Graduate Student Orientation

Eastern Michigan University
Graduate School
Fall 2018
TONIGHT’S AGENDA

- Welcome – Dr. Wade Tornquist
- Important Information for New Graduate Students – Dr. Tana Bridge, Julia Nims & Dr. Wade Tornquist
- Panel Discussion & Audience Questions – LaMarcus Howard, Caity Steur, Kyle Martin, & Thomas Myers
CONTACT INFORMATION

URL:  www.emich.edu/graduate

Email:  graduate_school@emich.edu

Phone:  734-487-0042

Hours:  M-F 8:00 a.m. – 5:00 p.m.

Location:  200 Boone Hall
GRADUATE SCHOOL STAFF

- Dr. Wade Tornquist
  - Interim Associate Provost and Associate Vice President for Graduate Studies and Research
- Dr. Tana Bridge
  - Faculty Associate, Policy Issues & Scholarships
- Julia Nims
  - Faculty Associate, Policy & Admissions
- Tracy Pytlak
  - Administrative Assistant, Awards
- Phyllis Britton
  - Senior Secretary, Dissertation/Thesis Forms
GRADUATE POLICY
Policies Governing Graduate Experience

- Graduate School Policies
  - https://www.emich.edu/graduate/policies/policies_process.pdf
  - *See department for PROGRAM SPECIFIC POLICIES

- Graduate School Documents & Forms
  - https://www.emich.edu/graduate/documents_forms/

- Thesis and Dissertation
  - https://www.emich.edu/graduate/thesis_dissertation/

- Dates and Deadlines
  - http://www.emich.edu/registrar/calendars/datesanddeadlines.php
TIME TO DEGREE COMPLETION

- Max 3 years – certificate program
- Max 6 years – master’s degree
- Max 6/7 years – specialist degree
- Max 7 years – doctorate degree
## ACADEMIC LOAD

- **Course Load**
  

<table>
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<tr>
<th></th>
<th>FULL-TIME</th>
<th>¾ TIME</th>
<th>½ TIME</th>
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<tr>
<td>Graduate</td>
<td>8 or more</td>
<td>6 or 7*</td>
<td>4 or 5*</td>
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*SEVIS requires international students to enroll in 8 credits each semester.
PROGRAM OF STUDY (POS)

- Created with your advisor
- Lists of all courses to complete your graduate degree (sequence, timing)
- POS needs to be submitted by the advisor to the Office of Records and Registration
- Conditional Admission
  - Must remove — communicate with your advisor
INCOMPLETE GRADES

- Two types of Incomplete Grades:
  - “I” ~Incomplete grades are issued entirely at the professor’s discretion. Incompletes can only be issued when extenuating circumstances exist. To meet requirements, a student must have a B or better in the course and have completed a minimum of 50% of the course requirements.
    - Grade change: 1 year to complete the work
  - “IP” ~Incomplete in Progress is a grade given for a thesis, dissertation, internship or capstone project.
    - Grade change may exceed one year.
Course Withdrawal

See course schedule on the Records/Registration website for deadline dates!

If you fail to attend a course, and/or not withdraw, you will receive an F grade.

Withdrawal from a course after the drop period may be requested. Verification of an acceptable explanation (e.g., medical report) will be required. Exceptions are not guaranteed.
ACADEMIC PROBATION

- **Probation** – overall GPA below 3.0
  - If your *semester* GPA is lower than 3.0 in any one of the two probation semesters, you will be dismissed.
  - If your *overall* GPA is below a 3.0 by the end of the second semester of probation, you will be dismissed.

- Program Dismissal can also occur due to unprofessional/unethical behavior, or not meeting program’s specific policies.
OPPORTUNITIES
GRADUATE ASSISTANTSHIPS

- Hiring and job postings through EMU Human Resources
- Time Commitment per Week: 20 hours (100% appointment)
- Tuition Waiver Credit Hours: Up to 9 per semester (100% appointment)
- Stipends vary slightly depending on the department and work you will be performing
- Stipends paid every two weeks and deposited on your Eagle Card

Information:
http://www.emich.edu/hr/working/employment/graduate-student.php

Search Jobs: www.emich.edu/jobs
GRADUATE SCHOLARSHIPS

- Internal
  - Check with your home department/program
- EMU Graduate School Scholarships:
  - Barton Endowed Scholarship – up to $4,000
  - Anton Brenner Endowed Scholarship – $500 one-time award
  - University Scholarship – between $500 - $4,000 per year
  - Goldenberg and Schreiber Endowed Scholarship - $300-$500
  - Martin Luther King Jr.-Cesar Chavez-Rosa Parks (KCP) Future Faculty Fellows
- Check the Graduate School Website (under Financial Assistance) for specific requirements. Deadline for Application is June 15.
GRADUATE SCHOLARSHIPS

- **External**
  - Check with Financial Aid:
    - [http://www.emich.edu/finaid/scholarships.php](http://www.emich.edu/finaid/scholarships.php)
  - Look on external websites (e.g. FastWeb)
  - Finding Funding workshops offered periodically during the academic year
GRADUATE SCHOLARSHIPS

- Graduate Student Travel Fund
  - Graduate students in good standing whose research or creative project has been accepted for presentation at a professional meeting are eligible.

- Research Support Funds
  - Provides small grants to students conducting research for a thesis or dissertation. Can be used to purchase research supplies, materials, and equipment, or travel to research sites for data collection.

- More information:
  - [http://www.emich.edu/graduate/financial_assistance/scholarships/graduate_scholarships.php](http://www.emich.edu/graduate/financial_assistance/scholarships/graduate_scholarships.php)
GRADUATE RESEARCH CONFERENCE

- Opportunity to showcase your research:
  - Oral Presentations
  - Arts Front
  - Poster Sessions
  - 3-Minute Thesis Competition

- Workshops:
  - Academically Speaking
  - Prezi
  - Poster Design
  - Research Compliance
  - Finding Funding
  - Statistical Support & Experimental Design

Save the Date!
Friday, March 22, 2019
MICHIGAN INTERCOLLEGIATE GRADUATE STUDIES

- Michigan Intercollegiate Graduate Studies (MIGS): course enrollment outside EMU with an affiliate Michigan university
  - Applications can be found at: https://www.emich.edu/graduate/documents_forms/migsapp2016.pdf
A culminating experience is required for ALL graduate programs (capstone, thesis, dissertation, internships, project, etc.) depending on the program requirements.

You will work with your program Advisor to determine requirements.

IF you are completing a thesis or dissertation, these manuals will be helpful to you. The associated forms are handled through The Graduate School.

- Link to Thesis Manual:
  - https://www.emich.edu/graduate/documents_forms/thesis18.pdf
- Link to Dissertation information:
- Link to Information about deadlines:
RESEARCH COMPLIANCE

- EMU must be compliant with federal regulations in order to receive federal funding for research.

- Human subject research
  - All research involving human subjects must have prior written approval from the University Human Subjects Review Committee (UHSRC).
  - [https://www.emich.edu/research/compliance/](https://www.emich.edu/research/compliance/)

- Questions about research compliance?
  - Contact Sonia Chawla, Research Compliance Officer
  - 202E Boone, 734-487-3090, schawlaw@emich.edu
TECHNOLOGY TRANSFER OFFICE

- Responsible for the dissemination of University-developed technology, including invention disclosures, assessment, intellectual property protection, and commercialization.
- The office also provides business engagement services for student/faculty projects.
  - https://www.emich.edu/techtransfer/

GRANTS

- Normally will be associated with faculty projects, but students who have an idea or are looking to apply for a grant can work with the Office of Research and Development as well.
  - http://www.emich.edu/research/grant-life-cycle/funding/
PETITION SYSTEM
TIME EXTENSION (TO DEGREE)

- Max 3 years – certificate program
- Max 6 years – master’s degree
- Max 6/7 years – specialist degree
- Max 7 years – doctorate degree

Petition for time extension:
- [http://www.emich.edu/graduate/policies/time_degree.php](http://www.emich.edu/graduate/policies/time_degree.php)
REPEATING COURSES

- A graduate course may be repeated once if the grade is a B- or lower.

- The second grade is used in the GPA calculation; first grade will remain on the transcript.

- You can create a petition for an exemption to the repeating course policy here:
  - [http://www.emich.edu/graduate/policies/time_degree.php](http://www.emich.edu/graduate/policies/time_degree.php)
RESIDENCY REQUIREMENT

- Minimum number of credit hours completed at EMU once accepted and enrolled in a degree program
- Can petition for prior degree credit at: https://app.emich.edu/gradpetition/views/login
  - Master’s/Specialist degrees of 36 or fewer hours, at least 24 new hours must be completed at EMU
  - Master’s/Specialist degrees of 37 or more hours, at least 30 new hours must be completed at EMU
  - Multiple master’s/Specialist degrees must have 24 unique new hours completed at EMU
  - Certificate programs must have a minimum of 9 unique credit hours completed at EMU
MAXIMUM COURSE TYPE WAIVER

- EMU places limits on the number of certain types of courses students may count toward a graduate degree or certificate.
- Examples may be: special topics and independent study courses.
- For more information on course limitations visit:
  - [http://www.emich.edu/graduate/policies/courselimitations.php](http://www.emich.edu/graduate/policies/courselimitations.php)
- To petition the maximum course limitation:
  - [https://app.emich.edu/gradpetition/views/login](https://app.emich.edu/gradpetition/views/login)
THE FINAL STEP!
GRADUATION

- Graduation information: http://www.emich.edu/registrar/graduation/
  - You must apply for graduation via your my.emich account – 2\textsuperscript{nd} week of the semester
  - There is a fee and it will be posted to your student account

- Commencement information: http://www.emich.edu/commencement/
BEST WISHES FOR A SUCCESSFUL GRADUATE PROGRAM AT EMU!

FIND US ON SOCIAL MEDIA!

GRADUATE SCHOOL
FACEBOOK: @EMUGRADSCHOOL
TWITTER: @EMUGRADSCHOOL

RESEARCH & DEVELOPMENT
FACEBOOK: @EMUORD
TWITTER: @EMUORD
WELCOME OUR PANEL!

- **LaMarcus Howard**
  - Student in PhD program for Educational Leadership
  - Associate Director, Disability Resource Center

- **Caity Steur**
  - Student in the Master’s of Communication program
  - Student Government Vice President

- **Kyle Martin**
  - Student in PhD program for Educational Leadership
  - Coordinator, Greek Life and Leadership Development

- **Thomas Myers**
  - Student in Master’s of Experimental Psychology
  - PSY 103 Teaching Assistant
  - Research Assistant