Doctoral Student Orientation

emich.edu/graduate

graduate_school@emich.edu

(734) 487-0042
Graduate School Staff

- Jeffrey Kentor, Ph.D., Associate Vice Provost for Graduate Studies
- Susan Anderson, Administrative Manager
- Marion Laskowski, Senior Information Systems Clerk
- Lisa Mills Walters, Thesis/Dissertation Reader
General Student Info . . .

- my.emich account
  - Necessary to register for classes
  - Obtain PIN number for e-bill
    - Personal information
  - Bills are sent to all students through e-bill on my.emich account
    - No paper bills
... General Info

- Official email of the university
  - It is possible to forward mail from emich to your “other” account
- View course schedule
- Course notes posted on the site
- Important Records and Registration information highlighted

Coming soon ...
Google Apps for Students

• Email, calendar, drive (docs)
  – and Google Marketplace Apps
• Keep @emich.edu address
• Student migration
  – Summer 2013: Individual volunteers
  – Fall 2013: Conversion groups
  – Winter 2014: Mass migration
• Faculty choice
  – Stay on current EagleMail (Zimbra) or switch to Google Apps
Ellucian Mobile for Students

- Mobile access to my.emich info
  - Ellucian makes Banner software
- Course schedule and grades
- Campus maps
- Event calendars
- Phone directory
- Notifications

Download on the App Store  Android App on Google Play
General Info

- Eagle One Card
  - Required official University ID
  - All financial aid refunds are processed to this account
  - Can be used as a debit card
  - Library privileges & inter-library loans
  - Recreational & intramural access
  - Important to activate your card
General Student Info

- Department of Public Safety
  - EMU Emergency (734) 487-1222
  - or 911 but say *Eastern Michigan University*
  - Hang tags for University lots
  - SEEUS (Student Eyes and Ears for University Safety)
    - (734) 487-3387
    - Store these numbers in your phones
Communication . . .

Get Help Quickly When Problems Arise

Graduate School – 487-0042
200 Boone Hall

Ombudsman – 487-0074
112 Welsh Hall

Office of International Students – 487-3116
244 Student Center
Communication

Get Help Quickly When Problems Arise

Your Department or Program Advisor

Records and Registration – 487-0093
303 Pierce Hall

Financial Aid – 487-0455
403 Pierce Hall
Admissions

Eastern Michigan University has nearly 5,000 graduate students pursuing master's degrees, certificates, and doctoral programs in more than 180 unique academic programs. EMU welcomes students from more than 85 nations around the world, the diversity of whom adds to the richness of our campus community as we provide excellent, globally relevant education.

EMU's Graduate School also provides programs for post-bachelor's students, assisting those individuals who want a second bachelor’s, are working toward a teaching certificate, or would like to simply take more classes that are not oriented toward another degree.
Declarations

Dissertation Deadlines

December Graduation: November 1
April Graduation: March 1
August Graduation: July 1

Thesis Deadlines *

December Graduation: November 15
April Graduation: March 15
August Graduation: July 15

* If your thesis/dissertation is not submitted in acceptable form to the Graduate School by the deadline listed above, you may not be able to graduate until the following enrollment period. Before submission, the oral defense (if required) should have been completed, all editorial suggestions from your committee members incorporated, and sign-off obtained from all committee members and department head/school director regarding the quality of your document. If graduation is delayed you will need to update your graduation date in writing with the Office of Records and Registration.

NOTE: If date falls on a Saturday or Sunday, the document is due the following Monday.
Graduate Student Policies

- Advising
- Program of Study
- Transfer of Credit
- Incomplete course work
- Course withdrawal
- Probation and dismissal
- Time to degree
College and Department Policies

- Advising

- Program of Study filed by advisor with the Office of Records and Registration

- Changes to Program of Study
  - Must be submitted to Records personnel
  - “signed” by student and faculty
  - Sent as attachment to bkramer@emich.edu
  - Have a “clean” record of courses before graduation
Academic Load

- Course Load
- International Students (SEVIS)
- Fellowship (6 credits) – Financial Aid 8/4
- Low Enrollment form (allowed when you are near the end of your program)
  - Below 4 credits – you MUST submit before the start of semester
  - To keep your loans from coming due during the time you are writing your dissertation you NEED to submit the Low Enrollment form
Transfer of Credit

- Transfer Credits for Doctoral Degree
  - Number varies per program
  - Must be “B” or better
  - Cannot be “pass/fail” or “credit/no credit”
  - 600 or above
MIGS

Michigan Intercollegiate Graduate Studies

- Course enrollment outside EMU but in MI at specific universities
- No Fee application
  - Note: U of M tuition is considerably higher
- MIGS courses will count in your GPA
Incomplete Grades

- “Incomplete” is used when getting a B or better for 50% of the work.
- Faculty gives the “I” grade.
- 1 – 3 years to complete.
- Dissertation credits are timeless – you don’t have to change the grade within the 3 year period.
Course Withdrawal

- See courses schedule on Records & Registration web site for deadline dates.
- Process paperwork
  - Don’t just stop attending class and assume the faculty will know you withdrew
- Withdrawal form – used when emergency situation (e.g., medical) can be documented
- Submitted to Records – processed at Grad School
Academic Probation

- Overall GPA is below 3.0
  - Three enrollment periods on probation then dismissal
  - Dismissal appeal possible.
- Program Dismissal can also occur due to unprofessional / unethical behavior or mutual agreement that this is not the program for you.
Repeating Courses

- A graduate course may be repeated once if the grade is B- or lower.
- The second grade is used in GPA calculation; the first grade will remain on the transcript.
Time to completion

- 7 years for the doctoral degree
- This include the date of all transfer courses (unless the course was completed on a prior Master’s degree).
- Clock begins with the first course on the Program of Study
Candidacy Process

- Process varies for each program
- Course completion per POS
- Paper exam, exploring research protocols OR dissertation proposal development
- Candidacy committee versus dissertation committee – Graduate School approval
- Committee member from off-campus – send résumé to the Graduate School
Research Guidelines

If your Thesis or Dissertation involves either Human Subjects or Animal Care, please visit the Office of Research Development for appropriate protocols.
Human or Animal Subjects

- Research on human or animal subjects MUST have prior written approval from the University Human Subjects Review Committee (UHSRC)
- Forms are available online through Office of Research Development (ORD)
**Responsible Conduct in Research Training & Certification**

**Collaborative Institutional Training Initiative**

The CITI Program is an online instruction service, providing research ethics education to members of the research community. EMU subscribes to this service on behalf of its faculty, staff, and student researchers.

You must register to create your own username and password and gain access to the site.

**Visit CITI Web site**

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<td>Human Subjects Accessing CITI Training Instructions (1.6M)</td>
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<td>Human Subjects RCR Training Requirements Guidelines (119K)</td>
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Dissertation Manual

- Updated annually
- See deadline dates for submission to Graduate School
- Oral Defense
- Turn-it-In / Google searches
- Submit to Graduate School
- Reader edits 40 pages – you clean it up
- Upload to ProQuest (which also uploads to Digital Commons-EMU Library)
Graduation

- Apply for graduation through my.emich by the second week of semester
- Fee is posted to your student account
- Graduation audit
- Finish incomplete work
- If not finished, apply again online at the start of the next semester (fee refunded)
- Purchase / rent regalia
- Attend Commencement
Best Wishes for a Successful Graduate Program at EMU

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