

GRADUATE ADVISING HANDBOOK

WESTERN MICHIGAN UNIVERSITY

THE GRADUATE COLLEGE

MARCH 2008

Preface

The following pages set down policies of the Graduate College which are to be used in conjunction with *Graduate Catalog*. They are not laws of nature, like $F=ma$, but they do represent some of the rules that guide the workings of the Graduate College.

In thinking about rules, two approaches come to mind. First, *lex dura sed lex*, or roughly, "the law is tough and unbending, so live with it." Second, *interpretation chartarum benigne facienda est, ut res magis valeat quam percat*, or, equally roughly, "a text should be constructed broadly, so that it lasts." One reader might find a particular rule uncomfortably rigid; another reader might find another rule uncomfortably vague. This sense of indeterminacy is shared with students of other regulations, such as the United States Constitution.

The policies here reflect practices going back before the first graduate dean, Laurel A. Grotzinger, to the days of graduate director George G. Mallinson. They constitute a living document, for they are subject to change and modification. We nevertheless think that they elaborate a reasonable structure for the graduate experience at Western Michigan University. We offer them to you in a constructive spirit.

Lewis Pyenson
Dean of the Graduate College
February 2008

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Division of Functions among Admissions, Office of the Registrar, and the Graduate College

Office of Admissions

The Office of Admissions is responsible for all activities related to the admission of all non-international graduate students, including re-admission and changes in admission status and curriculum selection. All materials related to the admission of U.S. citizen or permanent resident—including admission and re-entry applications, non-degree applications—should be submitted directly to the Office of Admissions.

In the case of international graduate students, all admission-related materials should be forwarded directly to the Haenicke Institute for Global Education. First time graduate students may apply on-line, returning applicants should use the paper application. For admission application information, please visit the Admissions Website.

Academic Records Office

The Academic Records Office is a unit of the Office of the Registrar, and is responsible for maintaining permanent records for all students, including graduate students. All materials which should become part of the student's permanent University record *and* which do not require further action by another University body should be forwarded directly to the Records Office; these materials include, but are not limited to:

- Graduate Student Permanent Program;
- changes to the Graduate Student Permanent Program;
- transfer credit forms;
- grade change forms;
- notification of completion of comprehensive exams;
- notification of completion of oral exams.

Exceptions to the above list include forms which require action by the Graduate College, such as: candidacy proposal, thesis and dissertation committee appointment forms; Permission to Elect forms for Thesis, Specialist Project, and Dissertation credits; and Permission to Elect 3000- and 4000-level courses in a graduate program. These forms should be submitted directly to The Graduate College, which will then forward the requisite copies to the Academic Records Office.

All requests for certification of completion of degree requirements for individual students should be submitted to the Academic Records Office.

All requests from outside the University for information on the official records of individual students *must* be referred to the Academic Records Office, in accordance with the provisions of the Family Educational Rights and Privacy Act . Only the Office of the Registrar is authorized at the University to approve the release of student records in excess of normal *Student Directory* information (name, address, telephone number, curriculum, and major field of study). Students also have the option of withholding this information by notifying the Academic Records Office in writing.

Student record folders are maintained for seven years after either graduation or a period of inactivity by the student. Seven years after a student either graduates or becomes inactive, his folder is destroyed.

Graduation Auditing

The Office of Graduation Auditing is also a unit of the Office of the Registrar, and is responsible for conducting graduation audits for all students who apply for graduation, including graduate students. Information about application deadlines and payment information can be found in the Graduation Audit section on page 20.

The Graduate College

The functions of The Graduate College include administering graduate recruitment and retention; administering appointments of graduate students to assistantship and associateship positions; administering financial awards to graduate students through the Dissertation Completion Fellowship program and the Graduate Student Research and Travel Fund; conducting format review of master's theses, specialist projects, and doctoral dissertations; approving the scheduling of doctoral dissertation defenses; monitoring the administration of University policies which pertain to graduate students; and review of applications for nomination of faculty to the graduate faculty.

The Graduate College generally does *not* perform admission functions, make or approve admission decisions, or maintain or certify official University permanent records for students.

Academic Standards Policy

Notwithstanding the Academic Standards policy outlined below, a student admitted with Conditional Admission or Provisional Admission status must meet the specified performance level within the time frame identified in the letter of admission or may not continue to enroll in University courses. Further, the Academic Standards policy inherently presumes the student will first meet satisfactorily any obligations or requirements specified in the letter of admission before the Academic Standards policy shall have any effect on the continuing enrollment of the student.

1. **Good Standing:** A graduate student admitted to a graduate degree or certificate program is in good standing whenever that student's degree or certificate program grade point average is at least 3.0.
2. **Warning:** Whenever the grade-point average for any enrollment period is less than 3.0, but the degree program grade-point average is 3.0 or above, the student will be warned.
3. **Probation:** If a student's degree program grade point average falls below 3.0, the student will be placed on probation.
4. **Extended Probation:** The student will be placed on Extended Probation at the discretion of the academic department housing the student's program when, following a semester on Probation, the student's degree program grade point average is below 3.0 and the student's grade point average for the enrollment period is 3.0 or above.
5. **Final Probation:** The student will be placed on Final Probation at the discretion of the academic department housing the student's program when, following a semester on Extended Probation, the student's degree program grade point average is below 3.0 and the student's grade point average for the enrollment period is 3.0 or above.
6. **Probation Removed:** When the conditions of Good Standing are restored, Probation will be removed.
7. **Dismissal:** Students on Probation or Extended Probation who fail to achieve at least a 3.0 grade point average for the enrollment period, or students on Final Probation who fail to achieve a 3.0 degree program grade point average will be dismissed from the University.

Academic Dismissal and Re-admission

Dismissed students must apply for re-admission through the normal admission process. The student will send a Re-admission Application to the Admissions Office that, in turn, will forward the student's Re-admission Application to the program or academic unit admission body for decision on re-admission.

Appeal Procedure

Upon appeal by the student, the program or academic unit admission body will determine whether to grant Extended Probation or Final Probation status. The status must be granted by the program or academic unit admission body in order for the student to register. The appeal must be initiated and the decision made by the program or unit prior to the subsequent semester's last day to add classes.

Immediate Re-admission

A dismissed student has the option to petition the department/unit (or graduate dean if a non-degree student) for immediate re-admission. The department/unit/graduate dean then may elect to not re-admit the student at all, to re-admit the student immediately, or to re-admit the student for a later enrollment period. The department/unit/graduate dean may also elect to re-admit the student on either Probation status or Extended Probation status (Probation status will allow the student up to two enrollments to achieve Good Standing, while Extended Probation status will allow one enrollment).

Should the department/unit/graduate dean elect to re-admit the student immediately a request should be made to the Office of the Registrar. If the student is to be re-admitted for a later enrollment period, the change should be made on a date which precludes registration in an earlier enrollment period.

Admission, Degree Programs

General Requirements

A student seeking admission to a graduate degree program must have the endorsement of the academic unit offering the program. For admission, a student must have a baccalaureate degree from an accredited, postsecondary educational institution or its international equivalent; meet or exceed the requirements by level specified below, including the minimum grade point average as evidenced by the transcripts(s) of all previous course work; and meet requirements established by the academic unit offering the degree program (see *Graduate College Catalog* for specific degree requirements). The department or academic unit sponsoring the degree program may petition the graduate dean for a waiver of some of the admission criteria in individual cases. The petition must be accompanied by a written justification.

Students not admitted to a degree program may apply for Non-degree status. Non-degree status does not constitute admission to a graduate degree program.

Academic Forgiveness Policy

Students who are re-admitted into graduate study will not have grades and credit hours count in the computation of their grade point average, that were earned more than seven years prior to their new entrance date. In such cases, the transcript will read "grades and credit hours earned more than seven years prior to current entrance date were not included in the computation of the grade point average."

Repeat Course Policy

With the exception of courses that are approved by the University Curriculum Review Policy as repeatable for credit (e.g. multi-topic or umbrella courses), no more than two courses may be repeated more than once during the student's graduate career (inclusive of both master's and doctoral programs) at WMU. This number may be further limited by individual departments. Permission to retake a course must be obtained from the program advisor and graduate dean before registration for the course to be repeated takes place. The original grade for the course will remain in the student's transcript, and both the original and repeated course will be computed into the degree program grade point average.

Master's Program

In addition to the general requirements, applicants for admission to a master's program are required to have the following:

1. A grade point average of at least 3.0 in the final two years of undergraduate study; and
2. Evidence of meeting any additional admission requirements stated in the individual program description.

Specialist Program

In addition to the general requirements, applicants for admission to a specialist program are required to have the following:

1. A graduate grade point average of at least 3.0 in all credits [for a student with a bachelor's degree and no graduate work, a grade point average of at least 3.0 in the final two years of undergraduate work];
2. GRE General Test scores or GMAT; and
3. Evidence of appropriate background, objectives, and communication skills demonstrated in an autobiographical or goals/purpose statement.

Doctoral Program

In addition to the general requirements, applicants for admission to a doctoral program are required to have the following:

1. A graduate grade point average of at least 3.0 in all credits (an undergraduate grade point average of at least 3.0 for a student with a bachelor's degree and no graduate work);
2. GRE General Test scores (in some cases subject tests are required); and
3. Evidence of appropriate background, objectives, and communication skills demonstrated in an autobiographical or goals/purpose statement.

Admission

General Admission

General Admission is granted to the student who meets the admission requirements of the University. All related materials have been received. Enrollment in courses is expected to lead to a degree or to meet state or federal certification requirements associated with WMU programs. Examples are certification for teacher education or federal certification for aviation.

Provisional Admission

Provisional Admission is granted to the student who meets many of the admission requirements to the University and is expected to be formally admissible. Enrollment status is provisional until additional documents or materials for acceptance into the "General Admission" category are provided. Examples of missing documentation could be a final transcript, an undergraduate transcript of work taken at another institution of higher education, or a completion record for a specific placement or admission examination. The time period for any "Provisional Admission" may not exceed one year from the time of initial status with ineligibility for further enrollment after that year.

Conditional Admission

Conditional Admission is granted to the student who meets some of the admission requirements of the University. Continued enrollment in courses at WMU is conditional upon the applicant completing academic course work at a performance level specified at the time the "Conditional Admission" status is granted. Examples of specific performance could include: a) Completion of the first twelve hours of graduate work with a "B" or better grades in all courses; b) completion of required remedial or prerequisite courses with specified (or better) course grades. The time period for any "Conditional Admission" status may not exceed one year from the time of initial status. After that time period, and if the specified conditions have been met, the applicant is admitted in the "General Admission" category.

Non-degree Admission

Non-degree Admission is granted to the student who is eligible for enrollment in courses with the understanding that course work taken with this status is specifically for a guest, SCOPE or MIGS student. Such course work usually will not apply to a WMU degree program, and the SCOPE program does not grant course credit. If the non-degree admitted student subsequently decides to apply to a specific WMU degree program after his or her non-degree enrollment, the applicant will be expected to meet all university and program-specific admission requirements. The time period for any "Non-degree Admission" status may not exceed four years from the time such admission status is granted.

Admission Status, Active and Inactive

Admitted graduate students have *active* admission status for one year from the time of admission, as well as one year from the date of last enrollment. If a student does not enroll during the year following admission or during the year following the last enrollment, the student's admission status is cancelled, the student is on *inactive* admission status, and may not register. Thereafter the student must submit to the Office of Admissions a Re-admission Application form and be admitted anew by the appropriate program admission body before registration may occur.

Student permanent record folders are maintained for seven years after a student is placed on inactive status, and are thereafter destroyed.

Auditing Graduate Courses

A student may to audit graduate classes, but will receive no regular grade or credit. A student electing class for audit must follow regular admission and enrollment procedures and pay regular fees.

The student must enroll in the audit status at the time of registration. The student may not be transferred to the list of regular students after enrolling in the audit status or be transferred from the list of regular students to the audit status after enrollment has been completed.

In order to have the course entered on the transcript with the designation "AUD," the student must attend at least three-fourths of the class or laboratory sessions and give evidence to the instructor that the role as student auditor has been satisfactorily completed.

Candidacy, Doctoral

A student seeking to earn a doctoral degree must meet the requirements for admission, candidacy, and graduation. To meet the requirements for candidacy, a student in a doctoral degree program must have the following:

1. Regular admission to a doctoral degree program;
2. Completion of any additional requirements established at the time of admission;
3. Appropriate graduate grade point average (in-program and overall);
4. Graduate dean's approval of an advisor-approved Doctoral Student Permanent Program; and
5. Graduate dean's approval of the Doctoral Candidacy form.

In addition to the general requirements, a candidate for a doctoral degree, prior to the session or semester in which the dissertation is defended, is required to have earned or completed satisfactorily the following:

1. An overall graduate grade point average of 3.0 or better;
2. Appointment of a doctoral dissertation committee and approval of the dissertation proposal by the committee;
3. All courses (excluding dissertation credit) and program requirements;
4. All research tool requirements; and
5. Comprehensive examinations.

Concentration Area within Program, Identification on Transcript of

The Office of the Registrar will record on a student's Permanent Record Card (transcript) an approved concentration area (i.e., a sequence or block of cohesive, topically-related courses) within the student's degree program if the department requests. Once the department has approval for the concentration to appear on the transcript, the concentration area must be identified on individual student permanent programs; without this identification on the permanent program, the concentration will not be included by the graduation auditor on the transcript.

Concurrent Master's Program

The Concurrent Master's Program (CMP) allows students to pursue simultaneously an undergraduate and graduate degree. In most cases, the student would be permitted to take two or three graduate courses during the senior year(s), which would count toward completion of both the baccalaureate and master's degrees. However, departments could design their own programs which would address particular needs. All such programs must be approved through the regular curricular process.

Admission Procedure

Participation in the CMP by any department is optional. Each department should develop admission criteria based on the following guidelines:

1. The number of students admitted into the CMP should be limited to about 10% of the total graduate student enrollment.
2. Criteria for admission should include, at a minimum: an undergraduate GPA of at least 3.4 based on at least 30 hours earned at Western Michigan University, external criteria such as GRE or GMAT scores, and additional criteria as determined by the department.
3. The undergraduate student will apply through the Office of Admissions and Orientation—Graduate Admissions to the program during the second semester of the junior year for admission into the CMP. After admission into the program, the student's record will indicate the CMP status.
4. International students must clarify their visa status with the Office of International Student Services before submitting an application for CMP.

Academic Advising and Records

Departments should develop a clear admissions and advising process for the CMP. The department will send the student a letter stating which graduate courses (two or three) may substitute for the undergraduate courses. A copy of this letter will be placed with the student's undergraduate records, and the change will be incorporated into the student's undergraduate program. Appropriate notation of a student's enrollment in the CMP will appear on the undergraduate and graduate transcripts. Changes in the recorded program must be approved under departmental guidelines.

Program Requirements

A student admitted into the CMP will complete the two or three graduate courses required for the undergraduate degree during the senior year(s), and will also receive graduate credit for these courses. The student must enroll for graduate credit and pay graduate tuition for the specified graduate courses. This involves a special permission to register procedure administered by the Office of Admissions and Orientation—Graduate Admissions.

It is expected that the baccalaureate degree will be awarded within one calendar year after initial enrollment or as determined by the department. In order to continue automatically in the graduate program, a student must achieve a grade of "B" or above in *each* of the graduate courses being counted for the undergraduate degree. Students who do not meet this criterion will have the earned grade applied to their undergraduate program only, and must reapply to continue in the graduate program. Students who complete the undergraduate degree including a "B" or above in the specified graduate courses will be admitted as graduate students (with the relevant graduate credit) in the next semester or session after receiving the bachelor's degree.

Courses, Graduate

3000- and 4000-level Courses

In certain instances, a graduate advisor may permit a graduate student to include up to six semester hours of 3000- and 4000-level courses in a graduate program, provided the student receives written permission from the advisor and the graduate dean prior to registering for these courses and then earns a grade of "B" or better. These courses earn undergraduate credit which is not computed into the graduate point-hour ratio.

The criteria for approval are:

1. Offering departments must certify those 3000- and 4000-level courses that may be included in graduate degree programs.
2. The courses certified must be taught by a member of the graduate faculty for acceptance in a graduate program.

The form used to request approval of a graduate student's election of a 3000- or 4000-level course may be obtained from The Graduate College.

5980, Readings in . . .

The intent and use of the course 5980, Readings in . . . , follow:

1. The course is designed to provide an individual with an opportunity to read intensively within an area in which further knowledge would be appropriate. The course is not designed to be a basic core requirement in any master's degree program.
2. Any student enrolled in the course is expected to do the same amount of work as in any graduate course. This should include the amount of reading, the total amount of time devoted to the course, and the total effort made in reporting what has been read and what has been learned.
3. The grading procedure should be the same as that in any graduate course. The regular letter-grade, grading system will be used in the 5980 course.
4. The maximum amount of credit for the course is four hours on the degree program, whether the readings are all taken in one department or more than one.

6000-level Courses

Outstanding undergraduate students may elect courses numbered 600 or above. Students desiring to enroll in such courses must have the approval of the faculty advisor, the instructor of the course, the department chairperson, and the graduate dean. Such students must complete all appropriate undergraduate courses in their major fields before taking the graduate courses. Also, undergraduate students may not enroll in 6000-level courses which are designed as service courses (e.g., MATH 6000, Statistics for Public Administrators).

7000-level Courses

A student is required to complete—before the first registration—the Application for Permission to Elect form for thesis, project, or dissertation credits, and for a field experience internship. The form requests a description of the work to be completed in each election, and it must be signed by (a) the student; (b) the faculty sponsor; (c) the department chairperson; and (d) for enrollments in 7000 (master's thesis), 7200 (specialist project), and 7300 (doctoral dissertation), a representative of The Graduate College.

Master's Thesis

A master's thesis [7000] is six credits. It may be registered for in increments of one (1) to six (6) credits. Following a student's first enrollment in 7000, the student must have continuous enrollment until all thesis requirements are completed satisfactorily and approved by the appropriate bodies. A student unable to complete the thesis within the first six hours of registration will be required to continue to enroll in 7000; however, only six hours of 7000 will count toward meeting the program requirements for the degree. For students not enrolled in summer I and II sessions, pre-enrollment in the subsequent fall semester is necessary for access to library resources during summer sessions. Continuous enrollment is defined as enrollment in all fall and winter semesters from the initial enrollment to the semester in which the student graduates. If the student will graduate in one of the summer sessions the student must be enrolled in that session.

Specialist Project

A specialist project [7200] is six credits. It may be registered for in increments of one (1) to six (6) credits. Following a student's first enrollment in 7200, the student must have continuous enrollment in 7200 until all project hours are completed and approved by the appropriate bodies. A student unable to complete the project within the first six hours of registration will be required to continue to enroll in 7200; however, only six hours of 7200 will count toward meeting the program requirements for the degree. For students not enrolled in summer I and II sessions, pre-enrollment in the subsequent fall semester is necessary for access to library resources during summer sessions. Continuous enrollment is defined as enrollment in all fall and winter semesters from the initial enrollment to the semester in which the student graduates. If the student will graduate in one of the summer sessions the student must be enrolled in that session.

Doctoral Dissertation

A doctoral dissertation [7300] varies in credit from a minimum of 12 hours to a maximum of 24 hours, but in most doctoral programs at WMU the requirement is still 15 hours. The minimum and maximum number of hours of 7300 required by each department in a student's program of study will be determined by the department in a proposal approved by the University's curriculum review process. A department may require either: (a) all students within the program to register for a specific, common total of hours between 12 and 24; or (b) different students within the program to register for a variety of total hours between 12 and 24. One of the options must be declared by the department and must be approved by the University's curriculum review process before implementation.

Following a student's first enrollment in 7300, the student must have continuous enrollment in 7300 until all dissertation requirements are completed satisfactorily and approved by the appropriate bodies. A student unable to complete the dissertation within the number of credit hours stipulated in the student's approved program of study will be required to continue to enroll in 7300. Only those credit hours in 7300 stipulated in the student's approved program of study, however, will count toward meeting the program requirements for the degree. For students not enrolled in summer I and II sessions, pre-enrollment in the subsequent fall semester is necessary for access to library resources during summer sessions. Continuous enrollment is defined as enrollment in all fall and winter semesters from the initial enrollment to the semester in which the student graduates. If the student will graduate in one of the summer sessions the student must be enrolled in that session.

Credit, Graduate and Course Numbers

To receive graduate credit, graduate students will register for courses offered at the 5000-, 6000- or 7000-level. Courses numbered 6000 and above are open only to graduate students; courses numbered 5000 through 5990 are open to both graduate students and advanced upperclass students who meet the course prerequisites. Graduate students enrolling in courses at the 5000-level or higher will receive graduate credit.

Credit by Examination

Each academic unit responsible for offering a graduate program may, with the approval of its dean, establish a procedure for granting credit by examination for any course numbered 5000 through 6990. All credit by examination is subject to the following regulations:

1. The academic unit which offers a graduate program shall determine if an equivalency examination may be used to obtain credit for a particular 5000- or 6000-level course in that academic unit.
2. All equivalency examinations will be administered and graded by no fewer than two faculty members from the academic unit offering the particular course.
3. All credit by examination shall be graded "Credit" or "No Credit." "Credit" will be posted on the transcript as "Credit earned by examination" without letter grade or honor points. Students who do not achieve a sufficient score to receive "Credit" will have no entry made on their transcripts.
4. Credit by examination can be used to meet all other University graduation requirements except the residency requirement.
5. Credit by examination can be earned only by those students admitted to a specific graduate degree or certificate program and who are enrolled concurrently with the examination for credit.
6. Credit by examination earned at another university may transfer in accordance with the current policies of the Graduate College governing the transfer of credit.
7. Examination fees are assessed on a credit hour basis and are the same for all students. The current fee schedule: less than four credit hours, \$50.00; four credit hours to eight credit hours, \$100.00. By special arrangement, some course examinations may require higher fees.

Credit in Continuing Education Courses

Graduate courses offered by the Extended University Programs (EUP) are limited to those courses that have been approved for graduate credit by the University's curriculum review process. Graduate courses will carry the same credit whether offered off-campus or on-campus.

Credit in Correspondence Work

No graduate credit is given for correspondence work. Correspondence work will generate undergraduate credit only.

Credit in Workshops and Short Courses

A minimum of twenty-five (25) contact hours is required for one (1) semester hour of graduate credit for a workshop experience. A workshop, often of one week duration, tends to emphasize the attainment of skills, techniques, and sources of instructional aids and materials. Lectures, demonstrations, and discussions are extensively used as methods of instruction. A typical pattern for a workshop is to meet twice daily for a total of five hours of study—excluding time for coffee breaks and meals—for a five day week.

A minimum of twenty-five (25) hours of work, both in the classroom and evaluated self-study conducted outside the classroom, is required for one (1) semester hour of graduate credit for a short course. A short course presents information, materials, and techniques that will be immediately useful to the student. One pattern, the NSF Chautauqua-type Short Course, provides for an initial two days of full-time classroom activity, an intervening period for a substantial individual work, study, or research project, and then a second two-day session for a general "wrap-up." Whatever the pattern of study, it is the self-study component, involving written projects, and sometimes also advance preparation on the part of the student, which is the essential characteristic of the short course and that which differentiates it from the workshop experience.

Credit, Transfer

General Requirements

Transfer credits will be recorded on the Western Michigan University transcript at the time of graduation as "Credit " (CR) only and will not be calculated into the honor points earned and the graduate grade point average at Western Michigan University (unless the transfer coursework was taken under the auspices of the MIGS program—see "Michigan Intercollegiate Graduate Studies"). Graduate credit may be transferred from other schools provided:

1. The credits were earned in an institution accredited for graduate study and are of "B" grade (3.0) or better. Moreover, the student's overall grade point average for all graduate work taken at the other institution must also be "B" (3.0) or better.
2. The credit is earned within a six year period prior to graduation from Western Michigan University, is represented on an official transcript of the other university, and is identified as graduate credit.
3. The student's department verifies that the transfer credits contribute to the student's degree program and includes them in the student's Graduate Student Permanent Program of Study.
4. The graduate dean approves the inclusion of the transferred credits in the student's Graduate Student Permanent Program of Study.

Master's Program

A maximum of two semester hours of graduate credit for each workshop completed at another accredited institution may be applied to a master's degree at Western Michigan University. (Exceptions may be approved by the graduate dean only upon the recommendation of the program advisor or the chairperson of the department in which the student is enrolled for graduate study.)

A student enrolled in a master's program must complete a minimum of 24 semester hours at Western Michigan University. Any credits transferred into a master's program from other universities may not exceed sixteen credit hours.

Second Master's Program

A student enrolled for a second master's degree from Western Michigan University must complete a minimum of 24 additional semester hours at Western Michigan University. Any credits transferred internally into the second master's degree program may not exceed sixteen semester credit hours. The current regulation concerning appropriateness of the credit accepted will apply.

Specialist Program

A student entering a specialist program **without** the master's degree may be eligible to transfer a maximum of twelve (12) hours from other accredited institutions. A student entering a specialist program **with** the master's degree may be eligible to transfer a maximum of thirty-six (36) hours from other institutions.

Dual (Undergraduate-Graduate) Enrollment

Dual enrollment admission (that is, admission to a master's program while yet enrolled in a baccalaureate program) may be granted to any WMU senior who has an acceptable academic record (with a GPA of 3.0 or better for the two years prior to graduate admission date). The student must have no more than 15 credit hours remaining for completion of the bachelor's degree and is required to complete graduation audit for the bachelor's degree.

Once granted dual enrollment status, the student may enroll in a maximum of 12 credit hours in graduate course work that has been approved by the appropriate departmental advisor in addition to those undergraduate courses required to complete the bachelor's degree.

Dual enrollment is permitted for one calendar year only, and no graduate credit earned in this way may be used to meet undergraduate requirements. If the bachelor's degree is not completed in the period of one calendar year, the student may not continue on dual enrollment.

A student must request dual enrollment status on the application for admission to a master's degree program; however, official entry is not immediate. Graduate credits earned accumulate but the official entry date must follow the semesters or sessions of dual enrollment status and the completion of the bachelor's degree.

Faculty, Graduate

The Graduate Faculty is responsible for graduate education at Western Michigan University. All faculty members who hold Board appointments are eligible to be members of the Graduate Faculty. Other individuals who are needed to perform specific functions of the Graduate Faculty may be approved as associate members of the Graduate Faculty. The Graduate College shall periodically publish a complete list of current graduate Faculty appointments.

Functions of the Graduate Faculty

The following are functions reserved for members of the Graduate Faculty:

1. Teach graduate level courses.
2. Advise students in graduate degree and certificate programs.
3. Serve on graduate thesis, project, dissertation, and examination committees.
4. Direct graduate theses, projects, and dissertations.
5. Serve on the Graduate Studies Council and its subcommittees, on departmental graduate committees, and on other University committees relating solely to graduate education.

Associate Graduate Faculty members may serve the following functions:

1. Teach specified graduate level courses.
2. Serve on (but not chair) graduate thesis, project, dissertation, and examination committees.

Criteria for Appointment

The Graduate Faculty is responsible for graduate education at Western Michigan University. Membership in the Graduate Faculty may be as full members or associate members. Full members are able to provide all functions relating to graduate education. Associate members may provide specific functions according to the sub category in which they are appointed.

1. Functions of the Graduate Faculty

Individuals with full membership in the Graduate Faculty are able to perform all of the following functions:

- a. teach graduate level courses;
- b. advise students in graduate degree and certificate programs;
- c. serve on graduate thesis, project, dissertation, or examination committees;
- d. direct graduate thesis, project, and dissertation committees; and
- e. serve on the Graduate Studies Council and its subcommittees, on departmental graduate committees, and on other University committees relating solely to graduate education.

Individuals with associate membership in the Graduate Faculty may assume functions as designated below:

a. Board appointed faculty

- 1) teach graduate level courses;
- 2) advise students in graduate degree and certificate programs
- 3) serve on graduate thesis, project, dissertation, or examination committees; and
- 4) serve on the Graduate Studies Council and its subcommittees, on departmental graduate committees, and on other University committees relating solely to graduate education.

b. Non-board appointed faculty

- 1) teach graduate level courses, as approved on a course by course basis by the department, for those courses in which they have expertise as evidenced by educational preparation or experience;
- 2) advise students in graduate degree and certificate programs when specifically authorized by the department; and
- 3) serve on graduate thesis, project, dissertation, or examination committees.

c. Individuals not employed by Western Michigan University

- 1) serve on graduate thesis, project, dissertation, or examination committees as appropriate.

2. Criteria for appointment to full membership

a. General criteria

- 1) Appointment to the faculty by the Board of Trustees of Western Michigan University.
- 2) Earned doctorate or other earned terminal degree as identified in departmental criteria
- 3) Current involvement in appropriate research and/or artistic or professional endeavors. Unless otherwise specified in departmental criteria, determination for appointment is to be based upon the following evidence within the previous five years:
 - a) One book; OR
 - b) two publications in peer reviewed journals, national monographs, or chapters in a book; OR
 - c) three presentations at a regional, national, or international venue; OR
 - d) five performances or exhibits;
 - e) some appropriate number and/or amount of external grants and contracts, as determined by departmental criteria; OR
 - f) a combination of the above criteria.

- 4) Appropriate teaching and/or professional experience as determined by departmental criteria.
- b. Department criteria
 - 1) Each department/unit shall specify the terminal degree required in its discipline(s). If departmental criteria have not been specified, the terminal degree shall be the doctorate.
 - 2) A department/unit may specify additional criteria. Department criteria shall be approved by the dean of the college, the dean of the Graduate College, and the Graduate Studies Council.

3. Criteria for appointment to associate membership

a. General criteria

- 1) Board appointed faculty
 - a) terminal degree in one's discipline, as determined by departmental criteria; and/or
 - b) appropriate teaching and/or professional experience as determined by departmental criteria.
- 2) Non-board appointed faculty
 - a) terminal degree in one's discipline, or
 - b) expertise in one's discipline by virtue of education or experience as specified by the department.
- 3) Individuals not employed by Western Michigan University
 - a) expertise in one's discipline by virtue of education or experience as specified by the department.

4. Term of appointment of full members

The usual period of an appointment to full membership in the Graduate Faculty shall be from 1 July of a given year to 30 June five years later. Faculty members holding a temporary board appointment with a term of at least two years duration shall not be given an appointment to membership on the Graduate Faculty for a period of time in excess of their term of appointment to the University. Appointments with effective dates other than 1 July shall be for a period of time not exceeding five and one-half years and shall expire on 30 June of the appropriate year.

5. Term of appointment for associate members

The usual period of an appointment to associate membership in the Graduate Faculty shall be from 1 July of a given year to 30 June three years later. Appointments with effective dates other than 1 July shall be for a period of time not exceeding three and one-half years and shall expire on 30 June of the appropriate year. Approval for associate members not employed by Western Michigan University shall be only for the period of time required to complete their service on the thesis, project, or dissertation committee.

6. Procedures for appointment of members

- a. Each department/unit offering graduate work shall nominate for membership in the Graduate Faculty those eligible faculty members who meet the established departmental criteria. Departments/units may nominate faculty members from outside their own departments/units.
- b. Departmental nomination shall be made on the Graduate Faculty Nomination Form. Nominations shall be reviewed by the dean of the college and shall be forwarded with recommendation to the dean of the Graduate College for action.
- c. Individuals who hold appointment in one department may serve on graduate thesis, project, dissertation, or examination committees in other departments when appropriate and when requested by those departments.
- d. Appeals concerning procedures for appointment can be made to the dean of the Graduate College.

7. Reappointment and termination of appointment

- a. Each appointment of a member of the Graduate Faculty shall be reviewed by the department/unit during the fall semester preceding its expiration date. Reappointment shall follow the same procedures as for appointment, including submission of an updated curriculum vitae. The Graduate College may terminate graduate faculty status upon request from the approved departmental committee.
- b. The termination of an appointment of an individual to the faculty of WMU shall automatically terminate the individual's appointment as a member of the Graduate Faculty.
- c. In case of termination of the individual's appointment to the Graduate Faculty, the individual may complete duties assigned during the period of the individual's appointment as a member of the Graduate Faculty.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a Federal law which requires that an educational institution will maintain the confidentiality of student education records. Western Michigan University accords all the rights under the law to students. No one outside the University shall have access to, nor will the University disclose any information from, students' education records without the written consent of students, except to personnel within the University, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons.

All requests from outside the University for information on the official records of individual students *must* be referred to the Registrar's Office, in accordance with the provisions of the Family Educational Rights and Privacy Act. Only the Registrar's Office is authorized at the University to approve the release of student records in excess of normal *Student Directory* information (name, address, telephone number, curriculum, and major field of study). Students also have the option of withholding this information from publication by notifying the Registrar's Office in writing; such notification must be given every semester/session within the official drop-add period.

Financial Assistance for Graduate Students

Western Michigan University provides fellowships and assistantships for students planning to pursue graduate study. Applications are generally due by February 15, and appointments are usually made by April 1 for students planning to enroll in the fall semester. Appointments are often renewable, except for University-wide competitive programs such as the Dissertation Fellowships.

Assistantships/Associateships

Renewable doctoral associateships are offered to outstanding doctoral students admitted to most doctoral programs. A full associateship requires 20 hours of service per week from the student in the department or related area. Enrollment of at least six credits per semester is required for a full appointment. For non-residents of Michigan, the associateship will pay the out-of-state portion of the full tuition; for non-residents and residents alike, nine hours of in-state tuition will be waived in the fall and winter semesters. Applications are available at the Graduate College. Application deadline for most programs: February 15.

Renewable graduate teaching and research assistantships in academic departments are also available. Interested students should check with the chair or director of the department about the opportunities available. Service assistantships in administrative units of the University may be applied for by contacting units where openings exist. Units are encouraged to use Bronco Jobs to post openings.

Dissertation Completion Fellowships

Non-renewable Dissertation Completion Fellowships for up to two semesters and two sessions are awarded in open competition and on the basis of superior scholarly achievement to assist full-time doctoral students with completion of their dissertation. To be eligible, an applicant must be a doctoral candidate who can demonstrate superior academic achievement and a record of timely and steady progress toward degree completion. Applicants must have completed all requirements for the degree except the dissertation and must have an accepted dissertation proposal. During the period of the fellowship, enrollment of at least six credits per semester or three credits per session is required, unless the student is on continuous enrollment status. For non-residents of Michigan, the fellowship will pay the out-of-state portion of the tuition. Applications are available at the Graduate College. Application deadline: February 15.

Graduate Student Research and Travel Fund

Grants up to \$1000 for research and \$600 for travel are awarded to encourage research by graduate students and to assist them in presenting their findings to professional groups. Students must be enrolled at the time the research or travel takes place. This grant may be awarded in conjunction with other appointments. Applications are available at the Graduate College. Application deadlines are: September 15, November 15, and March 15.

King/Chavez/Parks (KCP) Future Faculty Program

King/Chavez/Parks Fellows may receive up to \$35,000 over a four to six year period. Applicants must be United States citizens and must have applied for regular admission to a doctoral program at Western Michigan University; the fellowship is awarded only to those who have obtained regular admission in a doctoral program. The fellowship does not require departmental service, but students must meet other requirements stated in the guidelines for KCP fellowships. A candidate must be planning and able to teach/serve in postsecondary education in the United States. A candidate will repay his/her KCP Fellowship liability to the State of Michigan in the form of teaching or higher-level administrative duties in a postsecondary institution in the United States for the equivalent of up to three full-time years. Inquiries should be directed to the Graduate College. Applications are due February 15.

Thurgood Marshall Fellowships - Master's

Thurgood Marshall Fellowship Applicants must possess U.S. citizenship and must have submitted an application for admission to a master's level program at WMU. The Fellowship is awarded for one academic year to students who have been admitted to a master's program. Thurgood Marshall Fellows shall not have studied previously for a master's degree; at the time of accepting a Thurgood Marshall Fellowship, a student may not have accumulated more than nine credit hours toward a graduate degree at WMU. Master's level Thurgood Marshall Fellows shall be Appointees of the Graduate College, and in this capacity they shall, at the discretion of their program, work for 10 hours weekly as a graduate assistant in teaching, research, or service. The award requires full-time enrollment and pays two-thirds tuition (up to nine credit-hours in Fall and Spring semesters, and up to 3 credit hours in each of two

summer sessions). A stipend is also paid for each semester/session of full-time enrollment. One-year renewal of this award is possible but not guaranteed. Inquiries should be directed to the Graduate College. Applications are due February 15.

Thurgood Marshall Fellowships - Doctoral

Thurgood Marshall Fellowship Applicants must possess U.S. citizenship and must have submitted an application for admission to a doctoral program at WMU. The Fellowship is awarded for one academic year only to students who have been admitted to a doctoral program. Thurgood Marshall Fellows shall not have studied previously for a doctoral degree; at the time of accepting a Thurgood Marshall Fellowship, a student may not have accumulated more than nine credit hours toward a doctoral degree at WMU. Doctoral level Thurgood Marshall Fellows shall be Appointees of the Graduate College, and in this capacity they shall, at the discretion of their program, work for 10 hours weekly as a graduate assistant in teaching, research, or service. The award requires full-time enrollment and pays all tuition up to nine credit hours in Fall and Spring semesters, and up to 3 credit hours in each of the two summer sessions. A stipend is also paid for each semester/session of full-time enrollment. Renewal of this award is possible up to a maximum of four years. Inquiries should be directed to the Graduate College. Applications are due February 15.

WMU-AGEP (Alliance for Graduate Education and the Professoriate) Fellowship

WMU-AGEP Fellowships are offered as part of an on-going federal program funded by the National Science Foundation. The program is highly competitive and funding is limited. To be eligible, an applicant must possess U.S. citizenship, derive from African-American, Hispanic, Native American or Asian/Pacific Islander heritage; and have secured admission to a doctoral program in the area of science, technology, engineering or mathematics. The application must include a letter of nomination from a faculty member in the department (see application for details www.wmich.edu/grad/forms). Deadline to apply is March 1.

Full-Time vs. Part-Time Status

For all graduate students taking courses for a stated degree or certificate program, six hours constitutes full-time status, and three hours constitutes half-time status in Fall and Spring semesters. In Summer I and Summer II sessions, three hours in either session constitutes full-time status for that session and two hours constitutes half-time status.

Students who have completed all of the course work for their master's or doctoral level program and who have only the thesis or dissertation to complete are required by Western Michigan University to enroll for a minimum of one hour in thesis or dissertation credits during fall and spring semesters. An enrollment of one hour for thesis or dissertation will satisfy WMU's continuous enrollment requirement. For students not enrolled in summer I & II sessions, pre-enrollment in the subsequent fall semester is necessary for access to library resources during summer I & II sessions.

However, students must be aware that FICA regulations and some federal loan deferment regulations require at least half-time enrollment, which at WMU is now at least three hours of enrollment. Graduate students, even those enrolled for thesis or dissertation hours, must be enrolled at least half-time (3 hours at WMU) in order to qualify for FICA tax exemption or to be eligible for loan deferments.

Since enrollment fees are determined by hours enrolled, and not by full- or part-time status, students (whether graduate or undergraduate) who enroll for six or fewer hours are charged a lesser enrollment fee than those who enroll for seven or more hours, and consequently they will be required to pay an additional fee for unlimited use of the recreation center. Students enrolling for six or fewer hours will have access to the recreation center for 10 visits without extra fee charges.

Grades

Credit in Degree Program

Credit toward a graduate degree or certificate program will be granted only for courses in which a grade of "C" (2.0) or better is earned. In addition, the student must still meet the minimum standard for overall graduate grade-point average (3.0 for master's, specialist and doctoral students).

Credit (CR) or No Credit (NC)

The Credit /No Credit grading system (A, BA, B = Credit; CB, C, DC, D, E = No Credit) is used in all 7000-level courses, as well as some departmental courses and programs approved by the Graduate Studies Council. The student's permanent record will indicate "CR" when the course is passed and "NC" when the course is failed.

Incomplete (I)

This is a temporary grade given for work which is passing in quality but lacking in quantity to meet course objectives. It is assigned when an instructor, in consultation with a student, concludes that extenuating circumstances prevent the completion of course requirements.

Incompletes, except those given in Master's Thesis (7000), Specialist Project (7200), and Doctoral Dissertation (7300), and courses directly related to them or identified by departments, which are not removed within one calendar year will convert to an "X"-Unofficial Withdrawal. Extensions for a second year must be approved by the graduate dean.

Graduate Appointees, Policies Governing

Definition

A graduate appointee is a student enrolled in a program leading to a graduate degree or graduate certificate and receiving a University-administered stipend or salary which is not less than one-half of the prevailing full amount set by the University for that particular type of appointment.

Although graduate appointments differ in many important ways, each can be classified as either an assistantship or a fellowship. The critical difference between an assistantship and a fellowship lies in the primary intent of the awardee—as payment for service (salary) or as a gift (stipend) to help the awardee achieve an educational goal. Although there may be some aspect of service connected with a Fellow's particular departmental activity, this activity is part of the training designated for all participants in the Fellow's academic program and the service rendered is secondary to the educational goal. Although all, or nearly all, of an Assistant's service to the academic unit should be part of the learning experience in the discipline, the primary thrust is in doing part of the work of the unit.

More than one fractional appointment may be held simultaneously in the same unit. However, in no case shall one person hold more than the equivalent of one full-time assistantship or associateship.

Types of Appointments

1. Assistantships: Graduate Assistants are apprentices in the profession. Although the service aspect is emphasized in the definition in order to make a distinction, Graduate Assistants, first and foremost, are students and valued members of the community of scholars. They are chosen for their scholarship and manifest interest in the discipline as well as for their ability to perform the needed service.
 - a. The service of Graduate Teaching Assistants (T.A.s) consists of activities directly related to students in the teaching enterprise.
 - b. The service of Graduate Research Assistants (R.A.s) consists of research activity under the supervision of a faculty member.
 - c. The service of Graduate Non-teaching Assistants (N.T.A.s) includes all other work in the department not falling under the other categories but generally accepted as appropriate.
 - d. Associateships are assistantships awarded to outstanding students in doctoral programs. Service may involve teaching, research, or other appropriate activity.
2. Fellowships: Fellows are students who have distinguished themselves by outstanding academic achievement or special abilities. Fellowships are provided by the University or by another donor with the approval of the University. The fellowship grant (stipend) is a gift to help the Fellow achieve an educational goal, rather than a payment for services.

Service Requirement

The kinds of service required of Graduate Assistants may vary among academic units, each of which determines its own range of appropriate possibilities subject to administrative review. Whatever kinds of service are expected, however, a full assistantship in any unit consists of twenty hours of service per week or its equivalent. Equivalency is calculated on the basis of the value assigned by a unit to the performance of each particular service.

Stipends and Salaries

The amount of the stipend is set by the donor with the concurrence of the Provost and Vice President for Academic Affairs.

The range of salaries for full-time Assistants in each type of appointment is established by the Provost and Vice President for Academic Affairs.

Fractional awards are made for fractional appointments.

Affirmative Action

The University's Affirmative Action/Equal Opportunity Policies shall apply to graduate appointments.

Professional Ethics

Graduate Assistants shall adhere to the same standards of Professional Ethics as those of the regular faculty. (See "Statement on Professional Ethics" in the current *Agreement* between WMU and the AAUP, Article 21.)

Notification of Status

At the time of their appointment, graduate appointees shall be informed in writing of the specific conditions of the appointment. They should be informed that the offer of an appointment is contingent upon acceptance into a graduate degree program at the University, and continuance of the appointment depends in part on satisfactory progress in that program and satisfactory performance of assigned duties. The letter should also state the amount of the award, whether a remission of non-resident fees is involved, the probable assigned activities, the length of the appointment, and, if appropriate, the criteria for renewal. Any other conditions peculiar to an individual appointment shall be contained in the letter of appointment.

Each appointee shall be provided with information prepared by the Graduate College concerning current University-wide procedures, practices, privileges, and responsibilities that relate to graduate appointees. Each academic unit is responsible for providing any supplemental information on these matters that is necessary and special.

Professional Development

Assigned activities of graduate appointees shall be relevant professional experiences. Graduate Assistants can expect professional guidance and timely evaluation in the performance of their duties.

Enrollment Status

A full appointment requires a minimum enrollment of six credits per semester or three credits per session. Graduate appointees must maintain good academic standing.

Benefits

1. Tuition fees: Graduate appointees who are not residents of Michigan may, at the discretion of the University, be granted partial tuition remission for the non-resident portion of their tuition fees.
2. University Housing: Graduate appointees will be accorded priority in securing University housing in residence halls or family housing apartments (if deadlines are observed and as facilities permit).
3. Library: Graduate appointees will be accorded the same privileges and responsibilities as faculty members in the use of the library facilities. These are specified in the *Western Michigan University Policy Handbook*.
4. Parking: Graduate appointees are exempt from paying the motor vehicle registration fee, but are required to register their motor vehicles. Application may be made to the Department of Public Safety for parking privileges in designated lots.

5. Campus Bookstore: Graduate appointees will be accorded discount privileges on purchases at the Western Michigan University Bookstore in the same manner and degree as faculty and staff members.
6. University Facilities: Graduate appointees will be accorded the use of University facilities (e.g., student offices, research facilities, etc.) authorized by the director of the facilities on the same basis that they are authorized for part-time faculty.
7. Health Insurance: Appointees may elect to enroll in a University-sponsored Health Insurance Program. [All students enrolled at Western Michigan University are eligible to participate in the Student Health Insurance Program (dependent coverage available) where each participant pays the full cost of coverage.] Graduate appointees are eligible to receive a University contribution towards the cost of coverage, provided they complete the necessary enrollment form, and file it and the appropriate premium with the Graduate College during the prescribed enrollment periods. Enrollment materials and information are available at the Sindecuse Health Center and the Graduate College.

Graduate Certificate Program

Definition

A graduate certificate is awarded for the satisfactory completion of a non-degree graduate program designed around a narrow, applied, and coordinated curriculum which has a professional focus. The graduate certificate is not an award of license, accreditation or certification to render professional services; rather, it signifies that a student has satisfactorily completed an approved graduate certificate program curriculum.

A graduate certificate program consists of a sequence of fifteen to twenty-one hours of graduate level courses which concentrate on a specialty topic, but which stands on its own educational merit outside of, or in relation to, any graduate degree program. A graduate certificate program may be either multidisciplinary or unidisciplinary in organization and may be taken by itself or in conjunction with a graduate degree program, depending upon degree program requirements.

Requirements for Completion

An outline of the Graduate Certificate Program requirements for each student must be submitted by the graduate advisor or program director to the Office of Graduation Auditing . The graduate certificate program of study will then be audited in the same manner as that used to audit a degree program. For a student concurrently pursuing a degree program and a Graduate Certificate Program, the outline of the graduate certificate program would be submitted separately from the master's, specialist, or doctoral program of study. For a student not pursuing a graduate degree, the outline of the graduate certificate program alone would be submitted to the Office of Graduation Auditing.

A student must apply, through the Office of Graduation Auditing, to graduate with a Graduate Certificate. The following general requirements must be met:

1. Completion of the requirements, as stated on the program of study, of the Graduate Certificate Program with a "B" (3.0) or better average within a six-year period;
2. A grade of "C" or better must be earned in every course listed on the program of study; and
3. Completion of departmental requirements, if any, of all graduate students in that department.

Graduate Record Examination (GRE)

Applicants for admission to a specialist or to a doctoral degree program are required to submit scores earned on the Graduate Record Examination. Some master's programs also require applicants to submit GRE scores.

Graduate Scholars and Teachers, Recognition of

The Graduate Studies Council has established two annual award programs to recognize graduate student contributions at Western Michigan University: the Graduate Research and Creative Scholar Awards and the Graduate Teaching Effectiveness Awards. The Graduate Research and Creative Scholar Awards were established in 1986 to acknowledge graduate students' contributions to the scholarly and artistic productivity of Western Michigan University. The Graduate Teaching Effectiveness Awards were established in 1998 to recognize effective teaching done at WMU by graduate students as assistants to faculty, as independent instructors, or in other capacities that directly promote and facilitate student learning.

Nominations for both programs are sought on an annual basis by the Graduate College. Departments are contacted early in the Spring semester regarding nomination procedures and deadline. Each department or unit with a graduate program may nominate one master's degree student and, where appropriate, one specialist and/or doctoral degree student for each of the two award programs.

Each student nominated by an academic program becomes the recipient of the award at the Department level. From among the Department award recipients for each program, a selection committee of the Graduate Studies Council selects those students whose research or creative activity, or whose work as a graduate teacher, has exceptional merit to be designated as a recipient of the award at the All-University level. Students selected for All-University recognition will have this designation placed on their official University transcript and in the commencement program.

Students may be recipients of either the Department or All-University awards only once at each degree level.

Recipients of the Graduate Research and Creative Scholar Awards and Graduate Teaching Effectiveness Awards are recognized at an event late in the Spring semester. Each recipient receives a certificate and has a bio published in the recognition booklet. All-University award recipients receive additional recognition, including an invitation to make a presentation about their work at the recognition event.

Graduation Audit

A graduation audit must be performed by the Office of the Registrar for each student prior to graduation to determine the student's eligibility for graduation. The audit, initiated by a student's application for graduation, determines whether University, degree, and program requirements have been met satisfactorily. A separate audit is required for each degree or graduate certificate to be received; for instance, a student graduating with both a master's degree and a graduate certificate must make separate application and receive a separate audit for each.

Students desiring to graduate must apply by the following deadlines:

- April graduation apply by December 1
- June graduation apply by February 1
- August graduation apply by February 1

December graduation apply by August 1

Applications may be obtained in the Office of the Registrar or online at www.wmich.edu/registrar, and must be submitted by the appropriate deadline to the Office of the Registrar. A separate graduation application must be submitted for each degree or certificate being sought.

Students who do not graduate at the time for which they apply may apply again as often as necessary; there is no fee for re-application. However, students must contact the Office of the Registrar to *request* a new graduation date, and will not automatically be moved to another graduation date upon failure to graduate.

Graduation Requirements, Degree Programs

Master's Program

The following general requirements must be met for completion of the master's degree:

1. All work accepted for the degree program, including transfer credit, must be elected within six years preceding the date on which the master's degree is conferred.
2. All requirements for the degree must be completed within 30 days after the established commencement date.
3. The overall and in program graduate grade-point average must be at least 3.0.
4. A grade of "C" or better must be earned in every course applied toward the degree.
5. At least one-half of a student's work toward a master's degree must be in courses that are numbered 6000 or above.

Second Master's Degree Program

A student enrolled for a second master's degree from Western Michigan University must complete a minimum of 24 additional semester hours at Western Michigan University. Any credits transferred internally into the second master's degree program may not exceed sixteen semester credit hours. The second degree program must fulfill all of the other usual requirements for a master's degree.

Specialist Program

The following general requirements must be met for completion of the specialist degree:

1. All work accepted for the degree program, including transfer credit, must be elected within six years prior to the date of receipt of the specialist degree. Students entering with a master's degree will be permitted five years instead of six.
2. All requirements for the degree must be completed within 30 days after the established commencement date.
3. The overall and in program graduate grade-point average must be at least 3.0.
4. A grade of "C" or better must be earned in every course applied toward the degree.
5. The general residency requirement for the specialist degree must be met. The general residency requirement for specialist students is: either (a) one semester (Fall, Spring, or Summer I-Summer II) of full-time enrollment [i.e., 9 hours] at Western Michigan University; or (b) enrollment in two sessions in consecutive years and the intervening semesters.

Doctoral Program

The doctoral degree is awarded by Western Michigan University on the basis of evidence that the candidate has achieved a high level of proficiency in research and scholarship, a mastery of a special field of learning, and the professional competence to work independently in that special field. The degree is not conferred merely upon fulfillment of minimum, technical requirements nor merely by accumulating course credits.

All doctoral programs at Western Michigan University have special and particular requirements for the degree, and the student will be governed by these, which are described in department handbooks and in the *Graduate College Catalog* under the listing "Programs Leading to a Doctoral Degree." The minimum requirements set by the University for attaining the degree are listed below, but students are advised to consult the appropriate department handbook, *Graduate College Catalog*, or graduate program advisor to learn about the additional and particular requirements for each doctoral degree program.

A doctoral program consists of a combination of courses, seminars, independent study, examinations, and research. While the specific content of the programs of study for the doctoral degree will differ among students and among departments, each student in each program must meet satisfactorily the minimum requirements of the University, which are:

1. The composition of a planned program of study, approved by the student's advisor and any appropriate program advisory committees in the department.
2. Attainment of an overall minimum grade point average of 3.0 in the planned program of study.
3. Completion of a minimum number of semester hours as specified by every doctoral program for all students in that program.
4. Thirty semester hours (excluding the dissertation) in the planned program of study earned at Western Michigan University after admission to the doctoral program.
5. A grade of "C" or better must be earned in every course applied toward the degree.
6. Two research tools, as determined by the department.
7. Satisfactory completion of comprehensive examinations.
8. An approved, written dissertation and the oral defense of it.
9. A time limit of seven years from the semester of first enrollment after admission to the doctoral program to the semester within which the degree will be conferred, unless otherwise provided by the University's governance structure.
10. The completion of the doctoral residency requirement—either the general doctoral residency requirement, or as established by the department.

Doctoral students must complete all requirements for graduation by the established commencement date.

Michigan Intercollegiate Graduate Studies (MIGS)

Western Michigan University—along with Andrews University, Central Michigan University, Eastern Michigan University, Grand Valley State University, Michigan State University, Michigan Technological University, Northern Michigan University, Oakland University, Saginaw Valley State University, Siena Heights College, University of Detroit, University of Michigan, and Wayne State University—participates in the Michigan Intercollegiate Graduate Studies (MIGS) program sponsored by the Michigan Council of Graduate Deans. The program allows any degree-seeking graduate student in good standing (master's, specialist, or doctoral level) to take advantage, as a guest scholar, of unique educational opportunities at any of the other institutions participating in the program.

The MIGS program provides an expedited admission process which allows the student to enroll at the host institution without going through the host institution's regular admission process. In order for the student to qualify, the home institution (WMU) certifies that the student is in good academic standing, and determines that the proposed program of study represents opportunities that are unique or not available at the home institution; the host institution determines whether space or other necessary resources are available at the host institution. With the approval of the student's academic advisor, a student may combine a part-time enrollment at the home institution (WMU) with a part-time MIGS enrollment.

Students on MIGS enrollment pay tuition and other fees normally charged by the host institution. All credit earned under a MIGS enrollment will be accepted by the student's home institution as if offered by that institution, provided the student arranges to have two official transcripts sent from the host institution to the home institution after completion of the course(s). Upon requesting transcripts from the host institution, the student must contact the Academic Records Office at WMU to indicate that a transcript is being sent for posting on the academic record as MIGS graduate credit.

Unlike regular transfer credits, grades earned in MIGS courses are applied toward the home institution grade point average. When MIGS credits are transferred into a graduate program, the total number of transferred credits from all sources may not exceed 50% of the credits required in the program.

MIGS application forms may be obtained from the MIGS liaison officer in The Graduate College. WMU students desiring to participate in the MIGS program must have the completed MIGS application certified by the MIGS liaison officer in The Graduate College prior to submitting the application to the host institution.

Research Tools in a Doctoral Program

Two research tools, to be designated by the department and approved by the University curriculum review process, are required in each doctoral student's program of study. Departments are not limited to the designation of statistics, computer programming, or language; other research tools may be justified. Such other research tools, however, must be approved by the University curriculum review process.

Research With Protected/Regulated Subjects/Materials, Requirements for Compliance in

All master's theses, specialist projects, and doctoral dissertations involving research with protected or regulated research subjects and materials must include documentation indicating compliance (approved review or approved exemptions as applicable) with federal, state, and Western Michigan University requirements for the protection of human/animal subjects or appropriate use of genetic or radioactive materials and biohazards. The student researcher who prepares the paper is responsible for obtaining the appropriate forms from the official Western Michigan University review board/committee/officer [currently, either the Human Subjects Institutional Review Board (HSIRB), the Institutional Animal Care and Use Committee (IACUC), the Recombinant DNA Biosafety Committee (RBDC), or the Radiation Safety Officer or Manager of Environmental Health and Safety], and must receive approval or an approved exemption for the conduct of the research from the board/committee/officer prior to the initiation of the study. Written approval from the board/committee/officer must be included as an appendix to the thesis, specialist project, or doctoral dissertation. The Graduate College is responsible for assuring that the student has included such written approval as an appendix.

Some departments require or accept a research project other than a master's thesis, specialist project, or doctoral dissertation for degree completion, usually with 7100 identified as the course number or, alternatively, another specified course. Some departments require a research project in the fulfilling of undergraduate or graduate curricula. If the research project involves human or laboratory animal subjects, genetic or radioactive materials, or biohazards, the student researcher who prepares the paper is responsible for obtaining the appropriate forms from the official Western Michigan University review board/committee/officer [currently, either the Human Subjects Institutional Review Board (HSIRB), the Institutional Animal Care and Use Committee (IACUC), the Recombinant DNA Biosafety Committee (RDBC), or the Radiation Safety Officer or Manager of Environmental Health and Safety], and must receive approval or an approved exemption for the conduct of the research from the board/committee/officer prior to the initiation of the study.

The department requiring the course, in turn, is responsible for assuring that the student has complied with federal, state, and Western Michigan University requirements. The appropriate approval or approved exemption form should be included as part of the research report or final paper.

The Graduate College will not approve any master's thesis, specialist project, or doctoral dissertation which does not comply with these requirements, and in that event no credit will be granted for the course.

Residency Requirement, Degree Programs

Thesis/Specialist Programs

The general residency requirement for a thesis degree program and specialist degree program is established by the academic unit providing the degree program and approved through the University's curriculum review process. Unless a department has formally requested a change from the standard, the general residency requirement for thesis and specialist students is: either (a) one semester (Fall, Spring, or Summer I-Summer II) of full-time enrollment [i.e., 6 hours] at Western Michigan University; or (b) enrollment in two sessions in consecutive years and the intervening semesters.

Doctoral Program

The general residency requirement for doctoral students is one academic year (two consecutive semesters) of full-time study. Each doctoral program may, however, with the approval of the University through the curriculum review process, establish its own residency requirement. Students must meet the residency requirement prior to approval for candidacy. Students should consult with their advisor regarding the residency requirement for the specific program.

Student Membership on a Graduate Council or Committee

For purposes of accepting an appointment to a graduate council or committee, a graduate student will be defined as one who has been accepted into a graduate level degree program, and is enrolled for a minimum of six hours during a semester or a minimum of three hours during a session. Exceptions to the six hour enrollment requirement may be granted by the Dean of the Graduate College. Students should be permitted to continue their position of leadership or their membership on a Council or Committee during the spring or summer session if they have taken a six hour load in the preceding winter semester and fulfilled the other requirements stated above.

Thesis /Specialist Project /Dissertation

General Requirements

Format and Style

The use of the University's official formatting manual, *Guidelines for the Preparation of Theses, Projects, and Dissertations*, is required. This publication is available on the Graduate College Website at <http://www.wmich.edu/grad/guidelines/guidelines.pdf>

In addition, each academic unit in which there is a doctoral or specialist program or a master's thesis option will declare to the Graduate College its choice of a *single* style manual to be followed in the preparation of all dissertations and theses in that unit. The academic unit may choose any manual which is considered standard to the discipline.

Grading

Grades of Credit (CR) or No Credit (NC) may be given, with departments held responsible for insuring that progress on the thesis/project/dissertation has in fact been made in any term for which the grade of Credit (CR) is given. The grade of No Credit (NC) will not affect a student's over-all GPA, but it will stay on the record as an accurate representation of a student's history in that term.

Because a transcript is to be an honest and accurate record of a student's academic work, should a student receive a series of Credit (or even No Credit) grades for 7000, 7200, or 7300 and then decide not to complete that work, the enrollments and grades for 7000, 7200, or 7300 will remain on the transcript.

Theses and projects will still involve only six (6) completed credits. Dissertations will involve whatever number of completed credits is stipulated on the student's program of study, which can range from 12 to 24. Consequently, until the student earns the required number of credits for the writing, registration for credits resulting in grades of "NC" will need to be repeated.

Policy Statement

Each department requiring master's theses, specialist projects, or doctoral dissertations shall clearly describe its policies to the students, their advisors/chairpersons, committee members, and The Graduate College in formal written statements.

In addition, each department and its respective college, through the student's major advisor/chairperson and committee members, shall be responsible for the content and quality of the student's work and final project. Approval of the substance of the thesis/project/dissertation shall rest solely with the advisor/chairperson and committee members.

The Graduate College shall be responsible for approving proper format and style of the final product. The department shares preliminary responsibility for format and style through its published guidelines and through faculty advising.

Registration

A student is required to complete—before the first registration—the Application for Permission to Elect form for thesis, project, or dissertation credits. The form requests a description of the work to be completed in each election, and it must be signed by (a) the student; (b) the faculty sponsor; (c) the department chairperson; and (d) a representative of the Graduate College. A hold on the student's registration will prevent the student from registering in the course (even with the correct call number) until a completed Application for Permission to Elect form is approved in The Graduate College.

Resolution of Differences with Committee over Approval of Thesis/Project /Dissertation

In case there are differences among the members of a thesis/project/dissertation committee over the approval of the manuscripts and/or its oral defense, it shall be the responsibility of the committee to undertake every reasonable effort to resolve these differences and come to a unanimous decision.

In case a student wishes to appeal a negative decision by the thesis/project/dissertation committee, the student shall first take the appeal to this same committee, which shall hear the appeal and render a decision.

In case a committee cannot reach unanimous agreement and the student wishes to appeal further a negative decision, a review committee shall be established consisting of the Dean of the Graduate College, the appropriate academic dean, and the chairperson or director of the unit. The review committee shall seek to resolve the controversy without passing on the thesis/project/ dissertation. The review committee handling such a case is limited to procedural actions, such as reconstituting the committee if the case merits it.

Submission of Manuscript to the Graduate College for Format Review

All master's theses, specialist projects, and doctoral dissertations must be submitted to the Graduate College for format review by the established deadline for the student's desired graduation period. The deadline currently is the Friday four (4) weeks prior to the commencement ceremony (deadline dates are published in the *Graduate College Catalog* and the graduate student calendar, as well as being transmitted to the student in the graduation audit letter).

Students may not submit a thesis, specialist project, or dissertation to the Graduate College for review until it has been approved by the committee, as indicated by signatures of all committee members on the official approval forms.

Registration/Records/Academic Regulations

Master's Thesis (7000)

Credit and Continuous Enrollment

A master's thesis is six credits. It may be registered for in increments of one (1) to six (6) credits. Following a student's first enrollment in 7000, the student is required to enroll in 7000 in each semester/session continuously until all thesis requirements are completed satisfactorily and approved by the appropriate bodies. For students not enrolled in summer I and II sessions, pre-enrollment in the subsequent fall semester is necessary for access to library resources during summer sessions. Continuous enrollment is defined as enrollment in all fall and winter semesters from the initial enrollment to the semester in which the student graduates. If the student will graduate in one of the summer sessions the student must be enrolled in that session. A student unable to complete the thesis within the first six hours of registration will be required to continue to enroll in 7000; however, only six hours of 7000 will count toward meeting the program requirements for the degree.

Thesis Committee

A master's thesis committee shall be appointed for each student undertaking a thesis as partial fulfillment of the requirements for a master's degree. The purpose of the thesis committee is twofold: (1) to provide the range of expertise necessary to advise a student in the conduct of the master's thesis and (2) to ensure that evaluation of the thesis represents a consensus of professionals in the student's chosen discipline.

The master's thesis committee is charged with the supervision and evaluation of the master's thesis, a task that includes but is not limited to the following responsibilities: (a) advise the student on selection and/or development of a master's thesis topic; (b) review and approve a proposal for the master's thesis; (c) provide consultation regarding progress on the thesis; (d) evaluate the final document; and (e) in those departments requiring an oral defense, evaluate the oral defense of the thesis.

In addition to the previously described responsibilities that are generic to all thesis committee members, the chairperson of the committee assumes the following additional responsibilities: (a) in those departments where this responsibility is not discharged through other mechanisms, advise the student regarding selection of thesis committee members; (b) routinely monitor student progress on the thesis; (c) call thesis committee meetings; (d) evaluate the readiness of the thesis proposal and of the thesis for committee review and action; and (e) inform the student of the need to adhere to the *Guidelines for the Preparation of Theses, Projects, and Dissertations*.

Each thesis committee shall consist of a minimum of three members or associate members of the Graduate Faculty of Western Michigan University; the committee chairperson must be a full member of the Graduate Faculty. At least two of the committee members must be from the department or academic program in which the student is pursuing the master's degree. The appointment of a master's thesis committee is a three-stage process requiring, first, a mutual agreement between the master's student and the prospective committee members; second, a formal appointment by the chairperson of the department (or the chairperson's designee); and third, notification of and approval by the office of the Dean of the Graduate College regarding this appointment.

Each unit offering a master's degree in which the thesis is either required or optional may approve and disseminate additional guidelines concerning master's thesis committees, including the qualifications for committee membership, the procedures used to select and appoint committee members and the specific functions and responsibilities that the members of these committees have. Additionally, each unit is encouraged to disseminate an updated list of faculty who qualify to serve on master's thesis committees and their respective areas of expertise.

Specialist Project (7200)

Credit and Continuous Enrollment

A specialist project is six credits. It may be registered for in increments of one (1) to six (6) credits. Following a student's first enrollment in 7200, the student is required to enroll in 7200 in each semester/session continuously until all project requirements are completed satisfactorily and approved by the appropriate bodies. For students not enrolled in summer I and II sessions, pre-enrollment in the subsequent fall semester is necessary for access to library resources during summer sessions. Continuous enrollment is defined as enrollment in all fall and winter semesters from the initial enrollment to the semester in which the student graduates. If the student will graduate in one of the summer sessions the student must be enrolled in that session. A student unable to complete the project within the first six hours of registration will be required to continue to enroll in 7200; however, only six hours of 7200 will count toward meeting the program requirements for the degree.

Project Committee

A project committee shall be appointed for each student undertaking a specialist project as partial fulfillment of the requirements for a specialist degree. The purpose of the project committee is twofold: (1) to provide the range of expertise necessary to advise a student in the conduct of the specialist project, and (2) to ensure that evaluation of the project represents a consensus of professionals in the student's chosen discipline.

The specialist project committee is charged with the supervision and evaluation of the project, a task that includes but is not limited to the following responsibilities: (a) advise the student on selection and/or development of a project topic; (b) review and approve a proposal for the project; (c) provide consultation regarding progress on the project; (d) evaluate the final document; and (e) in those departments requiring an oral defense, evaluate the oral defense of the project.

In addition to the previously described responsibilities that are generic to all specialist project committee members, the chairperson of the committee assumes the following additional responsibilities: (a) in those departments where this responsibility is not discharged through other mechanisms, advise the student regarding selection of project committee members; (b) routinely monitor student progress on the project; (c) call project committee meetings; (d) evaluate the readiness of the project proposal and of the project for committee review and action; and (e) inform the student of the need to adhere to the *Guidelines for the Preparation of Theses, Projects, and Dissertations*.

Each specialist project committee shall consist of a minimum of three members or associate members of the Graduate Faculty of Western Michigan University; the committee chairperson must be a full member of the Graduate Faculty. At least two of the committee members must be from the department or academic program in which the student is pursuing the specialist degree. The appointment of a specialist project committee is a three-stage process requiring, first, a mutual agreement between the specialist student and the prospective committee members; second, a formal appointment by the chairperson of the department (or the chairperson's designee); and third, notification of and approval by the office of the Dean of the Graduate College regarding this appointment.

Doctoral Dissertation (7300)

Credit and Continuous Enrollment

A doctoral dissertation [7300] varies in credit from a minimum of 12 hours to a maximum of 24 hours, but in most doctoral programs at WMU the requirement is still 15 hours. The minimum and maximum number of hours of 7300 required by each department in a student's program of study will be determined by the department in a proposal approved by the University's curriculum review process. A department may require either: (a) all students within the program to register for a specific, common total of hours between 12 and 24; or (b) different students within the program to register for a variety of total hours between 12 and 24. One of the options must be declared by the department and must be approved by the University's curriculum review process before implementation.

Following a student's first enrollment in 7300, the student must have continuous enrollment in 7300 until all dissertation requirements are completed satisfactorily and approved by the appropriate bodies. A student unable to complete the dissertation within the number of credit hours stipulated in the student's approved program of study will be required to continue to enroll in 7300. Only those credit hours in 7300 stipulated in the student's approved program of study, however, will count toward meeting the program requirements for the degree. For students not enrolled in summer I and II sessions, pre-enrollment in the subsequent fall semester is necessary for access to library resources during summer sessions. Continuous enrollment is defined as enrollment in all fall and winter semesters from the initial enrollment to the semester in which the student graduates. If the student will graduate in one of the summer sessions the student must be enrolled in that session.

Dissertation Committee

For each doctoral student a doctoral dissertation committee shall be appointed to review the dissertation proposal, procedures and results, to make suggestions relative to these concerns to the student, and to decide whether to approve the dissertation and the oral defense as fulfilling these requirements for the doctoral degree.

Each doctoral dissertation committee shall consist of at least three members. The student's major dissertation advisor shall serve as chairperson of the committee. At least one member shall be from outside the student's department (this person may be from a related cognate discipline, from outside the student's college, or from outside WMU) who shall serve as a bona fide, fully participating member of the committee. The committee shall be approved and recommended by the unit, approved by the office of the appropriate academic dean, and approved and appointed by the graduate dean. Each member of the committee must be either a member or an associate member of the Graduate Faculty; the major advisor/chairperson must be a full member of the Graduate Faculty.

All members of this committee must approve the dissertation and at least three must be in attendance for and approve its oral defense. The dissertation must be in a form acceptable to the unit and adhere to

the *Guidelines for the Preparation of Theses, Projects, and Dissertations* before the student may be awarded the doctoral degree.

Each unit offering a doctoral program shall approve and publish its policies concerning doctoral dissertation committees, including the qualifications for membership on doctoral dissertation committees, the procedures used to select who should serve on these committees, and the specific functions and responsibilities that the members of these committees have. The chairperson of each student's doctoral dissertation committee shall indicate in writing the specific responsibilities that individual members of that committee have.

Policy on the Dissertation Process

Each doctoral program at Western Michigan University shall establish, and publish in the program's student manual, the procedures that govern the preparation and oral defense of the dissertation by the doctoral candidate. A model process is proposed below, but each program may establish, with the approval of The Graduate College, its own appropriate guidelines.

Model Dissertation Process

1. The chairperson of the doctoral program (department, academic unit) shall recommend appointment of the dissertation committee to the Dean of the Graduate College. The dean shall approve the appointment of members of the dissertation committee and notify the dissertation committee chairperson of the appointments.
2. The candidate shall develop a dissertation proposal in accord with program guidelines.
3. The candidate shall compose, revise as necessary, and receive written approval of the proposal from the dissertation committee chairperson.
4. The candidate shall receive written approval of the proposal by all members of the dissertation committee. (A standard program sign-off sheet is recommended).
5. The candidate shall obtain written HSIRB approval if the research involves human subjects, written IACUC approval if animals are involved, or written Biosafety Committee approval or written approval from the Radiation or Environmental Health and Safety Officer if appropriate. (All dissertations must include a copy of the requisite approvals in the appendices.) The approval must be obtained *before* the research is conducted.
6. The candidate shall, upon first registering for dissertation hours, obtain The Graduate College signature for dissertation registration and confirm compliance with human subject, animal research, and biosafety/radiation/Environmental Health and Safety regulations.
7. If, during the conduct of the dissertation research, major deviations from the proposal occur or appear to be imminent, the candidate shall receive approval from the dissertation committee to continue the research study.
8. The candidate shall submit dissertation draft(s) to the dissertation committee chairperson for review, revision, and approval prior to distribution to the entire committee.
9. The candidate's dissertation draft must be approved by the entire committee before the doctoral oral is scheduled. The candidate must apply for graduation by the established deadline prior to attempting to schedule the doctoral oral.
10. The candidate shall revise the dissertation draft as requested by the committee. When the dissertation committee has approved the dissertation draft as ready for presentation to the University community, the candidate shall obtain the signature of each committee member to confirm that each member has read the dissertation and finds it acceptable for presentation at the oral defense (A standard program sign-off sheet is recommended. See #4 above).

11. The candidate shall prepare an abstract and complete the form required to schedule the oral defense. The abstract and the form must be submitted to the Graduate College at least 10 working days [2 weeks] prior to the public oral defense. The oral defense may not be scheduled without a graduation audit and clearance from the Office of Graduation Auditing that completion of all program requirements except the dissertation has taken place.
12. The candidate shall prepare for the oral defense according to the program's published expectations for the defense: (a) all committee members must be present; (b) the chairperson of the committee shall introduce the candidate and outline the structure and agenda for the oral; (c) the candidate shall present the dissertation content; (d) the candidate shall respond to questions from the dissertation committee; and (e) if time permits, the candidate shall respond to questions from others who attend the defense.
13. The chairperson of the dissertation committee shall excuse the candidate and all guests at the conclusion of the public defense. The committee shall then determine the acceptability of the dissertation and the oral defense.
14. The dissertation committee must unanimously approve the dissertation and the oral defense. Abstentions shall be considered negative votes. If there is no consensus, the dissertation committee may: (a) require a revision and resubmission of the dissertation without an additional oral defense; (b) require a revision and resubmission of the dissertation and require a second oral defense; or (c) reject the dissertation, and require another research proposal to be submitted.
15. The doctoral candidate must prepare the dissertation according to the format and style requirements of the University. The dissertation must be submitted to the Graduate College for review on or before the date (approximately four weeks prior to graduation) that is stated in the official University calendar. Approval for graduation and attendance at graduation are dependent on approval of the dissertation by the Dean of the Graduate College.

Scheduling and Publicizing the Dissertation Defense

The doctoral candidate and the candidate's advisor are responsible for scheduling the oral defense with all members of the doctoral committee, notifying the department office, and reserving the room. The department representative will then notify the in the Graduate College. A block of two hours should be reserved, and defenses scheduled in the same department/academic unit should not conflict in time.

The oral defense may not be scheduled without a graduation audit and clearance from the Office of Graduation Auditing that completion of all program requirements except the dissertation has taken place. Forms notifying the Graduate College are available in the college and in department offices. The form and a copy of the dissertation abstract should be received in the Graduate College at least ten (10) working days [2 weeks] prior to the day of the oral defense. The Graduate College, in turn, will notify campus newspapers and the Office of the President among other campus constituents.

Publication of Dissertation

All doctoral dissertations will be microfilmed by University Microfilms Inc. The student is also required to prepare an abstract of the dissertation for publication in *Dissertation Abstracts International*.

Time Limit for Completion of Graduate Programs

After admission, all requirements for the degree must be completed within seven years for the doctoral degree and six years for the master's degree preceding the date on which the degree is conferred. Students whose degrees are taken primarily through part-time study have the option of requesting an extension from the graduate dean. Extensions beyond the seven years may also be granted for other students by the Dean of the Graduate College for such legitimate reasons as illness, injury or hardship. In such situations, the student and department must demonstrate how the student will bring up to date the content knowledge from courses taken more than seven years before the projected date of graduation.

Undergraduate Students in Graduate Courses

5000-Level Courses

A 5000-level course is open to graduate and advanced undergraduate students. A graduate student must register for graduate credit in a 5000-level course.

6000-Level Courses

Outstanding undergraduate students may elect courses numbered 6000 or above. Students desiring to enroll in such courses must have the approval of the faculty advisor, the instructor of the course, the department chairperson, and the graduate dean. Such students must complete all appropriate undergraduate courses in their major fields before taking the graduate courses. The 6000-level courses may not be used to complete the undergraduate degree requirements. Also, undergraduate students may not enroll in 6000-level courses which are designed as service courses (e.g., MATH 6000, Statistics for Public Administrators).

Glossary

Academic advisor

A faculty or professional staff member trained to help students select courses and plan programs of study for degree or program completion.

Academic dismissal

Dismissal from an academic unit or program for not maintaining the required minimum grade-point average. Dismissal indicates that a student is no longer admitted to the University and may not register.

Academic Records Office

The Academic Records Office, a unit of the Registrar's Office, is responsible for maintaining permanent records for and disseminating student information for all students, including graduate students.

Academic standing

The status of a student determined by the student's grade point average: All graduate students must meet a minimum academic standard, overall graduate grade-point average of 3.0 for doctoral, master's specialist and Non-degree students to maintain "good standing." A "warning" will be issued a student whose GPA falls below a 3.0 in any semester even though the overall GPA is 3.0 or better. A student will be placed on "probation" if the overall GPA falls below 3.0, and will receive a "dismissal" notice if the overall GPA is not raised to at least 3.0 at the end of a second enrollment period on "probation."

Active admission status

Admitted students have *active* admission status for one year following admission and/or one year from the date of last enrollment. Admission will be canceled and re-admission required for any student not enrolling after one year.

Admissions, Office of

The Office of Admissions is responsible for all activities related to the admission of U.S. citizens of permanent residence graduate students.

Assistantship

A University-administered salary (payment for service) and stipend (gift) awarded by an academic or service unit to an appointed graduate student who is enrolled in a program leading to a graduate degree. Assistants are apprentices in the profession and assist in doing part of the work of the department, teaching or research or service. In order to remain on appointment to an assistantship, a student must maintain good academic standing.

Associateship

A specially designated assistantship awarded to an appointed doctoral student.

Auditing a course

A student may elect a graduate course as an auditor, but will receive no regular grade or credit for the course. Once enrolled with audit status, the student may not change to regular status. To have the course entered on the transcript with the designation "AUD," the student must attend at least three quarters of the class sessions and present evidence to the instructor that the role of auditor has been satisfactory.

Class or credit load

The number of credit hours carried by a student each semester or session.

Conditional

As a condition of admission: Probationary admission *may* be granted by a department to a student who does not meet all normal requirements for regular admission. The probationary student may then establish eligibility for regular admission by completing satisfactorily the specified departmental prerequisites declared in the letter of admission. See "Non-degree Student."

As a condition of academic standing: A student will be placed on probation if the student's overall grade-point average falls below 3.0 for Non-degree, master's, specialist and doctoral students. See "Academic Standing."

Continuous enrollment

Following a student's first enrollment in 7000 (Master's Thesis) or 7200 (Specialist Project) or 7300 (Dissertation), the student will enroll in that same course in each subsequent semester/session continuously until all thesis or project or dissertation requirements are completed satisfactorily and approved by the appropriate bodies. For students not enrolled in summer I and II sessions, pre-enrollment in the subsequent fall semester is necessary for access to library resources during summer sessions. Continuous enrollment is defined as enrollment in all fall and winter semesters from the initial enrollment to the semester in which the student graduates. If the student will graduate in one of the summer sessions the student must be enrolled in that session.

Continuing education courses

Graduate courses offered through the Division of Continuing Education in the Regional Centers of Battle Creek, Benton Harbor/St. Joseph, Grand Rapids, Lansing, and Muskegon, or elsewhere away from the Kalamazoo campus.

Course numbering system

Graduate-only courses are numbered 6000 through 7990. Courses numbered 5000 through 5990 are for graduate and advanced undergraduate students. Graduate students register for *graduate* credit in 5000-level courses; undergraduate students register for *undergraduate* credit in 5000-level courses.

Credit/No Credit

A method used to evaluate performance in courses which is separate from the letter grade system. "Credit " is earned for grades of "B" or better; grades of "CB" or below earn "No Credit." Credit/No Credit courses are not computed into the overall grade-point average.

Credit hour

A unit of academic credit. One credit hour usually represents one hour of class time per week. See also "semester hour" and "quarter (or term) hour."

Credit load

The total number of credits for which a student registers during a semester or session.

Family Educational Rights and Privacy Act (FERPA)

This act limits information which can be disclosed about individual students' records without their written permission to general Directory information (name, address, telephone number, curriculum, and major field of study). All requests for information beyond Directory information should be referred to the Registrar's Office.

Fellowship

A University-administered stipend (gift) awarded by an academic or service unit within the University or by another donor to an appointed graduate student who is enrolled in a program leading to a graduate degree. The fellowship stipend is a gift to help the Fellow achieve an educational goal, rather than a payment for services. In order to remain on appointment, the Fellow must maintain good academic standing.

Full-time student

For all graduate students taking courses for a stated degree or certificate program, six hours constitutes full-time status, and three hours constitutes half-time status in fall and winter semesters. In spring and summer sessions, three hours in either session constitutes full-time status for that session and two hours constitutes half-time status.

Full-time load requirements for the health fee assessment, loan deferments, and for financial assistance are not necessarily the same as that described above. See the graduate catalog or call the appropriate office for specific requirements.

Grade point

The numerical value given to letter grades. "A" is equivalent to 4 points; "BA," 3.5 points; "B," 3 points; "CB," 2.5 points; "C," 2 points; "DC," 1.5 points; and "D," 1 point. No points are earned by an "E" or an "X."

Grade-point average

A scholastic average computed by dividing total honor points by total credit hours attempted. See "Honor Point."

Graduate Curriculum Committee

GCC is a standing committee of the Graduate Studies Council. It reviews proposals approved by college curriculum committees for new degree programs and changes to existing degree programs, in addition to making recommendations for policies related to graduate curricula.

Graduate Faculty

Faculty who are approved to perform the functions of graduate education, to include teaching graduate courses, advising graduate students, and serving on graduate student committees. Only members of the graduate faculty may serve on and chair thesis, specialist project, and dissertation committees.

Graduate Student Advisory Committee

GSAC is a standing committee of the Graduate Studies Council. It reviews services and needs of graduate students; makes recommendations to appropriate officials and offices; recommends graduate students for appointments to University councils and committees; and serves as liaison between departmental graduate student organizations, the Graduate Studies Council, and the dean of The Graduate College.

Graduate Studies Council

The Graduate Studies Council of the Faculty Senate reviews, develops, and recommends policy regarding graduate education at Western Michigan University.

Graduation audit

An evaluation of the student's academic record and program of study to determine the student's eligibility for graduation. The audit, initiated by a student's application for graduation, determines whether University, degree, and program requirements have been met satisfactorily.

Hold

A barrier placed on a student's ability to register for classes as a result of an unfulfilled monetary obligation or other action by the University.

Honor point

A numerical value of letter grade and credit earned in a course, determined by multiplying the grade point (see "Grade Point") for the course by the number of credit hours for the course.

HSIRB

Human Subjects Institutional Review Board of Western Michigan University. Any research involving contact with human research subjects requires prior review and approval by the Board. No research involving human subjects is exempt from review by the Board.

IACUC

Institutional Animal Care and Use Committee of Western Michigan University. The use of any vertebrate animals in research, testing, or instructional projects requires prior review and approval by the Committee.

IBC

Institutional Biosafety Committee of Western Michigan University. Any activity involving the construction or handling of recombinant DNA molecules or organisms and viruses containing recombinant DNA molecules requires prior notification or approval from the Committee.

Inactive admission status

A student's admission status becomes inactive one year after the student's last enrollment. Admission will be canceled and re-admission required for any student not enrolling after one year. After seven years of inactivity, the student's permanent record folder is destroyed.

Incomplete ("I"/"INC")

A temporary grade given by an instructor for work which is passing in quality but lacking in quantity to meet course objectives. The Incomplete grade for courses which earn regular letter grades is "I"; for Credit /No Credit courses, the Incomplete grade is "INC." Incomplete grades in courses not otherwise approved for exemption (e.g., 700-level courses) will convert to an "X" if not removed within one calendar year.

Independent study

Enrollment in an appropriately designated, variable credit course for a specific plan of study, authorized and supervised by a designated, consenting faculty member. Normally, it is a project designed to allow students to investigate areas of interest not within the scope of a regular course or to obtain an educational experience outside that normally offered by a regular course.

International Student Services, Office of (OISS)

OISS is responsible for all activities related to the admission of international graduate students, including interpretation of foreign educational transcripts and certification of English language proficiency.

Internship

Work in a firm or agency related to a student's major program and/or career plans. Usually involves earning college credit and may involve receiving payment.

Michigan Intercollegiate Graduate Studies Program (MIGS)

The MIGS program allows any degree-seeking graduate student in good standing (master's, specialist, or doctoral level) to take advantage, as a guest scholar, of unique educational opportunities at any of the other Michigan institutions participating in the program. All credit earned under a MIGS enrollment will be accepted by the student's home institution as if offered by that institution; unlike regular transfer credits, grades earned in MIGS courses are applied toward the home institution grade-point average. When MIGS credits are transferred into a graduate program, the total number of transferred credits from all sources may not exceed 50% of the credits required in the program.

Michigan residence requirements

The requirements for identifying or establishing permanent residence in Michigan for tuition assessment purposes. Official changes in student residency are approved by the Office of the Assistant Vice President for Business.

Non-degree

Non-degree status is a limited admission status for a student with a baccalaureate degree to enable enrollment in graduate courses without pursuing a graduate degree. Permission to take graduate classes does not constitute admission to a graduate degree program, and departments may exclude students with this status from taking courses or may limit the transfer of Non-degree hours to a degree program should the student later be admitted to a degree program.

Prerequisite

A requirement, often the completion of another course, which must be met before a student may register for a course.

Program of study (Graduate Student Permanent Program)

A listing of courses and examinations required to earn a degree in a specific discipline. The program of study is composed by the advisor and the student, and approved by the graduate dean as meeting all University, program, and degree requirements.

PTG (Permission to Take Graduate classes)**Quarter (or Term) hour**

A unit of academic credit usually meaning the pursuit of a subject for one period a week for one quarter or term. A "quarter" or "term" is a unit of time, usually 10 to 12 weeks long, in the academic calendar of an institution. Western Michigan University uses the *semester* calendar; some colleges still use the *quarter* calendar. See also "Semester hour."

Re-admission

Process used by dismissed students, or by students whose "active admission status" has lapsed, to obtain again admission to a degree program or to Non-degree status.

Registration

The process of enrolling in and paying tuition and fees for courses each semester or session.

Repeated course

Any course in which a student may have been enrolled more than once is considered a repeated course. A grade is presented in each course and included on the student's record. With the advisor's approval, the grade and credit earned in the repeated course may count, if approved by the graduate dean, toward curricular or degree requirements at the time of graduation.

Research subjects/materials, protected/regulated

All research proposals involving human or animal subjects, biohazards, genetic materials, or nuclear materials/radiation must be submitted to the appropriate University review body. Approval for the use of such subjects or materials must be obtained prior to the commencement of the research.

Research tool

An ability that serves in the manner of a tool that assists in one's research. Doctoral students are expected to acquire the ability to use two research tools, at minimum. Normally, the research tools are selected from among foreign language, statistics, research methodology, and computer programming.

Semester

A unit of time, 15 weeks long, in the academic calendar.

Semester hour

A unit of academic credit usually meaning the pursuit of a subject for one period a week for one semester. See also "credit hour" and "quarter (or term) hour."

Session

A unit of time, 7.5 weeks long, in the academic calendar.

Time limit for completion of a degree or certificate program

All work, including transfer work, for the graduate certificate, master's degree, or specialist degree must be completed within six years preceding the date on which the degree or certificate is conferred; for doctoral students, within seven years following admission.

Transcript

A copy of a student's permanent academic record at a particular institution.

Transfer of credit

Credit earned at another accredited institution and accepted towards a Western Michigan University degree. Grades earned at another institution do not transfer and hence do not affect the WMU GPA [an exception to this is graduate credit earned through the MIGS program; see "Michigan Intercollegiate Graduate Studies Program "]. Approval must be given by the program advisor and by the graduate dean.

Tuition

The amount of money which must be paid for courses based on the number of credits for which the student registers.

UMI (University Microfilms, Inc.)

All doctoral dissertations written at Western Michigan University are deposited with UMI for microfilming, where they are then available for dissemination to researchers around the world.

Unit of credit

The unit of credit at WMU is the semester hour. The number of semester hours credit given for a course generally indicates the number of one-hour periods a class meets each week.

"X" grade

An unofficial withdrawal, given when a student's work is insufficient in quantity or quality to merit a grade of incomplete. Grades of incomplete ("I" or "INC") which are not removed within one calendar year are converted to an "X" grade [see "Incomplete ("I"/"INC")"]. The "X" grade earns no honor points, the same as an "E" (failure).

Withdrawal

An official procedure for withdrawing from a course or from the University. Deadlines for withdrawing without penalty are noted each semester in the *Schedule of Classes*.