Graduate Student Success!

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Graduate School Staff

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• Susan Anderson, Administrative Manager
• Marion Laskowski, Senior Information Systems Clerk
• Lisa Mills Walters, Thesis/Dissertation Reader
Overview

- General information
- Graduate Student Policies
- Graduation
- Other
General Student Information

- My.emich Account
  - Necessary to register for classes
  - Obtain pin number for e-bill
    - “personal info”
  - Bills are sent to students through emich account; no paper bills
- Official email of the university; all correspondence must come through an emich account
- View course schedule
- Course notes posted on site
- Important records and registration information highlighted
My Account
Content Layout
Welcome Michael Hamilton McVey
You are currently logged in.

my.emich

Join our TRUEMU Community
Like us on Facebook
Follow us on Twitter

EMU Weather (via weather.com)
Ypsilanti, MI
Get the 10 day forecast

Campus Announcements
EMU Men's Basketball Team is Looking for Managers
Participate in Pure Michigan Video Wednesday Afternoon
Alpha Kappa Alpha Sorority Inc, Xi Chapter Presents: The 2nd Annual Pretty Girl Mock Rock Lip Sync Contest
More...

Personal Announcements
There are no announcements

EMU Quick Links
Change your Password
EMU main website
EBill website
EMU Bookstore
EMU Online
EMU Today
ERAs - Electronic Reserves
Halle Library
EMU Career Services

Office of Records and Registration
Service EMU
Student Organization Web Sites
Undergraduate/Graduate Catalog
University Calendars
eTraining
EMU Dining Services

Registration Deadlines
Summer 2012 Registration Deadline Dates for 15 week classes (05/07/2012 - 08/22/2012).
Please note: Different Parts of Term have different beginning and ending dates, see page 4 of the EMU Student Guide. For a list of all deadline dates, visit the Registrar deadlines page. Questions?

June 28 - Last date for 25% tuition refund (total withdrawal only) with "W" grades for 15 week classes
June 28 - Last date to add courses with departmental authorization.
July 17 - Last date for individual class withdrawal (with "W" grades) for 15 week classes.
August 15 - Last date for total withdrawal from term (with "W" grades) for 15 week classes.
August 15 - Last date to remove pass/fail grading option and receive letter grade for 15 week classes.
General Student Information

- **Eagle One Card**
  - Required official university identification card
  - All financial aid refunds are processed to account
  - All student pay posted to this account
  - Can be used as a debit card
  - Library privileges & inter-library loans
  - Recreational intramural access
  - Free admission to campus sporting events
Career Services (recently merged with Academic Advising) 200 McKenny Hall

- Résumé review
- Interviewing practice
- Help with letters of recommendation
- Meyers–Briggs analysis
- Nationwide database of companies
- Assist in job search
- Prepare transition to new career
- Job fairs
General Student Information

- Department of Public Safety
  - EMU EMERGENCY NUMBER 734.487.1222
  - If you dial 911, city is “Eastern Michigan University”
  - Hang tag for University lots
  - Text messaging safety alerts
    - (www.emich.edu/alerts)
  - Email announcements
  - Housed on north side of campus, behind Student Center
SEEUS

- SEEUS (Student Eyes and Ears for University Safety)
  734.487.3387
Communication –
GET HELP QUICKLY WHEN PROBLEMS ARISE

- Graduate School - 487.0042
  200 Boone Hall
- Ombudsman - 487.0074
  112 Welch Hall
- Office of International Students - 487.3116
  244 Student Center
- Department Graduate Coordinator, Advisor, Faculty
- Office of Records and Registration - 487.0093
  Room 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.
Graduate Student Policies

• Overview Graduate Student Policies
  • Admissions
    • Program Changes
  • Advising
  • Program of study
  • Academic load
  • Transfer of credit
  • 400 level courses
  • Independent study/special topics
  • Incomplete course work
  • Course withdrawal
  • Probation and dismissal
  • Repeating courses
  • Time to degree
  • Validation
Admission

- Conditional Admits
  - Condition 1 - curriculum deficiencies
  - Condition 2 - senior status
  - Condition 3 - English as a Second Language
  - Condition 4 - academic deficiencies
    - Once conditions are completed an e-mail from advisor needs to be sent to the Admissions office

- Full Admit
Program Changes

If you decide to change your program you must submit an *Enrollment Change Form* to the admissions office and meet (as applicable) all program specific criteria:

- GMAT
- GRE
- TOFEL
- GPA
- Course pre-requisites

The application will then be sent to the new department for a decision and you will receive a new Graduate Admissions Recommendation form.

✧ International students will need a new I-20. ✧
College and Department Policies

• Advising

• Program of Study filed by advisor with the Office of Records and Registration
  • If you are a GA and enrolled in UG credits a copy must be on file at the Graduate School

• Changes to the Program of Study – must be submitted by faculty to Records personnel
  • Core
  • Concentration
  • Cognate (outside department) courses
Academic Load

• Course Load –
  • international students
  • fellowship
  • scholarship recipients
    • full time (fall and winter) 8 credits
      • GA=6 credits
    • full time (summer) 4 credits
      • GA=1 credit
• Mix of courses
Transfer of Credit

- **Transfer Credits for Master’s Degree**
  - 12 credits maximum - 6 year time limit
  - 6 credits from a conferred graduate degree - timeless
    - complete *Transfer of Credit* form
    - update *Program of Study*
    - Submit official transcripts to EMU Office of Admissions
    - submit form to Graduate School for approval
  - Must be a “B” or better
    - must have a letter grade (i.e., pass/fail & cr/no cr. do not transfer)

- **MIGS** - course enrollment outside EMU
Transfer of Credit - Con’t

• Certificate Program
  • 3 credits maximum
• Specialist Degree
  • 6 credits maximum
• Doctoral Degree
  • Determined by the department
400 Level Course Approval

- **400-level courses** – 9 credits maximum; prior approval
- Must be a pre-approved course. Check web site for most current list.
  - emich.edu/graduate
  - Student Resources
  - Forms
  - Forms External to Graduate School
  - 400-Level Course for Graduate Credit (Registrar’s Forms)

- Must complete **400-Level Course for Graduate Credit**
- Must secure faculty advisor signature
- Will not appear on transcripts until 2 weeks after the semester
EASTERN MICHIGAN UNIVERSITY
Education First
Graduate School

GRADUATE STUDENT REQUEST TO ENROLL IN A 400-LEVEL COURSE
(Graduate credit may NOT be earned for 100-300-level courses.)

GRADUATE STUDENT completes this section:
Name: ___________________________ Student Number: ___________________________
E-mail address: ___________________________ Phone: ( ) ___________________________
Street: ___________________________ City, State Zip: ___________________________

Be sure course is PRE-APPROVED for graduate credit. See list on the Web @
http://gradschool.emich.edu/student/student_subdir/current_stud/approved400level/app400level.html

I request permission to enroll in the following 400-level course during the following semester/year:
Fall 20___ Winter 20___ Summer 20___

List complete course number and title: _____________________________________________

Note: I understand that I must complete different or additional work in order to earn graduate credit.

REQUIRED: Student Signature: _____________________________________________
Date: ___________________________
Independent Study/Special Topics

• No more than 12 credits total of special courses including thesis, symposium, workshop, independent study, special topics
• No more than 6 credits of any one type of course
Incomplete Grades

• “Incomplete”
  • Unusual
  • Extenuating circumstances (with documentation)
  • Only eligible when getting a B or better grade for 50% of the work –
  • At the discretion of faculty
  • 1-3 years to complete the work.
Course Withdrawal

- **Course Withdrawal** – see course schedule book for deadlines
  - Withdrawal Form – used when emergency situation (e.g., medical) can be documented
  - Signed by course faculty member and sent to Graduate School in 200 Boone Hall
Academic Probation

- **Probation** – overall GPA below 3.0
  - Three enrollment periods on probation, then dismissal
  - Dismissal appeal possible
  - Ineligible for graduate assistantship while GPA is below 3.0
Repeating Courses

• A graduate course may be repeated once if the grade was a B- or lower
• The second grade is used in the GPA calculation
• Both grades remain on the transcript
Time to Degree Completion*

- 3 years - graduate certificate
- 6 years - master’s and specialist degree
- 7 years - doctoral degree

* This includes all transfer credits except those that are part of a previous degree.
Validation of Credits

- Course work that is 6-10 years or older (or will be at the time of graduation) may be updated by the student working directly with a faculty member to become current on the course material
  - 1 credit of graduate in-state tuition is paid
  - Maximum of 9 credit hours may be validated
Forms

• **Waiver of Policy** form
  • used for:
    • extending time limitation on program
    • extending time limitation for incomplete coursework
    • exceeded special topics or independent study allotments
  • Available on line at [emich.edu/graduate](http://emich.edu/graduate)
    • Student Resources → Forms
    • Petition for Modification/Waiver of Policy (Registrar’s Form)
Policies & Forms

- Application for Graduate Dean's Award
- Conference Travel Fund for Graduate Students
- Michigan Intercollegiate Graduate Studies Program (MIGS)
- Student Checklist for Program Completion
emich.edu/graduate

- Student Resources
- Current Students

Register for Classes

Once admitted, you will need to register for classes.

- You can register online or in person at the Office of Records and Registration. Each student must activate a my.emich account using his/her student ID and PIN number. Through the Student Service section of my.emich, one can search for classes, register, view and accept financial aid offers, view bills and pay online.

- You must register for classes in the semester for which you applied. If you cannot attend courses that semester, an Enrollment Change form must be sent to the Office of Admissions to update your application to the semester you intend to enroll. The form may be faxed to 734.487.6559. There is no fee.

- Please schedule an appointment with your academic/graduate advisor as soon as possible. A program of study must be prepared and on file with the Office of...
Registration

- Online registration
  - See online schedule for:
    - important phone numbers
    - how to register online using my.emich
    - registration times
    - add/drop periods
    - withdrawal periods
    - final exam schedule
  - Overrides from faculty/departments
Different types of courses

- Program/Course Location
  - Online (WW1, DEO)
  - Hybrid (HLE)
  - Distance Education/Independent Learning (DEIL)
- Regional Site
  - Brighton, Detroit, Flint, Gaylord, Jackson, Livonia, Monroe, Traverse City
  - Weekend University - Washtenaw County
Research Guidelines

Research Opportunities
Graduate Research Fair
Research Guidelines
Funding

Research Opportunities
Graduate-level research at Eastern reaches across a variety of scholarly endeavors, from artistic expression, to scholarship of teaching and learning, community engagement and traditional research.

We understand that advanced research requires first-rate equipment and facilities. Eastern has recently invested more than $130 million in classroom and lab renovations and expansions to foster interdisciplinary work. The Halle Library collection includes more than one million books, journals, digital media, maps and government documents. The University Archives also houses unique collections for specialized scholarship.

In addition, Eastern has more than a dozen dedicated research centers and institutes that promote graduate-level scholarship. These include the Center for Entrepreneurship, the Center for Regional and National Security and the Institute for the Study of Children, and others.

Each year, Eastern celebrates graduate student scholarship and creative work during its Graduate Research Fair. Students
Human or Animal Subjects

- If you are planning on doing any research involving human or animal subjects, you must have prior written approval from the University Human Subjects Review Committee (UHSRC).
- Required information and forms are available online at: http://ord.emich.edu/compliance/compliance.html.
# Human Subjects Forms

## Related Links

**CITI**
The Collaborative Institutional Training Initiative (CITI) online service offers instruction for responsible conduct in research.
(EMU User’s Guide Here)

**Responsible Conduct in Research Website**
The "Responsible Conduct in Research" Web site offers instruction for EMU faculty and staff in 9 core areas of research procedures and policies.

## Table of Contents

- Guide to CITI Online Training
- Animal Care
- Conflict of Interest
- Export Controls & Embargoes
- Federally Funded Inventions
- Human Subjects
- Integrity & Misconduct
- Research Safety
Thesis Manual

- Grad School → Thesis and Capstone → Forms and Manuals
- Manual is updated each year.
Graduate Research Fair

- March 18, 2013
- Showcases Grad Student Work
  - Oral presentations
  - Posters
- 2012: 250 presentations, mentored by 150 faculty
Graduation

- Complete application form online in my.emich – by 2nd week of semester that you will finish
  - Fee will be charged to your student account
- Update program of study with your advisor
  - submit to Records and Registration
- Graduation audit and finish incomplete work
- Purchase cap/gown
- Check degree requirements: catalog.emich.edu
EMU Graduate Catalog

catalog.emich.edu/ (Use the pull down menu to choose the Graduate catalog)
Best wishes for a successful graduate program at EMU!

Graduate School
734.487.0042
emich.edu/graduate
graduate_school@emich.edu