Fun Facts to Keep on Track:

A Graduate Student and Graduate Faculty Guide

Department of Industrial and Entrepreneurial Engineering & Engineering Management

Western Michigan University

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1.0 Introduction

The “Fun Facts to Keep on Track: A Graduate Student and Graduate Faculty Guide” is intended for use by Graduate Students enrolled in the Department of Industrial and Entrepreneurial Engineering & Engineering Management (IEE&EM) at Western Michigan University and the Graduate Faculty who supervise them. It does not contain information on the admission process for graduate studies, which may be found in the University Graduate Catalog.

The department offers the following graduate degrees:

- MS in Engineering (Industrial)
- MS in Engineering (Industrial – Accelerated)
- MS in Engineering Management
- PhD in Industrial Engineering

Degree program descriptions that Graduate Students and Graduate Faculty need to be familiar with are found as Appendix A. For additional information, please use the pull down arrow to visit the University Graduate Catalog to learn more about each of these degree programs at:

http://catalog.wmich.edu/index.php

This link is to the all catalogs, use the dropdown menu to find the Graduate Catalog

There are two other doctoral degree programs our students can apply to:

- Ph.D. in Engineering and Applied Sciences.

  The College of Engineering and Applied Sciences offers a doctoral degree, with a concentration or track in “Engineering” or in “Applied Sciences.” Applicants interested in pursuing a doctoral degree in the area of industrial engineering or in interdisciplinary research should consider this option, as explained using the web link below:
  http://catalog.wmich.edu/preview_program.php?catoid=27&poid=7727&returnto=1136

- Interdisciplinary Ph.D. in Evaluation

  This degree is offered by WMU and faculty from a variety of disciplines are involved. As an interdisciplinary program, it is housed in The Evaluation Center and offered by the colleges of Arts and Sciences, Education and Human Development, Engineering and Applied Sciences, and Health and Human Services. Each student’s doctoral degree is conferred by the home colleges rather than by a department in a college or The Evaluation Center. You can learn more about the program at: http://wmich.edu/evaluationphd/

The material contained within this guide is intended to provide information about topics related to graduate education and research. Every effort has been made for this material to be consistent with University policy and materials published in the University Graduate Catalog. In the event that
information contained herein conflicts with University policy, the policy as published in the University Graduate Catalog at the time a student initially enrolls in the graduate program will be followed.

2.0 Things Graduate Students Needs to Know When They First Enroll at WMU

**University Computer Account and E-mail Address**

If you have a University student identification number (WIN), the University will have sent you your user id and initial password for logging onto the University computer system.

Please use your University e-mail address when contacting faculty, and check it regularly for information that may be sent to you. Include a descriptive subject line, or your e-mail will probably get caught in a filter as SPAM.

**Department Office Space**

Graduate Student carrels for the department’s Graduate Students are located in several areas in the E and F areas of Elson Floyd Hall on the Parkview Campus. Priority to receive a carrel assignment for new students is given to those who are working as a Teaching Assistant (TA) or Research Assistant (RA). The department office coordinator works with the Program Advisors at the start of the Fall and Spring semesters to identify available carrel spaces to assign to new students, as space allows. Please allow until the end of the third week of classes of the semester for assignments to be made.

Graduate Students are expected to keep their carrels in a reasonably organized fashion. Graduate Student carrel areas do not have custodians that will empty the waste baskets. Refuse must be placed in the large trash barrels available in the building hallways or student study areas. This is the same policy that is applied to faculty office areas. The department reserves the right to remove noxious materials from Graduate Student office areas without warning if the materials are negatively affecting other people. Cardboard boxes must be broken down and carried to the recycle bins in the main collection area. They are not to be left in the hallway for custodial pickup.

**Mailboxes**

Mailboxes for Graduate Assistants are located in the main department office, room F-232 Parkview. All TA/DA Graduate Students will have an assigned mailbox space. Mailboxes are reviewed by the department’s Office Coordinator at the start of each new semester to assign mailboxes for new students.

**Copier and Fax Machine**

TA/DAs should ask the office staff for training or assistance. Making a large number of copies for a course where you have been assigned as a teaching assistant should be done in the College’s Copy Center, found in room C-242 Parkview. Please work with the faculty member supervising you as a teaching assistant for how to order copies to be made through the College’s Copy Center.
University Keys andSwipe Card Access

Graduate Students who need room, laboratory, or building access in order to perform duties as a Teaching or Research Assistants (TA or RA) must complete an access permission form with the Office Coordinator in room F-232 Parkview before keys will be issued or swipe access granted using your University ID card (Appendix B). This form also requires identification of the faculty member supervising the student’s efforts.

Graduate Students must understand that it is a privilege to be granted keys or swipe access to University facilities. Abuse of facilities or failure to follow department safety policies can result in immediate revocation of access.

Graduate Students will not loan their University keys or ID card to another person who will use them. A Graduate Student loaning their University keys or ID card will have their access to University facilities revoked.

Students will return any University keys when requested to do so, as they are University property. Students who will not be on campus during the summer or the winter break between the Fall and Spring semesters will turn in all University keys to the department’s Office Coordinator before they leave campus. Keys will be returned to them when they return to campus to resume their graduate program activities.

Students who do not return keys when they are requested to do so will have a “hold” placed on their University student account. This will restrict a student’s ability to register for classes, and will prevent a student from graduating.

Laboratory Equipment

At no time can laboratory equipment be stored or kept in a Graduate Student carrel. Laboratory materials and equipment belong in the appropriate laboratory where you are working. The department’s Laboratory Safety Policy is found as Appendix C.

Waste materials are to be disposed of in accordance with good laboratory practice. Consult with your faculty supervisor if you are unsure of what to do. Materials that are not labeled correctly can be removed at any time without warning and be disposed of by University personnel.

3.0 Required Training – All new graduate students – RCR Training

The Responsible Conduct of Research (RCR) course is a requirement for all new graduate students. This course explains the key responsibilities you have as a researcher. It identifies the challenges you could face in meeting those responsibilities. It helps you apply a range of strategies to deal with the challenges you may face. It is mandatory for ALL graduate students.

4.0 Required Training – TA and RA – Graduate College and International Program
New students who have accepted funding as a TA or RA are required to attend the University-wide Graduate Assistant (GA) training offered by the Graduate College.

International students who have accepted funding as a TA or RA are required to attend the International TA/GA training offered by the Center for English Language and Culture for International Students (CELCIS). Both of these programs occur during the week before the start of the Fall semester classes, and you will have been contacted by e-mail about your enrollment in these programs. If you do not complete this training, the department may cancel your funding as a TA or RA.

5.0 Required Training - Michigan “Right to Know” Law

Graduate Students working in a teaching or a research laboratory must complete the Michigan “Right to Know” training that is offered periodically by the University’s Office of Occupational Health and Safety. This training includes how to safely handle and dispose of chemicals, University emergency procedures and reporting requirements, basic personal protective equipment usage, and other topics.

Students who do not complete this required training when requested to do so can have their funding as a TA or RA cancelled, and their access to University facilities revoked.

6.0 Graduate Courses in the IEE & EM Department

Graduate courses in the department (those with an IEE or EM prefix) are offered on a rotational cycle over a period of two years. All required core courses for the degree programs listed in Section 1.0 are offered at least once in each one-year cycle, and most of the elective courses taught by the department are offered at least once in each two-year cycle. Students need to enroll in, and successfully complete, required courses when they are offered in order to make continual progress towards completing their degree program.

7.0 Important Calendar Dates for Everyone

Students receiving funding as a TA or RA for Fall are required to be on campus and actively engaged in work starting the last week of August through the 2nd Friday of December.

Students receiving funding for the Spring semester must remember that the first day of work for Spring is the 2nd Monday of January, and you are required to be here. The end date for the Spring semester is the last Friday of April.

University Academic Calendars: http://www.wmich.edu/registrar/calendars/

8.0 Process for Reviewing Graduate Student Performance

Graduate Assistants will be reviewed biannually by faculty supervising their efforts as a TA or RA and their program’s Graduate Advisor to provide information for TA or RA funding. Graduate Students
will be reviewed annually based on their educational and professional activities. Example forms used for the biannual and the annual reviews are found as Appendix E.

Graduate Student Review for Possible TA or RA Funding Support

All Graduate Students who are making progress towards completing their degree program are considered for any available funding as a TA or RA. There is no separate form or application to fill out to be considered. Students not making progress toward completing their degree program (also referred to as “progress to degree”) are the last students to be considered for any possible funding. TA funds and a limited amount of RA funds come from the University, and are granted by the department.

The Department Chair, the Graduate Curriculum Committee, and the faculty supervising a graduate student receiving TA or RA funding will make a biannual review of a student’s progress to degree and their performance as a TA or RA. Progress to degree will be measured by timely completion of required University forms, as discussed in Section 8.0. A report will be given to all Graduate Faculty each semester about the progress of all Graduate Students enrolled in that program.

Criteria for awarding TA or RA funds that are provided by the University (in order of ranking importance):

1. Availability of funds
2. Departmental needs
3. Graduate Student Review Report and Progress to Degree
4. Background and expertise
5. GPA or GRE scores (applies for new students only)
6. Seniority in the IEE & EM Graduate Programs

Most RA funds come from external contracts that faculty members have received and that they are working on. Faculty with a funded research contract will make the final decision on who they will offer RA funds.

Forms that help document progress to degree are discussed in Section 8.0 and are included as Appendix F. Forms that can be filled in using a word processor can be found at:

http://www.wmich.edu/grad/forms

Timeline of Biannual Review for Possible TA or RA Funding Support

All students receiving TA or RA funding during Fall will be reviewed by their faculty supervisor and the program’s Graduate Advisor in November. This input will be used to help determine offers of funding for the following Spring semester. Offers for TA funding for Spring will be made in late November.

All students receiving funding during Spring will be reviewed by their faculty supervisor and the program’s Graduate Advisor in March. This input will be used to help determine offers of funding for the following Fall semester. Offers for TA funding for Fall will be made in late March of the same year. An example form for this biannual review is found as Appendix E.
Annual Review of Graduate Students

Graduate Students will be reviewed annually based on their educational and professional activities. An example form used for the annual review is found in Appendix E. The annual review is intended to provide more in-depth feedback from IEE&EM Graduate Curriculum Committee to Graduate Students on their progress to degree and their future career goals. The annual review will be retained in the Graduate Student’s department file for later review and to help the department document Graduate Student professional activities such as presentations, publications, proposal writing and awards, records of invention, and other such items.

9.0 Forms that Graduate Students and Graduate Faculty Must Know About

The description and use of forms (also see Appendix F) presented here is not intended to be all inclusive or exhaustive. Students and their faculty advisor are ultimately responsible for making sure a student is making “progress to degree.” Forms are turned in to the department as the first step in the approval review process. A “completed form” has been approved by the department, the College, and the Graduate College, as needed. Forms that can be filled in using a word processor can be found at:

http://www.wmich.edu/grad/forms

Form 1: Notification of Appointment to a Dissertation, or Thesis Committee

Masters degrees:

Completed by all Masters thesis research students.

Form 1 is NOT used by Masters students in the non-thesis option.

PhD degrees:

Completed by students in the PhD in Industrial Engineering program within 90 days of completing the PhD Comprehensive Exams.

The dissertation research committee must be formed to administer the comprehensive exam around the time the student completes all the course work.

Form 2: Application for Permission to Elect

Used by any student for their initial enrollment in specified courses, such as 7000 (Masters Thesis), 7250 (Doctoral Research Seminar), and 7300 (Doctoral Dissertation).

Students requesting to enroll in 7000 or 7300 must complete Form 1 at the same time, or complete Form 1 before they complete Form 2.

An additional permission form is not needed for succeeding enrollments in 7000, 7250, and 7300.
Once a student has enrolled in 7000 or 7300 credit hours, they must be continually enrolled in at least one credit hour of that course each Fall and Spring semester until they graduate.

Form 3: Graduate Student Permanent Program – Master’s Level

To be completed by all Masters thesis students before the start of their third semester of enrollment, with input from their thesis research committee/advisor.

To be completed by all Masters non-thesis students before the start of their third semester of enrollment, with input from their program’s Graduate Advisor.

Form 4: Doctoral Program Study

Completed by all doctoral students within sixth months of completing the Qualifying Exams, with input from their dissertation research committee.

Form 5: Doctoral Dissertation, Thesis or Specialist Project Proposal Approval Form

Used by all Masters thesis students to document completion of the oral defense of their thesis research proposal.

Used by all doctoral students to document completion of the Comprehensive Exam and Defense of an Original Research Proposal as defined in Section 9.0 (and in Appendix G) of this document.

Form 6: Admission to Doctoral Candidacy

To be filed with the Graduate College by doctoral students upon successful completion of the listed items. This includes the Comprehensive Exam, and all academic course work credit hours.

Form 7: Dissertation Defense Scheduling Form

PhD students must apply for and receive permission from the Graduate College before their final doctoral dissertation defense is scheduled. A copy of the completed dissertation must be deposited in the main department office for public review at least 10 business days before the final dissertation defense.

Masters students will schedule their final thesis defense through the department’s Office Coordinator. A copy of the completed thesis must be deposited in the main department office for public review at least 10 business days before the final thesis defense.

Form 8: Thesis or Dissertation Approval

Used by Masters or PhD students after a successful oral defense of their thesis or dissertation. This form is part of the final copy of the thesis or dissertation that is submitted to the Graduate College for review.
Depending on how many committee members served on the research committee, the forms are different and are found at:

http://www.wmich.edu/grad/dissertation-approval

**Form 9: Under Enrollment Permission Form for Graduate Appointees**

Masters or PhD students who are being funded as a TA or RA

AND they have completed all academic course work credit hours

AND the student is entering their final Fall or Spring semester of working on research before graduation.

Students can apply to enroll in less than 6 credit hours, and if approved, they will still be considered full-time Graduate Students even though they do not meet the minimum enrollment of 6 credit hours in order to receive funding as a TA or RA.

An approved under enrollment form also allows a student’s visa status to be counted as full-time enrollment.

**10.0 PhD Comprehensive Exam**

The Industrial Engineering Ph.D. comprehensive exam is intended to determine if a graduate student is prepared to become a Ph.D. candidate. The exam tests a student's academic background and ability to conduct research, and through a combination of a written and oral examination process, enables the faculty to determine if a graduate student is prepared to conduct independent, dissertation research. Students must complete the core of the Masters of Industrial Engineering program with grades of B or better for each course.

**Written Exam**

The written portion of the exam consists of two parts.

1) The first portion of the written exam will require the student to take a formal exam in several topical areas. The exam will be open book, and is limited to a maximum of eight hours. Sample topical areas included are:

   1. Statistics
   2. Engineering Economy/Valuation
   3. Engineering Management
   4. Human Factors/Ergonomics
   5. Operations Research
   6. Production and Operations
   7. Quality Management
   8. Manufacturing Systems
   9. Other approved areas
The student will be required to answer questions in five areas. Statistics, engineering economy/valuation, and engineering management are required areas for all students. Each student will then choose two of the remaining 5 areas to also answer questions.

Topics that students are expected to know in each of the eight areas are given below.

<table>
<thead>
<tr>
<th>Area</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statistics</td>
<td>Descriptive and inferential statistics, regression, design of experiments, analysis of variance, sampling theory.</td>
</tr>
<tr>
<td>Engineering Econ</td>
<td>Time value of money, decision making criteria, NPV, IRR, taxes, inflation, risk and uncertainty.</td>
</tr>
<tr>
<td>Engineering Mgmt</td>
<td>Supervision, organizational management, improvement programs, managing technical projects.</td>
</tr>
<tr>
<td>Human Factors/Ergo</td>
<td>Industrial ergonomics, work physiology, human and machine interface.</td>
</tr>
<tr>
<td>Operations Research</td>
<td>Linear programming, mathematical programming, deterministic and stochastic systems, queueing theory.</td>
</tr>
<tr>
<td>POM</td>
<td>Manufacturing strategy, inventory models, shop floor activities, master production schedule.</td>
</tr>
<tr>
<td>Quality Mgmt</td>
<td>System design, lot by lot sampling, statistical process control, service quality, customer needs assessment.</td>
</tr>
<tr>
<td>Mfg Systems</td>
<td>Computer controlled manufacturing, computer integrated manufacturing, simulation, reliability.</td>
</tr>
</tbody>
</table>

The list of topics in these areas is not meant to be exhaustive, but to give an indication of the important topics in each area.

2) The second part of the exam will require the student to perform an abbreviated literature review on a topic assigned by the student's Ph.D. committee, and to write a brief report on the current state of knowledge, recent advances, and potential future research in the assigned topical area. A brief research proposal outlining a research approach and appropriate research tools to use will be required. This portion of the exam will take one week to complete, and is by its nature, a take home assignment.

**Oral Exam**

Approximately 10 days after completion of the first part of the written exam, the student will take the oral portion of the comprehensive exam. The oral exam will be open to all faculty, and will allow faculty to ask questions relevant to the student's background and readiness for research.

**Grading**

The comprehensive exam is graded on a pass/fail basis as determined by the student’s Ph.D. dissertation committee. Passing the exam qualifies the student to proceed with dissertation research. Poor performance on the exam may require the student to take additional coursework and re-take the exam at some future date. Poor performance on the exam could also result in dismissal from the Ph.D. program.

**11.0 Graduate Program Dismissal Policy**
Graduate Students who fail to make adequate progress towards their degree will be dismissed from the program. When reviewing the progress of Graduate Students, the program’s Graduate Advisor and the Program Committee takes into account a number of factors. While the following criteria serve as guidelines, these are not to be considered the only requirements.

Guidelines of the Graduate College for academic standards include the following:

- Overall grade point average in the degree program must be at least 3.0.
- Whenever the GPA for a particular semester is less than 3.0, but the overall GPA is 3.0 or above, the student will be warned.
- If the overall GPA falls below 3.0, the student is placed on probation for one semester.
- If the student makes some improvement to the overall GPA, although still below the standard, the student can continue on probation for one additional enrollment period, at the department’s discretion.

Probation is removed when a Graduate Student’s GPA is at least 3.0.

If a student fails to increase the overall GPA while on probation, or fails to reach the standard GPA on a continuation of probation, he/she will be dismissed from the University. Dismissed students must apply for readmission, but they must remain out of coursework for at least one full 15-week semester.

A student may appeal to the Program Committee or the department, and ultimately the Graduate College, using the process described in Section 11.0.

Additional departmental guidelines:

- Failure to make progress towards completing your degree program, as discussed previously, may result in dismissal from the graduate program.
- Failure to participate in the review process for two semesters is grounds for dismissal.
- Failure to complete the PhD Comprehensive Exam by the required deadlines, as explained by Section 9.0 will result in dismissal from the graduate program.

An unsatisfactory evaluation in the review process will result in the student being placed on probation for one year. During that year, the student must remedy the issues outlined in the review and make obvious progress towards their degree. Probation will be removed if the next evaluation results in a satisfactory or satisfactory with reservations.

A second unsatisfactory evaluation in the review process is grounds for dismissal.

Students found responsible for academic misconduct may be dismissed at the discretion of their thesis/dissertation committee or the Program Committee, if no thesis/dissertation committee is formed.

12.0 Process for Graduate Students to Request an Exception or Appeal a Decision
Graduate Students who wish to have an exception on their behalf to graduate program timelines, guidelines or other items will make a written request to the program’s Graduate Advisor. At a minimum, the written request will include:

- The student’s name, WIN, and degree program.
- The timeline, guideline, or other item the student wants consideration or review of for a possible exception.
- The reason(s) for requesting an exception.
- A possible remedy or outcome the student feels is acceptable as the exception.

The program’s Graduate Advisor will review the written request with the appropriate Program Committee. The Program Committee will make a recommendation to the department chair and inform the student in writing of the recommendation. The student will meet with the department chair to discuss their need for an exception. The department chair will make a decision on the disposition of the request for an exception, and communicate in writing the decision and the reason(s) for the decision to the student and to the appropriate Program Committee. Appeals of the decision of the department chair may be made in writing to the Associate Dean of the College who oversees graduate programs and research activities. A Graduate Student may appeal a decision made at the College level to the Dean of the Graduate College.

Graduate Students who do not agree with advice or service provided by a program’s Graduate Advisor will meet with the department chair to begin any needed appeal process, as described above.

### 13.0 Plagiarism and Academic Integrity

It is the responsibility of each Graduate Student to make sure their work meets the standards for honesty and integrity in regards to your studies.

Graduate Students will also be familiar with:

“Students are responsible for making themselves aware of and understanding the University policies and procedures that pertain to Academic Honesty. These policies include cheating, fabrication, falsification and forgery, multiple submission, plagiarism, complicity and computer misuse. The academic policies addressing Student Rights and Responsibilities can be found in the Undergraduate Catalog at [http://catalog.wmich.edu/content.php?catoid=24&navoid=974](http://catalog.wmich.edu/content.php?catoid=24&navoid=974) and the Graduate Catalog at [http://catalog.wmich.edu/content.php?catoid=25&navoid=1030](http://catalog.wmich.edu/content.php?catoid=25&navoid=1030) If there is reason to believe you have been involved in academic dishonesty, you will be referred to the Office of Student Conduct. You will be given the opportunity to review the charge(s) and if you believe you are not responsible, you will have the opportunity for a hearing. You should consult with your instructor if you are uncertain about an issue of academic honesty prior to the submission of an assignment or test.

In addition, students are encouraged to access the Code of Honor, as well as resources and general academic policies on such issues as diversity, religious observance, and student disabilities:

- Office of Student Conduct [www.wmich.edu/conduct](http://www.wmich.edu/conduct)
- Division of Student Affairs [www.wmich.edu/students/diversity](http://www.wmich.edu/students/diversity)
- Registrar’s Office [www.wmich.edu/registrar](http://www.wmich.edu/registrar)
14.0 Planning to Graduate? You Must Complete a Graduation Audit

You must apply for your Graduation Audit at least six months before your planned graduation date. To complete a Graduation Audit, an accurate and up-to-date Permanent Program of Study form must be on file with the Registrar’s Office. Please refer to the website below regarding the Graduation Audit process.

http://www.wmich.edu/registrar/graduation/

Deadlines for completing your thesis or dissertation are found at:

http://www.wmich.edu/grad/dissertation-deadlines

15.0 Graduate College Funding Opportunities

For Travel and Research Fund Grants, Fellowships, Scholarships, and other items, please visit:

http://www.wmich.edu/grad/fellowships-grants

These are funding opportunities offered by the WMU Graduate College. This includes information on the Graduate Student Research Fund and the Graduate Student Travel Fund.

16.0 Graduate College Awards Offered

Students in good standing in the department are eligible to be nominated by faculty for awards during each academic year. Students who are nominated will need to work with the faculty member that nominated them in order to complete and submit the award nomination materials.

Graduate Research and Creative Scholar Award–Master’s Level (1 departmental recipient/year)
Graduate Research and Creative Scholar Award–Doctoral Level (1 departmental recipient/year)
All-University Graduate Research and Creative Scholar Award (1 departmental nominee/year)
Graduate Teaching Effectiveness Award – Master’s Level (1 departmental recipient/year)
Graduate Teaching Effectiveness Award – Doctoral Level (1 departmental recipient/year)
All-University Graduate Teaching Effectiveness Award (1 departmental nominee/year)

These awards do not include monetary prizes, but they do look great as a part of your personal resume or vitae when you are looking for employment.

17.0 Responsibilities of a Program’s Graduate Advisor

The responsibilities or activities of a program’s Graduate Advisor include the following:
Member of the academic area Program Committee, with full voting rights.

Regularly reviews the University Graduate Catalog and is familiar with changes in University policies that impact graduate education and research.

Attend meetings organized by the Graduate College for Graduate Advisors or Coordinators.

Act as a point of contact for the Registrar’s Office or the Office of International Student Services about Graduate Students. This is a result of being listed in the University Graduate Catalog as a program’s Graduate Advisor.

Facilitate review of Graduate Student admission applications in cooperation with other faculty.

Organize and hold an orientation meeting with all Graduate Students in their program at least once per year, usually at the start of the Fall semester.

Provide advice to Graduate Students on selecting courses that will help them complete their degree program.

Provide assistance to Graduate Faculty and Graduate Students in completing University forms and other paper work needed to document a student’s progress to degree. Review forms for correctness before they are submitted for departmental, College, or Graduate College review.

Organize graduate program assessment activities in cooperation with other faculty.

Provide the program Graduate Faculty with a written update on the progress to degree of students at least once each Fall and Spring semester.

Work with the department’s Office Coordinator as needed on office space, keys, or other logistics issues that involve Graduate Students.

Distribute e-mail or other documents received from the Graduate College or other University offices to Graduate Students and Graduate Faculty for their review and possible action.

Advise Graduate Students in a manner that best assists and supports Graduate Students to build their skills and interests in regards to their future career goals.

Perform other duties that may be assigned by the department chair.

18.0 Responsibilities of a Member of the Department’s Graduate Curriculum Committee

The responsibilities or activities of a member of a program’s Graduate Faculty include the following:

Determine if they are eligible to be a chair of a thesis or dissertation research committee by reviewing the Graduate Faculty Report at: [http://www.wmich.edu/grad/faculty-staff](http://www.wmich.edu/grad/faculty-staff)

Be familiar with the University Graduate Catalog to effectively advise students about University policies and program offerings.

Be familiar with how to properly complete the forms and paper work required by the University in regards to a Graduate Student’s progress to degree. Many of the required forms may be found at: [http://www.wmich.edu/grad/forms](http://www.wmich.edu/grad/forms)

Participate in a collegial and positive manner in the appropriate Program Committee within the department.
Supervise and advise Graduate Students in a manner that best assists and supports Graduate Students to build their skills and interests in regards to their future career goals.

19.0 University Policies: Conflicts of Interest, Sexual Harassment, and Other Web Links

Website links are provided in Section 18.0 for topics that graduate students have asked about in the recent past. This list is not all inclusive. You can do additional searches in GoWMU for topics where you would like to have additional information.

Office of the Vice President for Research

General listing of Policies
http://www.wmich.edu/research/policies

Conflict of Interest Policy for Research Investigators
http://www.wmich.edu/research/policies/conflict-interest

Research Ethics Resources
http://www.wmich.edu/research/compliance/ethicsresources

Intellectual Property Management and Commercialization
http://www.wmich.edu/research/intellectual

Sexual Harassment

If you believe that you have been sexually harassed, report it, in confidence, to the Office of Institutional Equity. The telephone number is 269-387-6316. The university takes seriously report of sexual harassment. Here is their mission statement:

The Office of Institutional Equity promotes an environment of equal opportunity, equity, access, and excellence for all members of the University community, and provides compliance oversight regarding applicable laws, regulations, and policies to ensure a welcoming, safe, civil, and inclusive environment.

Ombudsman Office

If you have a conflict with a faculty or staff member, please contact:

Kathy Mitchell, Ombudsman
Eric McConnell, Assistant to the Ombudsman
(269) 387-0718, 2420 Faunce Student Services

A university ombudsman's role is to provide confidential advice and nonpartisan assistance in solving problems and resolving disputes. An ombudsman is independent of the university's formal administrative structure and cannot impose solutions, but can identify options and strategies for resolution. The four guiding principles of an ombudsman are confidentiality, independence, neutrality and informality.
WMU Human Resources

Information on a Tobacco-free campus, Nepotism, Whistleblower policy, and other topics:

http://www.wmich.edu/hr/manual-discipline

20.0 Additional Information for Graduate Students

University graduate program forms http://www.wmich.edu/grad/forms
WMU Graduate College http://www.wmich.edu/grad/
Graduate Student Association www.wmich.edu/gsac/
WMU Library www.wmich.edu/library
WMU Writing Center http://www.wmich.edu/writingcenter

Academic Success Programs http://www.wmich.edu/academicsuccess
(mostly for Undergraduate Students, but some programs apply to Graduate Students)
Master of Science in Engineering (Industrial)

Advisor: Abdolazim Houshyar,
Room E-219 Parkview Campus

Graduates of the Master of Science in Engineering (Industrial) program can look forward to career opportunities with various higher levels of responsibility. Areas of opportunity include: advanced computer integrated manufacturing, total quality management, analysis and design of experiments, ergonomics and human factors, engineering management, facilities planning and design, financial and cost analysis, reliability engineering, operations research, simulation modeling, and project management.

Opportunities for industrial engineers continue to grow with the rapid expansion of the service/information sectors of the economy. Graduates of the program have taken positions with higher levels of responsibility and remuneration.

Admission Requirements

1. Possess a baccalaureate degree in engineering or a related discipline. Students without an engineering degree but with appropriate background in mathematics and science will be required to take IEE 5010: Survey of Industrial Engineering Topics.

2. Meet Graduate College admission requirements.

3. Possess a grade point average of 3.0 or better.

4. Submit GRE scores for the General Test.
## PROGRAM OPTIONS AND REQUIREMENTS

### THESIS OPTION

1. An approved integrated program with a minimum of 30 hours of graduate work distributed as follows:
   - **Eighteen hours, six courses, of core requirements:**
     - EE 5160 - Design of Experiments and Regression Analysis | Credits: 3 hours
     - EE 6050 - Capital Budgeting and Cost Analysis | Credits: 3 hours
     - EE 6110 - Deterministic Methods in Operations Research | Credits: 3 hours
     - EM 6120 - Production/Operations Management | Credits: 3 hours
     - EE 6300 - Advanced Simulation Modeling and Analysis | Credits: 3 hours
     - EE 6420 - Ergonomics and Occupational Biomechanics | Credits: 3 hours
   
   - **Six hours of:**
     - EE 7000 - Master's Thesis | Credits: 1 to 6 hours
   
   - **Six hours of electives**
     The specified number of electives may be taken from 5000- or 6000-level courses offered within the Department of Industrial and Entrepreneurial Engineering & Engineering Management. The elective courses must be compatible with the overall program and the career objectives of the student, and must be approved by the program advisor prior to registration.
     
   No more than half of the credit hours needed for graduation can be at the 5000-level.

2. **Thesis**
   A written thesis that meets the Graduate College requirements and an oral examination in defense of the thesis.

3. **An overall 3.0 grade point average.**

### NON-THESIS OPTION

1. An approved integrated program with a minimum of 30 hours of graduate work distributed as follows:
   - **Eighteen hours, six courses, of core requirements:**
     - EE 5160 - Design of Experiments and Regression Analysis | Credits: 3 hours
     - EE 6050 - Capital Budgeting and Cost Analysis | Credits: 3 hours
     - EE 6110 - Deterministic Methods in Operations Research | Credits: 3 hours
     - EM 6120 - Production/Operations Management | Credits: 3 hours
     - EE 6300 - Advanced Simulation Modeling and Analysis | Credits: 3 hours
     - EE 6420 - Ergonomics and Occupational Biomechanics | Credits: 3 hours
   
   - **Twelve electives**
     At least nine of the 12 credit hours must be from the Department of Industrial and Entrepreneurial Engineering & Engineering Management. The remaining three credit hours can be any graduate course offered at WMU. The specified number of electives may be taken from 5000- or 6000-level courses offered within the Department of Industrial and Entrepreneurial Engineering & Engineering Management. The elective courses must be compatible with the overall program and the career objectives of the student, and must be approved by the program advisor prior to registration. Included in the approved electives are EE 6970, which allows students to pursue independent projects and research, and EE 6990, which allows students to receive credit for practical training. No more than half of the credit hours needed for graduation can be at the 5000-level.

2. **An overall 3.0 grade point average.**
Master of Science in Engineering (Industrial-Accelerated)

Return to: Departments and Programs

The Accelerated Master’s Degree Program allows undergraduate students in the Industrial and entrepreneurial engineering program an opportunity to complete the requirements for the master’s degree at an accelerated pace. Undergraduate students may count up to 12 (but no less than 6) credit hours of 5000-level courses taken during their undergraduate studies at WMU toward a master’s degree in Industrial engineering within 30 months of completing their bachelor’s degree in Industrial and entrepreneurial engineering. Students may choose to pursue a master’s degree in industrial engineering under either the thesis option or the non-thesis option. This program will allow an undergraduate student majoring in Industrial and entrepreneurial engineering at WMU to complete an accelerated master’s in Industrial engineering by completing 146 to 152 combined graduate/undergraduate credit hours. The total credit hours will depend on the number of 5000-level courses taken during their undergraduate studies.

Criteria for Admission to the Accelerated Master’s Degree Program

Permission to pursue the Accelerated Master’s Degree Program does not guarantee admission to the Graduate College. Admission is contingent on meeting the following eligibility requirements at the time of entering the graduate program:

1. Students must have junior standing and a minimum of fifteen (15) IEE credit hours.
2. Students must have a minimum accumulated grade point average (GPA) of 3.5/4.0 at WMU.
3. Exceptions can be approved by the IE Accelerated Master Committee upon written request by the applicant.

Application to the Accelerated Master’s Degree Program

1. A prospective student, who meets the eligibility requirements (see Criteria for Admission), must set up a meeting with the IEE undergraduate advisor and IE graduate advisor to develop Plans of Work for the bachelor’s and master’s degree programs.
2. Before admission to the accelerated master’s degree program can be finalized, students must submit the standard application for admission to the Office of Admissions including:
   a. an application
   b. application fee
   c. a copy of all transcripts
   d. Graduate Record Exam (GRE) scores
   e. an Accelerated Degree Program (AGDP) Planning form, signed by the prospective student, the undergraduate advisor and the graduate advisor
3. The Accelerated Degree Program Planning form for the master’s degree must clearly indicate:
   a. the 5000-level courses (a maximum of 12 credit hours) that will be counted towards the accelerated master’s degree.
   b. the graduation date for the master’s degree that meets the time limit (i.e. obtaining the master’s degree in industrial engineering within 30 months of completing the bachelor’s degree). Any changes to the AGDP form must be submitted, in writing, and approved by the graduate advisor and graduate dean.
Requirements for Participation and Graduation

1. Students must complete the bachelor's degree prior to entering the master's program. Students may not elect to by-pass the bachelor's degree.

2. Students will only be allowed to count a maximum of twelve (12) 5000-level credits taken during their undergraduate studies toward their master's degree.

3. Students must receive a grade of “B” or better (3.0/4.0) in the 5000-level courses taken during their undergraduate studies. Courses with a grade of “CB” or below cannot be counted toward their master's degree.

4. No more than 12 hours of work may be counted towards the requirements for both the bachelor's and master's degree.

5. Students must complete the master's degree within 30 months from the completion of the bachelor's degree. If the master's program is not completed within these time limits, none of the 5000-level courses used for the bachelor's degree may be counted towards the master's degree.

Continued Eligibility

1. It is the responsibility of the student to recognize his/her eligibility status.

2. A student completing the bachelor's degree requirements with an accumulated GPA of less than 3.0/4.0 is no longer eligible to count the 5000-level credit hours specified toward the master's degree and is automatically terminated from the accelerated master's degree program.

3. A student who does not follow the program, as laid out in the approved Accelerated Degree Program Planning form, may become ineligible to participate in the accelerated degree program.

4. A student who is ineligible to participate in (or withdraws from) the accelerated program may not count any of the 5000-level courses specified in the AGDP Planning form towards a master's degree. These courses, however, may be counted toward the student's bachelor's degree upon the discretion of the undergraduate advisor.

5. A student who becomes ineligible to participate in the accelerated master's degree program must be informed by the graduate advisor, in writing, of his/her ineligibility. A copy of this letter to the student must be sent to the Graduate College.

Withdrawal

A student may, at any time, withdraw from an approved accelerated program by informing the director of undergraduate programs and the graduate advisor in writing. A copy of this request to withdraw must be sent to the Graduate College and the registrar's office.

Sample of 5000 Level Eligible Courses

- EM 5050 - Continuous Improvement in Operations Credits: 3 hours
- EM 5080 - Advanced Quality Management Credits: 3 hours
- EM 5120 - Management of Service Operations Credits: 3 hours
- IEE 5160 - Design of Experiments and Regression Analysis Credits: 3 hours
- IIE 5200 - Modern Industrial Practices Credits: 3 hours
- IEE 5420 - Human Factors Engineering Credits: 3 hours
- EDMM 5460 - Concurrent Engineering Credits: 3 hours
- EDMM 5500 - Advanced Plastics Processing Credits: 3 hours
Master of Science in Engineering Management

Advisor: David M. Lyth,
Room E-222 Parkview Campus

The Master of Science in Engineering Management was developed to meet the need for professional leaders in manufacturing and service operations. It “bridges the gap” between engineering and management and it focuses on leadership and the skills necessary to manage people, money and projects. Its objectives are:

1. To enhance the capabilities to deal with resources available in commerce and industry to managing people, money, and projects.
2. To develop the leadership capabilities based on the student’s strong technical background and significant managerial skills.
3. To allow students to develop analytical and managerial skills and to acquire knowledge in related fields.
4. To develop their ability to integrate technical, managerial and systems skills to improve the performance of the enterprise.
5. To prepare students for further study in post-master’s and doctoral programs as their interest and professional growth require.

The scope of the graduate program includes studies in the areas of engineering, technical resource management, and industrial leadership. The program requires completion of a minimum of 30 semester hours beyond the entry level prerequisites in the student’s program.

Admission Requirements

1. Possess a baccalaureate degree with a major in a technical field, such as engineering, technology, mathematics, computer science, or the physical sciences. For other majors, see item 2.
2. Show evidence of completion of at least eight semester hours of mathematics and eight semester hours of physics and/or chemistry with a minimum overall grade point average of 2.5 in these areas.
3. Submit GRE (Graduate Record Examination) scores for the General Test.
4. Undergraduate courses should have been completed in calculus, statistics, computer programming, work methods analysis, operations planning and control, and quality control. Where the student’s background is deficient, foundation courses will be required. Students may take IEE 5010 to acquire an understanding of work methods analysis, operations planning and control, and quality control.
Program Requirements

The Master of Science in Engineering Management requires a minimum of 30 hours: 18 hours of core courses and 12 hours of electives.

1. Core courses (18 hours):

- EM 5050 - Continuous Improvement in Operations Credits: 3 hours
- EM 5080 - Advanced Quality Management Credits: 3 hours
- EM 6000 - Concepts and Principles of Engineering Management Credits: 3 hours
- IEE 6060 - Capital Budgeting and Cost Analysis Credits: 3 hours
- EM 6120 - Production/Operations Management Credits: 3 hours
- EM 6140 - Project Management Credits: 3 hours

2. Elective courses (12 hours at minimum)

To be selected from a set of approved graduate courses available in the Department of Industrial and Entrepreneurial Engineering & Engineering Management and other departments within the University. The elected courses must be compatible with the overall program and the career objectives of the student, and must be approved by the program advisor prior to registration. Included in the electives is EM 6970: Problems in Engineering Management which allows for students to pursue independent projects and research and EM 6990 where students can receive credit for practical training. Any EM or IEE 6000-level class can be substituted for EM 6970.

3. An overall 3.0 grade point average.
Doctor of Philosophy in Industrial Engineering

Advisor: Bob White,  
Room E-216 Parkview Campus

The Doctor of Philosophy in Industrial Engineering is designed to intensify the student's knowledge and comprehension in the various disciplines of the subject with emphasis on original research in a chosen area of specialty. It will assist individuals wishing to pursue a career as a research practitioner in industry and government or teaching and research careers in Industrial engineering in colleges and universities. The program emphasizes breadth and depth of knowledge and requires students to complete a dissertation research project.

Admission Requirements

Application materials may be obtained from the Office of Admissions, Graduate Admissions and from the Department of Industrial and Entrepreneurial Engineering & Engineering Management. International students must contact the Office of International Services and Student Affairs for admission information and to obtain application materials.

Admission decisions will be made by the department doctoral committee. All students must meet the general requirements for a doctoral degree specified elsewhere in this Graduate College Catalog. In addition to these requirements, the student must fulfill either of two educational requirements: a bachelor's degree in engineering or related discipline from an Accreditation Board for Engineering and Technology (ABET/EAC), accredited engineering program, including at least three courses in industrial engineering, or a master's degree in engineering from a department offering an ABET accredited undergraduate program, including at least five courses in industrial engineering. Three letters of recommendation must be submitted. Students not having these requirements may be conditionally admitted, with full admission granted upon completion of additional prerequisites.

Applicancy Requirements

The applicancy requirements are those stated in the general requirements of the Graduate College. The student should establish a dissertation committee by the end of the first year. The committee will be composed of at least three members of the Department of Industrial and Entrepreneurial Engineering & Engineering Management, and one or more outside members.

Candidacy Requirements

The applicant should seek candidacy by the end of the third calendar year after enrollment in the Ph.D. program. By this time the student should have completed the course work and have a preliminary plan for the dissertation endorsed by the chair of his/her dissertation committee. To be admitted to candidacy, the student must successfully complete the comprehensive examination. This exam, administered by the doctoral committee, will be composed of both a written and an oral component. The written portion will include questions submitted by the student's doctoral committee and those drawn from the departmental pool of questions relating to the core courses. The oral component will be administered and evaluated by the doctoral committee. If a student fails the comprehensive exam, the student can apply to retake the exam in the next semester. A second failure results in dismissal from the program. Candidacy will be approved or denied based upon the student's performance in the course work, successful completion of the comprehensive examination, and a positive recommendation of the dissertation committee.
Program Requirements

In addition to the Graduate College requirements, the following requirements must be fulfilled:

1. Seventy five (75) credit hours of courses beyond the baccalaureate. A student with a master’s degree may be able to transfer up to thirty (30) credit hours, with this decision being made by the doctoral committee at the time of admission:
   a. The determination of how the master’s level credits can be used to fulfill the requirements listed below is made at the time of admission.
   b. For a student entering the program with a bachelor’s degree, a maximum of twenty one (21) credit hours of 5000-level, post-baccalaureate graduate courses can be applied to the Ph.D. program; for a student entering the program with a master’s degree, a maximum of six (6) credit hours of 5000-level courses beyond the master’s degree can be applied to the Ph.D. program.

2. The credit hours are grouped into six areas as follows:
   a. Eighteen (18) hours of core courses with three (3) hours of IEE 7250 required.
   b. Twelve (12) hours from the engineering management concentration area.
   c. Nine (9) hours from one of the area of specialization course groups.
   d. Eighteen (18) hours of electives chosen from the graduate offerings of Industrial and Entrepreneurial Engineering & Engineering Management or other departments appropriate to the student’s research interest as mutually agreed upon by the student and the dissertation committee.
   e. Three (3) hours of electives related to teaching methodology.
   f. Fifteen (15) hours of IEE 7300, Doctoral Dissertation.

3. Successful completion of the comprehensive examination after completion of all course work.
4. Successful oral defense of the dissertation and approval of the dissertation by the committee and the Graduate College.
5. Successful completion of the teaching internship requirement.
6. Residency Requirement: Enrollment on campus in four consecutive semesters or sessions.
7. Research Tool: The required research tools are Probability and statistics. Competency will be based on successful completion of STAT 6600 or equivalent with a grade of “B” or better.
Appendix B. Form for Requesting Keys or Swipe Access to University Facilities

IEE&EM  Room Access & Key Request – PLEASE PRINT

To be completed by the student:

First Name: ___________________________ Last Name: ___________________________

WIN (Western Identification Number): ___________________________ Phone: ___________________________

WMU Email: ___________________________

Room: _____________________ Reason (check): □ Research □ Teaching

□ Other (explain) ___________________________

Student’s Signature: ___________________________ Date: ___________________________

To be completed by the supervisor and/or department Chair:

Supervisor’s Name: ___________________________

Please grant the student named above: □ Swipe Access □ Key Access □ After Hours Building Access □ Access

Supervisor’s Signature: ___________________________ Date: ___________________________

Chair’s Signature (when needed): ___________________________ Date: ___________________________

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Keys are an integral part of the lab’s security system. Therefore, you are responsible for your keys at all times. If you lose your keys, you will be responsible for all charges associated with replacing the key core and replacement keys. A minimum of 6 keys will be needed and the replacement core fee is $75.00. The total charge of $50.00 per lost key will be charged to the student if not returned when requested.
Appendix C. Example Forms for the Review of Graduate Students

Type A: For GPA = 4

Dear .......... Feb 1, 2016

Periodically all the departments within the College of Engineering and Applied Sciences review the status of their graduate students. As a graduate student enrolled in the Department of Industrial and Entrepreneurial Engineering & Engineering Management, the Graduate Faculty has met and reviewed the performance of all IEE&EM graduate students.

Based on our records as of this date, you have achieved a 4.00 GPA. This is outstanding, and you are to be congratulated for this awesome academic accomplishment. We are very proud to have you in our program, and are pleased to have this opportunity to recognize your academic performance. We commend you and look forward to continue to work with you as you proceed to graduation.

If you have any questions regarding this review, please contact your academic adviser.

Best wishes:

Dr. Azim Houshyar, Graduate Curriculum Committee Chair
Dr. Steven Butt, Professor and Chair
Professor of Industrial & Systems Engineering
IEE & EM Department
Western Michigan University
Western Michigan University
Dear .......... Feb 1, 2016

Periodically all the departments within the College of Engineering and Applied Sciences review the status of their graduate students. As a graduate student enrolled in the Department of Industrial and Entrepreneurial Engineering & Engineering Management, the Graduate Faculty has met and reviewed the performance of all IEE&EM graduate students.

Based on this review we are pleased to inform you that your performance to date is consistent with our expectations as to how IEE&EM graduate students should be progressing. We commend you on your performance and look forward to continue to work with you as you proceed to graduation.

If you have any questions regarding this review, please contact your academic adviser.

Best wishes:

Dr. Azim Houshyar, Graduate Curriculum Committee Chair  Dr. Steven Butt, Professor and Chair
Professor of Industrial & Systems Engineering  IEE & EM Department
Western Michigan University  Western Michigan University
Type C: For 3.00<GPA<3.25

Dear ..........              Feb 1, 2016

Periodically all the departments within the College of Engineering and Applied Sciences review the status of their graduate students. As a graduate student enrolled in the Department of Industrial and Entrepreneurial Engineering & Engineering Management, the Graduate Faculty has met and reviewed the performance of all IEE&EM graduate students.

Based on this review we remind you that your Grade Point needs to be above 3.00 to be eligible for graduation, and encourage you to take the necessary steps to insure that you improve your GPA and remain eligible for graduation.

If you have any questions regarding this review, please contact your academic adviser.

Best wishes:

Dr. Azim Houshyar, Graduate Curriculum Committee Chair

Professor of Industrial & Systems Engineering

Western Michigan University
Dear ............ Feb 25, 2014

Periodically all the departments within the College of Engineering and Applied Sciences review the status of their graduate students. As a graduate student enrolled in the Department of Industrial and Entrepreneurial Engineering & Engineering Management, the Graduate Faculty has met and reviewed the performance of all IEE&EM graduate students.

Based on this review we find that your Grade Point needs to be brought above 3.00 to be eligible for graduation. We urge you to take the necessary steps to insure that you improve your GPA and become eligible for graduation. If you do not improve your GPA you will remain on probation, which may result in your dismissal.

If you have any questions regarding this review, please contact your academic adviser.

Best wishes:

Dr. Azim Houshyar, Graduate Curriculum Committee Chair
Professor of Industrial & Systems Engineering
Western Michigan University
Periodically all the departments within the College of Engineering and Applied Sciences review the status of their graduate students. As a graduate student enrolled in the Department of Industrial and Entrepreneurial Engineering & Engineering Management, the Graduate Faculty has met and reviewed the performance of all IEE&EM graduate students.

Based on this review we find that you are currently on probation and remind you that your Grade Point needs to be brought above 3.00 to be eligible for graduation. We urge you to take the necessary steps to insure that you improve your GPA and become eligible for graduation. If you do not improve your GPA and are dismissed from the program, you will not be readmitted.

If you have any questions regarding this review, please contact your academic adviser.

Sincerely,

Dr. Azim Houshyar, Graduate Curriculum Committee Chair
Professor of Industrial & Systems Engineering
Western Michigan University

Dr. Steven Butt, IEE&EM Department Chair
Dear .......... 

Periodically all the departments within the College of Engineering and Applied Sciences review the status of their Ph.D. students. As a Ph.D. student enrolled in the Department of Industrial and Entrepreneurial Engineering & Engineering Management, the Graduate Faculty has met and reviewed the performance of all IE Ph.D. students.

Based on this review we are pleased to inform you that your performance to date is consistent with our expectations as to how IE Ph.D. students should be progressing. You have passed your Comprehensive Exams and currently are working with your Ph.D. Committee. We commend you on your performance and look forward to continue to work with you as you proceed to graduation.

If you have any questions regarding this review, please contact your academic adviser.

Best wishes:

Dr. Azim Houshyar, Graduate Curriculum Committee Chair
Professor of Industrial & Systems Engineering
Western Michigan University
Type 7: Not yet taken Comprehensive Exam

Dear

4/5/2016

Periodically all the departments within the College of Engineering and Applied Sciences review the status of their Ph.D. students. As a Ph.D. student enrolled in the Department of Industrial and Entrepreneurial Engineering & Engineering Management, the Graduate Faculty has met and reviewed the performance of all IE Ph.D. students.

Based on this review we understand that you are currently working on completing the conditions to successfully pass your Comprehensive Exams. These conditions need to be successfully completed by the end of the 2010 Spring Semester, or you will be required to retake the Comprehensive Exam in the 2010 Fall Semester. Upon successful completion of your Comprehensive Exam, we expect that you will form your committee and proceed with your research.

If you have any questions regarding this review, please contact your academic adviser.

Sincerely,

Dr. Azim Houshyar, Graduate Curriculum Committee Chair
Professor of Industrial & Systems Engineering
Western Michigan University
## GRADUATE STUDENT PERMANENT PROGRAM
**M.S. IN ENGINEERING (INDUSTRIAL) (IENM)**
Western Michigan University, Kalamazoo, Michigan

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<th>DATE OF FIRST ENROLLMENT:</th>
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<td>GRE SCORE: V: Q: A:</td>
<td>ADMISSION: FULL NO PROB</td>
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### ADMISSION CONDITIONS:

Conditions and Prerequisites must be met before attempting last 21 credits of program.

### PROGRAM CORE COURSES (Six courses are required – 18 credits)

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<tr>
<th>COURSE TITLE</th>
<th>DPT./NO.</th>
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<tbody>
<tr>
<td>Design of Experiments &amp; Regression Analysis</td>
<td>IEE 5160</td>
<td>3</td>
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<tr>
<td>Capital Budgeting &amp; Cost Analysis</td>
<td>IEE 6060</td>
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<td>Operations Research for Engineers</td>
<td>IEE 6110</td>
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<td>Production/Operations Management</td>
<td>EM 6120</td>
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<tr>
<td>Advanced Simulation Modeling &amp; Analysis</td>
<td>IEE 6300</td>
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<tr>
<td>Ergonomics &amp; Occupational Biomechanics</td>
<td>IEE 6420</td>
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### OTHER COURSES (Select either group I or II)

#### I. THESIS OPTION
(Minimum of 12 credits required. Two courses can be chosen from the courses listed below)

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<tr>
<th>COURSE TITLE</th>
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<td>2.</td>
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<tr>
<td>3. Master’s Thesis</td>
<td>IEE 7000</td>
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</tbody>
</table>

#### II. NON-THESIS OPTION
(Minimum of 12 credits required. Any four of the following courses can be chosen)

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<tr>
<th>COURSE TITLE</th>
<th>DPT./NO.</th>
<th>SEM.</th>
<th>CR.</th>
<th>GR.</th>
<th>TRANSFER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Continuous Improvement in Operations</td>
<td>EM 5050</td>
<td>3</td>
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<tr>
<td>2. Computer Integrated Manufacturing</td>
<td>EM 5070</td>
<td>3</td>
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<tr>
<td>3. Advanced Quality Management</td>
<td>EM 5080</td>
<td>3</td>
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<tr>
<td>4. Management of Service Operations</td>
<td>EM 5120</td>
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<td>6. Facilities Planning and Design</td>
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<td>7. Reliability Engineering</td>
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<td>8. Linear Programming for Engineers</td>
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<td>9. Project Management</td>
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<tr>
<td>10. Studies in Industrial Engineering</td>
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<td>3</td>
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<td>11. Problems in Industrial Engineering</td>
<td>IEE 6970</td>
<td>3</td>
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<td>12. Practical training</td>
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<td>13. Any WMU course at 500-600 level</td>
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* No more than half of the credit hours needed for graduation can be at the 5000 level.

** Student will be required to contact their adviser at least one semester prior to graduation, to finalize their Permanent Program for Graduation Auditing.

Program Outlined: ______________________
Graduate Student/Date ____________________
Program Adviser/Date ____________________
Chairman/Date ______________________

Date Thesis/Project Approved: ____________________
Date of Graduation: ____________________
Hours: ____________________
G.P.A. ____________________
**PROGRAM CORE COURSES (Six courses are required – 18 credits)**

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
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<th>SEM.</th>
<th>CR.</th>
<th>GR.</th>
<th>TRANSFER</th>
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<td>EM 5080</td>
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<td>Concepts &amp; Principles of Engg. Mgmt</td>
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<td>Capital Budgeting &amp; Cost Analysis</td>
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<td>Production/Operations Management</td>
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<td>Project Management</td>
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**OTHER COURSES (Minimum of 12 credits required)**

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Program Outlined: __________________________

Graduate Student/Date: __________________________ Program Adviser/Date: __________________________

__________________________________________
Chairman/Date: __________________________

Date of Graduation: __________________________ Hours: __________________________ G.P.A. __________________________

Distribution: 1. Graduate Auditing 2. Graduate Student 3. Department 10/01
Western Michigan University
Kalamazoo, Michigan

Name: ________________________________________   WIN #: __________________
Address: ____________________________________________
Date of First Enrollment: __ _______________  Date Admitted to the Program: __ ________

Prerequisites (must be met before attempting last 21 credits of program - minimum grade of “B” required in each course; cumulative GPA must be greater than 3.25)

Courses can only be counted in one area.

Breadth Courses Requirement (at least six courses - 18 credits - from the following list including IME 725 Doctoral Research Seminar - 3 credits).

<table>
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<th>Credit</th>
<th>Grade</th>
<th>Transfer</th>
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<td>Computer Integrated Manufacturing</td>
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<td>Design of Experiments and Regression Analysis</td>
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<td>Linear Programming for Engineers</td>
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<td>Industrial Supervision Seminar</td>
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<td>Physiology of Work</td>
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Area of Concentration Requirements (12 credits from the engineering management concentration)

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<tr>
<th>Course Title</th>
<th>Dpt./No</th>
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<th>Credit</th>
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<tr>
<td>Continuous Improvement in Operations</td>
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<td>Advanced Quality Management</td>
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<tr>
<td>Capital Budgeting and Cost Analysis</td>
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<td>Productivity and Operations Management</td>
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Areas of Specialization Requirements (at least nine credits from one area of specialization)

Manufacturing Systems:

36
<table>
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<td>Advanced Simulation Modeling and Analysis</td>
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**Engineering Valuation:**

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<tr>
<td>Productivity and Operations Management</td>
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<tr>
<td>Advanced Engineering Economics</td>
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**Human Factors/Ergonomics:**

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<td>Human Factors Engineering</td>
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<td>Ergonomics and Occupational Biomechanics</td>
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<td>Physiology of Work</td>
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**Operations Research:**

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<tbody>
<tr>
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**Production and Operations:**

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**Quality Management:**

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<tr>
<td>Design of Experiments I</td>
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**Electives** (at least 18 credits of electives; additional courses may be added based on the background and professional needs of individual candidates)
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<td>Statistical Inference I</td>
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<td>Multivariate Statistical Analysis</td>
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Course in Teaching Methodology and Teaching Internship Requirement  (take one course in teaching methodology)

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<th>Sem.</th>
<th>Credit</th>
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Research Requirement  (fifteen credit hours)

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Other Program Requirements:
Completion of MSIE core courses (IEE 5160, 6060, 6110, 6300, 6420 and EM 6120) with a grade B or better.

Comprehensive examination after completion of all course work. Date: __________

Oral defense of dissertation. Date: __________
Completion of the teaching internship. Date: __________

Residence requirements – enrollment on campus for four consecutive semesters or sessions. __________

Research tool. Completion STAT 6620 or equivalent __________ - Grade of “B” or better.

Program Outlined: ____________________________________________

Program Advisor / Date ____________________ Chairman / Date ________________

Candidate Status Approved:  __________________________

Date Dissertation Approved: __________________________

Date of Graduation: ___________________________ Hours: __________________________ G.P.A. ________________

Distribution: 1. Graduate College 2. Student 3. Department

Appendix F. Thesis/Dissertation Forms for Graduate Students
NOTIFICATION OF APPOINTMENT TO A DISSERTATION, THESIS OR SPECIALIST PROJECT COMMITTEE

1. This form is interactive. Please type all information directly in the form before printing out.

2. Gather signatures from the following:
   a. Department Chair
   b. Committee Chair and Members
   c. Graduate Program Advisor
   d. Associate Dean or Dean of the Academic College

3. Forward this document to the Graduate College for the Dean's signature

4. The Graduate College will forward a final copy to the Department Chair and to the Graduate Program Advisor.

5. Please submit this document to the Graduate College no later than one week after the committee is formed. Committees should be configured as early in the process as possible in order to ensure that all members have graduate faculty status at WMU.
# Notification of Appointment to a Dissertation, Thesis or Specialist Project Committee

**CURRENT DATE** (select from drop down): 

**DEGREE SOUGHT:**

**STUDENT NAME:**

**ADDRESS:**

<table>
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**DEPARTMENT/PROGRAM:**

**PROGRAM:** *(Type here if not listed)*

Check One:  
1. Initial Appointment  
2. Revised Appointment (attach rationale for request)

### Proposed Committee Members

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(Committee Chair)

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### Chairperson, Department

**Date Requested**

**Advisor of Graduate Program**

Dean or Associate Dean of the Academic College  
*(Required for dissertation only)*

**Dean, The Graduate College**

**Date Approved**

**Approved Copies to:** Major Advisor, Department Chair, Graduate Program Advisor
WESTERN MICHIGAN UNIVERSITY
APPLICATION FOR PERMISSION TO ELECT

Please circle one course (use a separate form to elect each course):

- 7000 Master's Thesis 6 hours
- 7160 Independent Research 2.6 hours
- 7120 Professional Field Experience 2-12 hours
- 7260 Specialist Project 6 hours
- 7250 Doctoral Research Seminar 2.6 hours
- 7360 Doctoral Dissertation 15 hours
- 7350 Doctoral Research 15 hours

*(These courses are subject to a continuous enrollment requirement. This form is only filled out the first time you wish to enroll in 7000, 7260, or 7300 hours.)*

Please indicate your plan for enrolling in the course:

1st Enrollment - Semester/Session ______________________ Year ______________________ Hours ______________________
2nd Enrollment - Semester/Session ______________________ Year ______________________ Hours ______________________
3rd Enrollment - Semester/Session ______________________ Year ______________________ Hours ______________________

Name ______________________ WIN Number ______________________
Address ______________________
Email Address ______________________ Phone ______________________
Department ______________________ Degree ______________________

Description of Study (including methodology, if research or description of field experience [including name of site and supervisor])

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I understand that research involving human or animal subjects, recombinant DNA, chemical hazards, or radioactive material must have prior approval of the research proposal by the appropriate University review body, thus ensuring compliance with the regulations for the protection of such subjects or for the use of such materials. (See the reverse side of this form for the specific requirements.) In addition, I understand that the Graduate College will approve any master's thesis, special project, or doctoral dissertation which does not comply with these requirements, and that no credit will be granted for the course.

Signature ______________________ Date ______________________
Signature of Faculty Member under whom study is to be completed ______________________ Date ______________________

Signature of Department Chairperson ______________________ Date ______________________
Signature of The Graduate College Representative (needed for 7000, 7260, and 7300 only) ______________________ Date ______________________

Distribution: Department Chairperson, Faculty Advisor, Student, Records Office, **Graduate College**

Revised 4/06
The Graduate College
Doctoral Dissertation, Thesis or Specialist Degree Proposal Approval Form

Current Date (mm/dd/yyyy) *:

First Name *: [Blank]
Middle *: [Blank]
Last *: [Blank]

Student’s email *: [Blank] WIN *:

Degree Level *: [Blank] Phone *:

Date of admission to your program *: Date of Proposal Defense *: Anticipated Date of Graduation *:

Date the project proposal was approved by the student’s committee *:

Indicate the following: Select choices from the Drop-Down List. If you do not see your program or department, TYPE in this information in the space provided

Graduate Program *: Please select or type in

Department *: Please select or type in

College *: Please select or type in

Title of the proposal *:

Which elements comprise a proposal in your department? *:
Please select or type in

Does this research involve international travel? *:
If “YES”, indicate the country or countries and the dates that you will embark upon the travel and return *:

Country From (mm/dd/yyyy) To (mm/dd/yyyy)

Does this project require review for research compliance? (HSIRB; DNA; Hazardous Materials; Animals) *
If “YES”, indicate the following *:

Project Number *: Approval Date :
Application is pending *:

If “NO”: If your research appears to involve human beings, but you are uncertain, please contact the Research Compliance Office at 269-387-8293 to determine if a letter of determination may be required for submission to the Graduate College, along with this application

43
The Graduate College

Doctoral Dissertation, Thesis or Specialist Degree Proposal Approval Form

The committee hereby approves the proposal

Committee Chair's Signature

Date *:

Committee Chair's Name *:

Institution *:

College *: Please select or type in

Department *: Please select or type in

Committee Member's Signature

Date *:

Committee Member's Name *:

Institution *:

College *: Please select or type in

Department *: Please select or type in

Committee Member's Signature

Date *:

Committee Member's Name *:

Institution *:

College *: Please select or type in

Department *: Please select or type in

I, ____________________________, affirm that the research for my graduate degree will be conducted in agreement with ethical standards at Western Michigan University and that my work (dissertation, thesis, or specialist degree) will be original. I will provide unambiguous attribution for the thought and words of other scholars eventually appearing in the work. I understand that failure to provide clear credit in this way could result in severe penalties, including separation from the university and revocation of a degree. I also understand that the regulatory oversight for my research may be required and that I should contact the research coordinator, Research Compliance officer at 269-387-8293 for assistance.

Student's Signature

Date
Current Date (mm/dd/yyyy) *:

First Name *: Middle *: Last *:

Student's email *:

WIN *: Degree sought *:

Current Mailing Address *: Phone *:
Street *: City/Town *:
State *: ZIP Code *:

Date of admission to your doctoral program *:

Anticipated Date of Graduation *:

Indicate the following: Select choices from the Drop-Down List. If you do not see your program or department, TYPE in this information in the space provided

Graduate Program *:

Department *:

College *:

Title of approved dissertation proposal *:

Date the dissertation proposal was approved by the student’s committee *:

Does this project require review for research compliance? (HSIRB; DNA; Hazardous Materials; Animals) *:

If YES, then the letter of approval from the Office of Research Compliance MUST BE attached with this application *:

* Dissertations that require approval for data collection from human or animal subjects, radioactive materials or recombinant DNA and that have NOT received prior institutional board approval will not be accepted by the Graduate College.

The student named above has earned or satisfactorily completed the following requirements for admission to Doctoral Candidacy and has received approval by the academic program unit to continue study toward a doctoral degree. *

☐ A degree program grade point average of 3.0 or better *
☐ Appointment of a doctoral dissertation committee and approval of the dissertation proposal by the committee *
☐ All courses (excluding dissertation credit) and program requirements *
☐ All research tool requirements *
☐ Residence Requirement *

Comprehensive Examinations *: (Provide precise dates)

☐ Date the first Exam was TAKEN (mm/dd/yyyy) *
☐ Date the last Exam was PASSED (mm/dd/yyyy) *.
**Western Michigan University**

**The Graduate College**

**Admission to Doctoral Candidacy**

Signatures:
I hereby apply for admission to doctoral candidacy. I am aware that if my study requires approval to collect data from human or animal subjects, radioactive materials or recombinant DNA that I must secure regulatory approval prior to collecting any data and must submit the approval letter along with this candidacy form. If I am uncertain that my research requires approval, I will contact the Coordinator, Research Compliance for assistance at 269.387.8293. Data collected without approval, when approval is required, will not be accepted by the Graduate College and cannot be used in my dissertation.

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<td>Committee Chair's Signature</td>
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| Institution * | |
| College * | |
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| Committee Member's Signature | Date * |
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| Committee Member's Signature | Date * |
| Committee Member's Name * | |
| Institution * | |
| College * | |
| Department * | |

| Graduate Dean Signature | Date |
The Graduate College

Kalamazoo, Michigan 49008-5121
269-387-8212

WESTERN MICHIGAN UNIVERSITY

DISSERTATION DEFENSE SCHEDULING FORM

In order to schedule the public dissertation defense, the following procedures must be observed:
1. The doctoral candidate must have applied for graduation, be currently listed in an active graduation class, and the candidate’s graduation audit must show that all requirements except the defense and submission of the dissertation have been met.
2. This completed form along with the dissertation abstract (email abstract to: jennifer.holm@wmich.edu) must be submitted to the Graduate College at least 2 weeks prior to the proposed defense.
3. A two-hour block of time must be reserved for the defense.

To notify the Graduate College of the candidate’s defense, please provide the following information:

Doctoral Oral Examination of ____________________________
For the degree of ____________________________
Department/Academic Unit ____________________________
Date ____________________________
Time ____________________________
Place (including room number) ____________________________

Dissertation Title ____________________________
Committee Chairperson ____________________________
Committee Members ____________________________

DOCTORAL
4/05

FORM 8
THE GRADUATE COLLEGE  
WESTERN MICHIGAN UNIVERSITY  
KALAMAZOO, MICHIGAN  

Date ____________________

WE HEREBY APPROVE THE DISSERTATION SUBMITTED BY


ENTITLED ____________________


AS PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE

DEGREE OF ____________________

(Department)

Dissertation Review Committee Chair

(Program)

Dissertation Review Committee Member

Dissertation Review Committee Member

Dissertation Review Committee Member

Dissertation Review Committee Member

APPROVED

______________________________  ________________________
Dean of The Graduate College  Date ____________________
THE GRADUATE COLLEGE
WESTERN MICHIGAN UNIVERSITY
KALAMAZOO, MICHIGAN

Date __________________________

WE HEREBY APPROVE THE THESIS SUBMITTED BY

________________________________________

ENTITLED __________________________________

________________________________________

AS PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE

DEGREE OF __________________________________

________________________________________

(Department) [Signature] Thesis Committee Chair

________________________________________

(Program) [Signature] Thesis Committee Member

________________________________________

[Signature] Thesis Committee Member

________________________________________

[Signature] Thesis Committee Member

APPROVED

__________________________________________ Date __________________________

Dean of The Graduate College
Delayed Tuition Remission Waiver
*For Teaching Assistant Appointees only*

Teaching Assistants who do not use the full amount of their allotted credits of tuition remission during the immediate preceding academic year may defer the unused credits the following Summer I and/or Summer II session.

To qualify for delayed use of tuition remission credits you must meet the following conditions:
1. Hold a TA appointment during the spring semester immediately prior to the summer session(s) for which delayed tuition remission is being sought.
2. Enroll in classes for Summer I and/or Summer II session(s) no later than April 8.
3. Obtain a copy of one of the following: (a) your permanent program of study, (b) program requirements from the Graduate Catalog, or (c) program requirements from your graduate program website/handbook.
4. Complete the delayed tuition waiver form.
5. Submit this form along with a copy of your selection from item (3) to the Graduate College by April 8.

**Obtain Graduate Advisor signature prior to submitting the form to the Graduate College. Please allow up to two weeks from the drop/add period for processing. Please email the completed form to grad-awards@wmich.edu**

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<th>First Name</th>
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Indicate the session(s) in which you are requesting delayed tuition remission:  [ ] Summer I  [ ] Summer II

# Credit hours you have available for delayed tuition from: Fall '16  [ ] Spring '17  [ ]

The tuition remission can only be used for classes that are part of your advisor-approved graduate program of study.

**REQUIRED:** List each course in which you have enrolled for the session(s) indicated above.

**SUMMER I**

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**SUMMER II**

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I, Graduate Advisor [Print name], __________________________, certify that the courses listed here will be used as part of the appointee’s advisor-approved graduate program of study.

Graduate Advisor (Signature) __________________________ Date __________

Student [Print name] __________________________ Student (Signature) __________________________ Date __________

Graduate College Signature __________________________ Date __________

March 2017

FORM 9
Western Michigan University ♦ International Admissions and Services

REDUCED COURSE LOAD (RCL) REQUEST FORM
(Due by the second week of each semester that you are underenrolled)

******************************************************************************

SECTION A: TO BE COMPLETED BY STUDENT

Last Name: ___________________  First Name: ___________________  Middle Initial: ______

WIN #: ______________  SEVIS ID#: ______________  Phone: ______________  Date of birth: ______________

Major: ___________________  Academic Level (BA, MA, PhD,): ___________________  E-mail: ___________________  @wmich.edu

I am registering for ________ credit hours during the ________ semester of ________ (year) and request that my academic load be considered as full time enrollment for immigration purposes for the reason indicated below.

Check one that applies:

☐ Academic Difficulties (3 CFR 214.2(f)(6)(i)(A]) – Specify; and remember you can use one of the following four academic difficulty reasons only once per degree, and must be enrolled at least half of full-time course load.

☐ Initial difficulties with language (during 1st semester only – if summer, combined Summer I and II)

☐ Initial difficulties with reading requirements (during 1st semester only – if summer, combined Summer I and II)

☐ Unfamiliarity with American teaching method (during 1st semester only – if summer, combined Summer I and II)

☐ Improper course level placement

☐ Medical Reason (3 CFR 214.2(f)(6)(ii)(B)] – Attach an official letter on letterhead stationery from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist including detailed diagnosis, treatment plan, and prognosis. Do not require a signature from his/her academic advisor in Section B of this form (below).

☐ Copy of approved Underenrollment Permission Form for Graduate Appointees – Do not require a signature from his/her academic advisor in Section B of this form (below).

☐ Masters or PhD student on thesis or dissertation track – have completed all course work excluding thesis or dissertation. The student is registered this semester per University Academic Regulations and working full time writing thesis/dissertation.

☐ Completion of course of study (3 CFR 214.2(f)(6)(ii)(C)] – Expected to complete study by ________ (must graduate this semester).

Important! If you are financially sponsored by contract, requiring you to maintain full time enrollment, then an RCL might cause you to lose your funding. It is your responsibility to verify this with your financial sponsor.

Note: If you are requesting an RCL after the last day to withdraw from courses: First, you must get approval from an IAS DSO; Second, you must provide proof that the Office of the Ombudsmen will allow your late withdrawal; Third, you must immediately submit proof of withdrawal from the Office of the Ombudsmen, after which IAS will print you a new I-20 authorizing you for the RCL.

I understand that it is my responsibility to drop my course, only after the RCL has been approved by an IAS DSO.

Student’s signature: ___________________  Date: ______________

******************************************************************************

SECTION B: TO BE COMPLETED BY STUDENT’S ACADEMIC ADVISOR

☐ I have reviewed and recommend the above Request. I certify that information provided on this form is accurate in conformance with applicable Departmental, College and University policies, and is in the best interest of the student’s successful academic progress.

☐ I do NOT recommend that the above request be granted to this student for the following reason(s): ___________________.

________________________________________  __________________________  __________________________

Academic advisor’s name: ___________________  Department: ___________________  Campus Phone: ___________________

Signature: ___________________  Date: ______________

*** Attn: Advisor: an RCL comment will be added in the SPACNT screen in Banner once the request has been processed. ***

******************************************************************************

SECTION C: TO BE COMPLETED BY IAS

The above request for a Reduced Course Load per 3 CFR 214.2(f)(6)(ii)(ii) is:

☐ Approved  ☐ Denied: Reason(s) for denial: ___________________.

IAS DSO Signature: ___________________  Date: ______________

Updated in:  ☐ SEVIS Data Completed  ☐ PSA Data Completed  ☐ Banner Data Completed

Update 11/16/11 IAS
Under-enrollment Permission Form for Graduate Appointees

*For students on graduate appointment only*

Enrollment by graduate appointees that is less than full-time is approved in limited circumstances only, including 1) when all course work has been completed and the only requirement left is thesis, dissertation, or an officially recognized capstone course (a capstone course is not the last course you take - check with your advisor for clarification); or 2) when the graduate appointee is at the end of the program and needs less than full-time enrollment to complete the degree. Partial appointment is not by itself a reason for which under-enrollment will be approved.

Last Name: [ ]
First Name: [ ]
Student’s WMU#: [ ]
Degree Program: [ ]
Name of Graduate Advisor: [ ]

Appointment Information:
Hiring Unit: [ ]
Select the appointment funding level:
[ ] Full [ ] 3/4 [ ] 2/3 [ ] 1/2

Indicate the year and select the semester/session in which you are requesting permission for under-enrollment. (Use a separate form for each term):
Year [ ]
[ ] Fall [ ] Spring [ ] Summer I [ ] Summer II

*Please list here the course number(s) of enrollment and number of credit hours for this semester/session:

*Select your reason(s) for not meeting the enrollment requirement this semester/session:

[ ] I am at or near the end of my program and have no other program-required courses I can take (approval for one term only)
[ ] I am done with coursework and either taking comprehensive exams or preparing my research proposal (approval for one term only)
[ ] I am on continuous enrollment status (7000; 7200; or 7300 enrollments only)
[ ] Other (give explanation):

Students: This form must be submitted for approval to the Graduate College prior to the end of drops and adds to avoid non-approved under-enrollment. Please email completed form to grad-awards@wmich.edu

Student signature: [ ] Date: [ ]
Program Advisor/Chair signature: [ ] Date: [ ]

Graduate College Action: [ ] Approved [ ] Denied

Students: Appointment tuition awards will pay to your student account after the drop/add period for the specified term. Please allow up to 2 weeks for processing.

Graduate College signature: [ ] Date: [ ]

Please note FICA and some federal loan deferment regulations require at least half-time enrollment which for graduate students at WMU is three credit hours during Fall/Spring semesters and two credit hours during Summer I/Summer II sessions. Graduate students even those enrolled for thesis or dissertation hours) must be enrolled at least half-time in order to qualify for the FICA tax exemption or to be eligible for loan deferrals.

If you are an international student, U.S. immigration regulations require that you obtain permission to enroll less than full-time from an International student advisor in International Admissions and Services (IAS). Unless you report to IAS by the second week of each semester for this reason, you could jeopardize your immigration status in the U.S. For more information, please contact IAS at oss-info@wmich.edu or (386) 471-5983. A copy of this approved form will be faxed to IAS.

Immigration Advisor: [ ] Date: [ ]

September 2015
The Graduate College

Permission to elect Extended University Programs off-campus or online course for inclusion in a Graduate Program of Study

*For students on graduate appointment only*

Tuition awards for graduate students on an assistantship are applicable only toward registered and completed credit hours and must be included in your approved Graduate Permanent Program of Study. The tuition award will pay only the actual on-campus graduate tuition charges unless prior approval is obtained. The Graduate appointment tuition award will not pay for Extended University Program (off-campus or online) courses without the approval of the Graduate College. Payment of any remaining tuition expenses and fees is the responsibility of the student. Any unused tuition award is forfeited and cannot be paid to the student or carried forward to another term. Any overpayment or underpayment due to a change in your enrollment will be corrected after the end of the drop/add period through an adjustment to your student account.

*Approval must be secured before the course is taken.*

Last Name

First Name

Student's WIN#

Degree Program

Name of Graduate Advisor

Appointment Information:

Select the appointment funding level:

- Full
- 3/4
- 2/3
- 1/2

Hiring Unit:

Indicate the year and select the semester/session in which you are requesting permission to elect EUP courses for your graduate program of study. (Use a separate form for each term):

Year

- Fall
- Spring
- Summer I
- Summer II

Please list here the course number(s) of enrollment and number of credit hours for this semester/session:

Students: This form must be submitted for approval to the Graduate College before the tuition award is paid to your student account. Please email completed form to grad-awards@wmich.edu

Student signature

Date

Program Advisor/Chair signature

Date

Graduate College Action: [ ] Approved [ ] Denied

Students: Appointment tuition awards will pay to your student account after the drop/add period for the specified term. Please allow up to 2 weeks for processing.

September 2015