from the time the first class used to fulfill the degree requirements for doctoral program of study is taken	Determined by primary major	<input type="checkbox"/> Advisor should email ESPP GPD with confirmation student met ESPP requirements and integrated both majors <input type="checkbox"/> Send Record of Comprehensive Examination form to College of Social Science (CSS)	ESPP GPD Primary department GPD/GS
Dissertation	Within 8 years from the time the first class used to fulfill the degree requirements for doctoral program of study is taken	Determined by primary major	<input type="checkbox"/> Advisor should email ESPP GPD with confirmation student met ESPP requirements <input type="checkbox"/> Send Record of Dissertation and Oral Examination Requirements for Doctoral Degree Candidate form to CSS <input type="checkbox"/> Dissertation approval form	ESPP GPD Primary department GPD/GS Primary department GPD/GS
Graduation	Apply for graduation on or before the end of the 1 st week of the semester you expect to complete your degree requirements		<input type="checkbox"/> Graduation application form <input type="checkbox"/> Documentation in GradPlan and student records that all program and university requirements have been met	Primary department GPD/GS ESPP and primary department GPD/GS

*Note: If any changes are made to a student's GradPlan after the initial request is approved, the MOU should also be updated to reflect the new information.

Tips for Completing the Dual Major MOU

- Students should submit their MOU and GradPlan as early as possible in their PhD program. Students, these forms take time to route through the MSU system for approvals so don't wait until the end of your 4th semester!
- Use the [MOU template](#) available from ESPP.
- When filling out the MOU and GradPlan, be sure to:
 - Keep the information in the MOU and GradPlan focused on the requirements for each major.
 - Do not include any courses that do not count toward the PhD degree.
 - Provide a brief description of topics for comprehensive exams and the dissertation.
 - Ensure the information in the MOU is identical to the information in GradPlan.
- Routing and approval process:
 - Students start the process by completing the MOU and GradPlan. Students should work with their primary department Graduate Program Director (GPD) to initiate routing through the MSU system; the student does not send materials through the system.
 - The typical routing order for the MOU is:
 - MOU for students outside the College of Social Science: advisor → primary department GPD → ESPP GPD → Primary College Associate Dean for Graduate Studies → College of Social Science Associate Dean for Graduate Studies → Graduate School Dean
 - MOU for students in the College of Social Science: advisor → primary department GPD → ESPP GPD → College of Social Science Associate Dean for Graduate Studies → Graduate School Dean
 - The MOU and GradPlan should route so that they both reach each step in the approval process at the same time. GPDs should include the GradPlan routing slip ID number in the email when sending the MOU to the next level for approval.
- If the student needs to change any information on the MOU or GradPlan during their Ph. D. program, they will need to update both. Remember, the MOU and GradPlan should contain identical information.
- If questions arise, students should contact the Graduate Program Directors in their primary department and ESPP. In some situations, the Colleges may need to respond to issues; however, they or the GPDs will initiate communication when that is necessary.

ESPP Dual Major Requirements

- Include at least one faculty member on your advisory committee who is an ESPP appointed or affiliated faculty member
- Complete all of the following courses with a minimum grade-point average of 3.0 with no more than one course's grade below 3.0 in courses used in fulfillment of the requirements for the dual major (12 credits): ESP 800, ESP 801, ESP 802, and ESP 804.
- Complete 24 credits in Doctoral Dissertation Research (course number 999) from the student's departmental major.
- Present your research to the ESPP community at an ESPP research colloquium.
- Pass a comprehensive examination that will be defined by the requirements of the student's major department and that will include a written examination in which the student demonstrates a knowledge of environmental science and policy as determined by the guidance committee.
- Submit a dissertation that, in the judgment of the student's guidance committee, represents the integration of environmental science and policy and the student's departmental major.