



Western Michigan University

Graduate Programs
in Physics

Student Handbook
2019-20

<http://www.wmich.edu/physics>

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I. Introduction

Welcome!

This handbook contains information useful to students in the Department of Physics' graduate program. We hope it is a helpful supplement to policies and requirements established by Western Michigan University and its Graduate College. It is important that you also access the WMU [Graduate College](#) and the [Graduate Catalog](#) websites for more information. Many of you may also find useful resources at the office of [International Admissions and Services](#). I encourage you to consult with me (the graduate programs advisor) and/or Dr. Pancella (the department chair) when questions arise concerning life here at WMU. Our contact information is listed immediately below in the next section. Any member of the faculty or staff will be happy to try to answer questions, provide advice, or at least steer you in the right direction.

It is a goal of the Department of Physics to provide an inclusive environment that fosters respect and provides opportunity for each person to attain their full potential.

We expect you to work hard to achieve your goals, and pledge to do what we can to support you. As you pursue your studies and research, know that you are a valued member of our department. We wish you the best!

Kirk T. Korista, Ph.D.
Graduate Programs Advisor
Department of Physics

II. People who can help

A. Department Chair

Paul Pancella (paul.pancella@wmich.edu)

Office: 1124 Everett Tower (Faculty office: 2219 Everett Tower)

Telephone (Chair's Office): (269) 387-4936

Approves graduate appointment positions and financial assistance, and is an additional point of student advice.

B. Graduate Programs Advisor

Kirk T. Korista (kirk.korista@wmich.edu)

Office: 2226 Everett Tower, (269) 387-4971

Meets with students to create and approve programs of study, monitors student progress, provides assistance in course enrollment choices, assists with and mediates student concerns, and conducts annual evaluations.

C. Administrative Assistant II

Lori Krum (lori.krum@wmich.edu)

Office: 1122 Everett Tower, (269) 387-4941

Processes graduate appointments, payroll, travel authorizations and reimbursements, distributes office keys, assigns building and room access, and enrolls students in research and dissertation/thesis courses.

Administrative Assistant I

Robin DeHaan (robin.dehaan@wmich.edu)

Office: 1120 Everett Tower, (269) 387-4940

Provides assistance with application process, tracks progress toward degree, processes/copies student documents, maintains student records, and generates letters of appointment.

D. Instructional Laboratory Supervisor

Christopher (Chris) Hoffmann (christopher.a.hoffmann@wmich.edu)

Office: 2220 Everett Tower, (269) 387-4959

Creates teaching assistant (TA) assignments, assures appropriate lab set-ups, works with TAs on instruction skills, assists with and mediates enrolled student concerns, and conducts TA evaluations.

III. General and department information

A. Graduate College links and other useful websites

A wealth of information about your graduate career at Western Michigan University can be found at [our department website](#) and at the [Graduate College](#) website. Other helpful links:

[WMU Graduate Catalog](#)

[Information for prospective graduate students](#)

[Information for current graduate students](#)

[International Admissions and Services](#)

[Immigration Services](#) – A unit within WMU's Diether H. Haenicke Institute of Global Education that offers comprehensive immigration advising and services to WMU international academic students. Because of the complexity of immigration regulations, please consult with an immigration advisor well in advance of any immigration action.

[Graduate Center for Research and Retention](#)

[Forms for graduate students](#)

[Dissertation and theses deadlines](#)

[Dissertation and theses FAQs](#)

[Dissertation forms and requirements](#)

[Master's graduation process](#)

[Doctoral graduation process](#)

[Academic policies](#)

[Student rights and responsibilities](#)

[Student conduct](#)

[Academic honesty](#) – Note: Any misrepresentation of, or actions which intend to misrepresent, someone else's work, ideas, etc., as your own, or enabling someone else to do so, constitutes academic dishonesty. Findings of academic misconduct can result in the dismissal from the University.

[University Ombudsman](#) – This person helps mediate student problems.

B. Teaching assistantship recipients

Departmental expectations for and training of our graduate teaching assistants will be provided by the laboratory supervisor.

C. Attendance at colloquia and public lectures

The department sponsors a number of colloquia and the occasional public lecture throughout the academic year. **All graduate students are required to attend these events** as an important part of the educational experience. We utilize a swipe card system to document attendance. Please make sure to bring your Bronco ID card. If the tablet is unavailable, you will have to utilize a sign-in sheet to document your attendance. Students seeking an attendance exception should inquire with the department chair. Students working at off-campus locations are excused from attendance while away, but should attend events when they are on campus.

Colloquia are usually held on **Mondays at 4 p.m. in 1110 Rood Hall** from September through April, with refreshments served at an informal reception beforehand (3:30 p.m.) in Bradley Commons, 2202 Everett Tower.

D. Duration of department support and maximum time to degree

Graduate students do not receive more than 6 years (12 semesters) of financial support from the Department of Physics. In exceptional cases, individual appeals to this policy will be considered by the Department Graduate Committee, and must be approved by the department chair. The WMU Graduate College imposes additional restrictions on the time to degree. For more information, see the [WMU Graduate Catalog](#).

E. Permission for 5980, 6010, 68x0 and 7000-level courses

The University registration system blocks students from registering in certain courses without department approval. To enroll in these courses, you must first complete the appropriate *Permission to Elect* form, available in the department office.

The *Permission to Elect* forms for PHYS 7000 (master's thesis) and 7300 (doctoral dissertation) need to be filled out only once, for your first enrollment in these classes. **Important: These courses are subject to a continuous enrollment requirement. Also, you must be enrolled in one of these courses during the semester in which you graduate.**

The registration hold on 5980, 6010, 68x0- and 7000-level courses is in place to ensure that students are fully informed of all requirements for enrollment.

F. Completing forms

As you read this handbook, you'll notice that the University requires completion of many forms, particularly for the Ph.D. program. Some [forms](#) are available online as fillable pdf forms. If you cannot find the form online, please visit the main office. Ms. Lori Krum may email you about forms that you need to complete. Please read her emails closely and follow the directions found in the email.

Important! When such forms are completed, please turn them in to the department office for processing. **Please do not send forms to the Registrar, Graduate College, etc., without checking with the main office.** If in doubt, consult our office staff.

G. Department office and contact information

The Department of Physics office is located in 1120 Everett Tower. Our mail stop for interdepartmental campus mail is 5252. Office hours are Monday through Friday, 8 a.m. – 5 p.m. The office closes from Christmas Day to New Year's Day for the holiday recess period, but remains open during fall and spring semester breaks.

Mailing address:

Department of Physics
Western Michigan University

1903 W Michigan Ave
Kalamazoo MI 49008-5252 USA
(269) 387-4940 phone
(269) 387-4939 fax (located in the copy room)

H. University-related and University-sponsored (non-personal) travel

If you wish to embark upon University-related or University-sponsored travel to a conference or laboratory, you should file a travel authorization request **before** traveling or paying for any up-front expenses (air fare, rental car, hotel, meeting registration fees, visa applications, etc.). Unless the transportation is to be paid with funds unassociated with the University, airline and rental car reservations must be conducted through the [University's travel reservation service](#). Failure to follow procedures may result in denial of expense reimbursement or other sanctions. Well before your trip, consult the department office.

I. Office space

Graduate students on a University assistantship are assigned office space in Everett Tower or Rood Hall by the department chair. Graduate students who do not hold University assistantships are assigned office space if available.

J. Physics Student Commons

Make yourself at home in 2221 Rood Hall—a space for undergraduate physics majors and physics graduate students to study and socialize. The Physics Student Commons offers a microwave, refrigerator, tables and chairs, computers and printers, chalkboards, and a career information area. If the door is closed, the room is accessible by swiping your Bronco ID card. If you're the last person to leave, please close the door behind you.

K. Computer Lab

There is an open computer lab located on the 3rd floor of Rood Hall. Any student can stop in and use one of the many computers.

L. Parking stickers

At the beginning of each semester, you may obtain a parking sticker at the [Bernhard Center One Stop Center](#) with your Bronco ID card, driver's license, and vehicle registration. At other times, you can get a parking sticker by visiting the [Parking Services](#) building. Parking Services hours of operation are Monday through Friday, 7:30 a.m. to 5 p.m. Note: The University provides **free parking stickers to graduate assistants**, so take a copy of your assistantship appointment letter with you. If Parking Services is closed, temporary one-day permits may be obtained at the WMU Police Department, 511 Monroe Street, Kalamazoo, MI 49006.

M. Keys

See the department office staff for keys to your office and classroom lab if applicable. You must pay a \$5 deposit for each key, and they must be turned in to the administrative assistant upon request. Deposits are returned when you return your keys. If keys are not returned in a timely fashion, your deposit is forfeited.

N. Building and Room Access

Once you have your Bronco ID Card, you will be given building access to Everett Tower and Rood Hall. You can use your Bronco ID Card to access these buildings after hours by swiping your ID card. Also you will be given swipe access to 2221 Rood Hall (Physics Student Commons). If you have access problems, please see the office staff.

O. Communications

Our primary method of communicating with you is by **email to your wmich.edu address**; please check it regularly. Graduate students are assigned a **mailbox** in the department office. **Please check yours for mail or notices once each weekday.**

P. Department events

The Department of Physics generally holds three events for faculty, students, and staff annually: an outdoor picnic on campus in September, a holiday event in December, and a pizza party in April at the close of the spring semester. Graduate students will receive invitations via email. Family members and other guests are welcome. We hope you will attend!

Q. Private Tutoring

To avoid possible conflicts of interest, graduate students cannot work as private tutors for students in courses they are grading/proctoring.

IV. Master's (M.A.) program

Be sure to read [Master's Graduation Information](#) set by the [Graduate College](#), as well as the section on Physics Department requirements in the current [Graduate Catalog](#).

Important: Our M.A. program is intended to be a **terminal** program; that is, students enrolled in this program are expected to leave the Department of Physics upon obtaining their master's degree.

Students intending to earn a Ph.D. in the Department of Physics should be enrolled in the Ph.D. program, not the master's program. **Ph.D. students are able to earn a master's degree *en route* to their Ph.D.**, a process described in a later section.

A. Program requirements

1. You must maintain an overall grade point average (GPA) of at least 3.00 in all graduate work. A course may be repeated once, but no more than two courses may be repeated during your graduate career. See the [Graduate Catalog](#) for a description of appeals processes.

Graduate College.

C. Resources for graduation

Official dates are listed at the [Graduate College](#) website. Useful links:

[Required graduate student forms](#)

[Dissertation and theses deadlines](#)

[Dissertation and theses FAQs](#)

[Master's graduation process](#)

V. Doctoral (Ph.D.) program

Be sure to read the [Doctoral Graduation Information](#) set by Graduate College as well as the section on the Physics Department requirements in the current [Graduate Catalog](#).

Important: The doctoral program is expected to be completed in 5-6 years. You should complete a preliminary Doctoral Program of Study form with the graduate programs advisor during your first semester on campus.

A. Program requirements

1. You must maintain an overall grade point average (GPA) of at least 3.00 in all graduate work. You may repeat a course once, but no more than two courses may be repeated during your graduate career. See the [Graduate Catalog](#) for a description of appeals processes.
2. An overall GPA of at least 3.00 is required in the first-year courses PHYS 6150, 6220, 6300 and 6620 to continue in the Ph.D. program. It is important to know that failure to meet this requirement results in dismissal from the program. International students should know that this can severely impact visa status.
3. The program requires a minimum of 60 hours of graduate credit consisting of:
 - a. 27 credit hours of basic core courses: PHYS 6100, 6150, 6200, 6220, 6230, 6240, 6300, 6620, 6630, plus (at least one of) PHYS 6700, 6710, or 6720.
 - b. 18 credit hours of additional courses chosen from:
 - i. Research courses (6800 Research in Atomic Physics, 6810 Research in Nuclear Physics, or 6820 Research in Condensed Matter Physics)
 - ii. 5000-level or higher courses in physics or from other departments (e.g., math, chemistry, computer science, engineering) mutually agreed upon by the student and the graduate programs advisor
 - c. 15 credit hours in PHYS 7300 Doctoral Dissertation

Note: A minimum of 30 credit hours (not including PHYS 7300 Doctoral Dissertation) must be taken after admission to the doctoral program. This requirement impacts transfer credits from other institutions, for example.

4. You must pass three major milestones, described in more detail in Section D, "Your progress toward degree":

- a. The **Comprehensive Examination**, with written and oral components.
 - b. The **Dissertation Proposal Presentation (DPP)**, presented orally to your dissertation committee.
 - c. The final **Oral Dissertation Defense**, presented to your dissertation committee.
5. You must satisfy the Research Tools requirement by completing **two** of the following:
- a. Demonstrate knowledge of basic numerical procedures frequently used in computational physics. This may be satisfied by earning a grade of 3.0 or higher in PHYS 6200 or equivalent.
 - b. Demonstrate knowledge of differential equations at the level of MATH 5740. This can be satisfied by earning a grade of 3.0 or higher in PHYS 6150.
 - c. Demonstrate knowledge of physics research in (1) equipment and laboratory practices or (2) advanced computational techniques, with satisfactory performance in PHYS 68x0.
6. You must prepare a doctoral dissertation suitable for publication, though publication is not required.

B. Acquiring a master's degree en route to your doctoral degree

While American research scientists do not usually hold a master's degree, it is common in some countries to earn a master's degree prior to the Ph.D. If you've entered our doctoral program with a bachelor's degree, you may acquire a master's degree (M.A.) *en route* to your Ph.D. by the following process:

1. Ask the graduate programs advisor to review your Program of Study to make sure it meets the requirements for the master's degree as defined by the Graduate College and the Department of Physics.
2. Once signed, bring your Program of Study to the Registrar's office. At the Registrar's office, you will fill out a form to file an application for graduation with a master's degree en route. You cannot apply for a master's degree en route online.
3. This initiates the graduation audit that determines whether you are eligible for the master's degree.

Note: A separate application for graduation will be filed later for your doctoral degree.

If you receive a master's degree *en route* to the doctoral degree, you must complete the minimum number of semester hours of graduate course work beyond the master's degree specified by the doctoral program in which you are enrolled, and you must meet the additional competencies that distinguish the doctoral degree from the master's degree.

Important: Students who have concerns about passing the Comprehensive Examination, described in Section D, should consider the benefits of applying for the master's degree. The graduate programs advisor can be helpful in this decision.

C. Sequence of courses

This diagram depicts the course sequence for a typical Ph.D. student entering in the fall semester. Students who have transfer credit for courses taken at another graduate school may have a different sequence. Students with transfer credit should discuss these courses with the graduate advisor as soon as possible.

Physics (PHYS) Ph.D. Program (60 credit hours)

1st year		2nd year		3rd year		4th year +	
Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
6150 Math. Physics 6200 Comput. Physics 6300 Classical Mech. (8 CH)	6100 Research Sem. 6220 Quantum Mech. I 6620 E & M I * A minimum GPA of 3.0 is required in 6150, 6300, 6220, and 6620 to continue in Ph.D program. (7 CH)	6230 Quantum Mech. II 6630 E & M II (6 CH)	6240 Stat. Mech. 67x0** OR course approved by grad. programs advisor for example: PHYS 6010 or 5980 (6 CH)	67x0** 68x0 (3 or 6 CH) OR course approved by grad. programs advisor * Form Committee * DPP: expected within 6 months after passing the Comp. Exam. (6 CH)	67x0** 68x0 (3 or 6 CH) OR course approved by grad. programs advisor (6 CH)	7300** ** Student must have 45 CH before enrolling in 7300. ** The Doctoral Candidacy form must be approved prior to enrollment in 7300. (3 CH)	7300** * Student is strongly advised to meet with committee at least once per year through to the final defense. (3 CH)
		** Must take at least one: 6700, 6710, 6720.		DPP = Dissertation Proposal Presentation			
Summer I or II course: PHYS 6010 (Introduction to Current Physics Research), or course approved by graduate programs advisor.		Summer I or II Comprehensive Exam (usually in June) course: PHYS 6010 or course approved by graduate programs advisor.		Summer I or II course: PHYS 7300 (if 45+ CH and an approved doctoral candidacy form) or PHYS 68x0 (to reach 45 CH)		**Request permission to under-enroll. A minimum of 15 CH of 7300 must be completed. Student must be enrolled in the semester/term of graduation .	
Notes: (1) Required course work = 27 CH; an additional 18 CH must be taken to reach 45 CH. (2) A maximum of 4 CH of PHYS 5980 may be counted in program of study. (3) Course work below the 5000-level requires a permission form and approval by the graduate programs advisor and department chair.							

D. Your progress toward degree: timeframes and milestones

1. Doctoral Program of Study form

You should complete a preliminary doctoral Program of Study form in consultation with the graduate programs advisor during your first semester in the program. You may make changes later, if necessary, with permission of the advisor. This form is kept in the department and updated with course and grade information each semester as you progress toward your degree.

2. Early research experiences

You should begin seeking out a potential research supervisor as early as possible, but certainly after completing the seminar course PHYS 6100. You may enroll in two courses associated with your early research experiences. Both require a faculty supervisor.

To enroll, obtain the appropriate form from the department office and obtain signed approvals from the faculty supervisor, the graduate programs advisor, and the department chair. The form lists the number of credit hours and requires a description of the material to be learned and how progress will be evaluated. **Return completed form to the department office.**

Class options:

a. PHYS 5980 - Selected Topics

This course acquaints a prospective researcher with the fundamentals of some area of physics. It gives advanced students with good scholastic records in physics an opportunity to pursue independently the study of a subject of interest to them. Students on academic probation may not enroll in this course.

Prerequisite: Department approval. Credits: 1 to 4 hours. Open to upper-class undergraduate students and graduate students.

The course can involve literature or text study, but **must include graded work** such as homework, exams, a paper and oral presentations.

Note that only 4 credit hours of PHYS 5980 are allowed in a graduate Program of Study. Permission to enroll in PHYS 5980 will generally not be granted prior to successful completion of the core, first-year courses PHYS 6150, 6300, 6220, and 6620. Other enrollment restrictions may apply.

b. PHYS 6010 - Introduction to Current Physics Research

This course is taken early in the graduate program to help students become acquainted with contemporary research practices in physics. Goals might include development of skills with laboratory equipment, research protocols, safety procedures, computational resources and software and familiarity with the research literature.

Prerequisite: Departmental approval. Credits: 1 to 6 hours. May be repeated for credit. Graded on a credit/no credit basis. Open to graduate students only.

PHYS 6010 is the typical early research experience course taken during the first two summers in our program.

3. Completing PHYS 6700, 6710 or 6720

Students must select at least one of these area-specialty courses, which are scheduled based on student requests and faculty availability – they are not offered regularly. The department tries to offer one of the three courses in each of the fall and spring semesters, or as necessary. Therefore, **you should meet with the graduate programs advisor regularly to plan your course progression well in advance.** We expect students to fulfill this requirement in their 4th or 5th semester.

4. The Comprehensive Examination

The Comprehensive Examination is usually taken in June after the 4th academic semester. The exam consists of 2 days of written tests, with two, 2-hour exams each day, and a single oral examination session. The oral exam will typically take 1 hour or less.

The Comprehensive Exam covers material in basic undergraduate physics in addition to material in PHYS 6150, 6220, 6230, 6240, 6300, 6620, and 6630. A grade of “passing” or “not passing” will be given. The examination may be repeated once, at a time determined by the Department, and must be passed before beginning doctoral research. Each student will receive a letter with the examination results.

Important: Student who fail to pass the Comprehensive Examination on two attempts are dismissed from the Ph.D. program. International students should know that this can severely impact visa status.

Remember that adequate progress towards your Ph.D. usually requires greater than 40 hours per week *dedicated to your research.*

5. Forming your dissertation committee

Upon successful completion of the Comprehensive Examination, you will identify a research supervisor after consulting with the graduate programs advisor and gaining the consent of the faculty member involved. Then, with the approval of this research supervisor, you will identify a dissertation committee consisting of members of the Graduate Faculty (identified as such by the Graduate College). This committee will include your research supervisor and three additional Graduate Faculty members, with at least one from outside the Department of Physics.

Note: Committee members from outside the University will need to be approved by the Graduate College as Graduate Faculty. See the department office staff for details.

To complete this process, you must complete the Notification of Appointment to a Dissertation, Thesis, or Specialist Project Committee Form obtained from the department of physics office, and seek signatures from your committee members. **Then turn the completed form in to the office staff to pursue other approvals and process your form.** Please see the department office staff if you have any questions.

Note: If your external committee member is from outside the University, an intermediate step is required. Please submit that person's CV to the department office staff, who will complete paperwork requesting that the Graduate College approve the committee member as graduate faculty. For more information, see department staff.

6. Beginning doctoral research and other coursework

Upon passing the Comprehensive Examination, you should begin enrolling in PHYS 68x0 (6800: Research in Atomic, 6810: Nuclear, or 6820: Condensed Matter Physics). You will receive permission to enroll by completing a *Permission to Elect* form available from the department office staff. The form includes a brief description of study and is signed by the student, research supervisor, graduate programs advisor and department chair. Credit is granted on a credit/no credit basis. **Be sure to return the completed form to the department office.**

The required formal course work, including 3 credit hours in PHYS 67x0, constitutes 27 of the required 45 credit hours in an approved Program of Study before enrolling in PHYS 7300 (Dissertation Research). In addition to PHYS 68x0, other courses in physics, mathematics, computer programming, engineering, etc., can be added to your Program of Study with approval of the graduate programs advisor.

Also worth noting: Usually, adequate academic preparation and mastery of material in a Physics Ph.D. program requires greater than 40 hours per week dedicated to your studies.

7. Your Dissertation Proposal Presentation (DPP)

Within 6 months of passing the Comprehensive Examination, you should present a dissertation proposal. The DPP is a detailed outline of your dissertation research presented orally to your dissertation committee. The external member(s) need not attend but should receive all information related to the proposal in a timely manner.

Your proposal presentation should take about 45 minutes (this portion is open to the public), with extensive questions from and discussions with the committee to follow. The entire process will take approximately 1.5-2 hours, or as necessary. Your committee may require a written outline, descriptive abstract, short concept paper, printed copy of the presentation or similar materials from you prior to or as part of the presentation.

During your presentation, you will be expected to:

- a. Discuss the specific scientific question(s) addressed by the proposed research, including sufficient background material to provide the context and motivation for it
- b. Demonstrate originality of the research problem and discuss how the research will advance knowledge in the field
- c. Briefly outline a pathway and an approximate timeline to completion

You should be prepared to demonstrate an appropriate level of familiarity with:

- a. The physics related to the research project, i.e., the important processes, effects and interactions to the extent that these are known
- b. The relevant research literature
- c. Anything you present

For an experimental dissertation, you should briefly present and/or be prepared to discuss and

answer questions pertaining to:

- a. Experimental technique(s) to be employed to collect data
- b. Experimental resources required
- c. Important sources of uncertainty
- d. Manner in which data will be analyzed and measured and issues related thereto

For a theoretical/computational dissertation, you should briefly present and/or be prepared to discuss and answer questions pertaining to:

- a. The theoretical models that you will use and why you've chosen these over alternatives
- b. Computational techniques that you will employ
- c. Computational resources that will be required and the degree of accuracy desired
- d. Means by which computed results will be checked

Note that you will not be held to the standard of one who is defending his or her dissertation. You needn't have an answer to every question posed. Rather, your depth of knowledge should be at the level of one who is beginning professional scientific research. **You must articulate what you are doing and why you're doing it. What will be your contribution to the field?**

Presentations are given a grade of satisfactory (required for progress in the program) or unsatisfactory, based upon overall performance. If necessary, the DPP may be repeated once within 3 months of the initial presentation. This process should be completed before the end of your 3rd year.

Upon successful completion of the DPP, you should fill out the [Proposal Approval Form](#). If the link does not take you to the form, please visit the main office. You must include an abstract describing the research to be conducted. This form must be approved by your research supervisor and then signed by your committee members. **Then return the completed form to the department office.**

Reminder: A detailed summary of the research proposal should be provided to the external dissertation committee member(s) absent from the DPP.

8. Achieving Doctoral Candidacy

After your DPP is completed and you have completed all required coursework (45 credit hours minimum), you must file a [Doctoral Candidacy form](#) with the [Graduate College](#). Once you have collected the signatures, **return it to the department office**. Staff will submit it to the Graduate College for approval.

9. Dissertation Research – PHYS 7300

Upon completion of 45 credit hours in approved course work, you will enroll in PHYS 7300 (Dissertation Research). Before enrolling in 7000-level courses you must complete a *Permission to Elect* form, available in the department office. A minimum of 15 credit hours of PHYS 7300 are required, and **you must be enrolled in this course in the semester or session in which you graduate.**

Important: We strongly advise you to meet with or provide updates to your dissertation committee members at least once per year. These meetings allow you to address problems and obstacles before your final oral examination. Meeting logistics are left to the discretion of

the dissertation committee. While the external member(s) need not be present, he or she should receive updates for comments and questions.

10. Final Oral Examination / Oral Defense of Dissertation

Upon completion of your dissertation, you will present a final oral defense of your work. Once a date and time for the dissertation defense are agreed upon with your dissertation committee members, you are responsible for scheduling the exam by completing the [Dissertation Defense Scheduling Form](#) available from the Graduate College website. **You must turn this form and an abstract of your dissertation in to the Graduate College at least 2 weeks (10 working days) before your defense is scheduled.** This time should not conflict with any other [scheduled dissertation defenses](#) in the College of Arts and Sciences.

You must also reserve the examination room, usually Bradley Commons (2202 Everett Tower), by contacting the department office staff. The exam's duration is variable; a block of 3 hours should be reserved.

This examination will begin with a 45-minute presentation in which you will present a summary of your dissertation work. Then you'll answer questions about your dissertation and research area.

You will be given a grade of "pass" or "fail." The decision to "pass" must be unanimous. In a case where a doctoral dissertation committee cannot reach unanimous agreement, and a student wishes to appeal a negative decision, a Review Committee involving the dean of the Graduate College, the dean of the College of Arts and Sciences, and the chair of the Department of Physics will be established. This committee does not approve/disapprove the dissertation but seeks to resolve the controversy by authorizing procedural actions, such as reconstituting the dissertation committee if the case merits it.

After passing the Final Oral Examination, your dissertation chair will submit a letter stating the outcome of the examination to the department chair.

Note: More forms and procedures are required **after** your oral defense. [Dissertation guidelines and all related requirements and procedures](#) for submission can be obtained from the Graduate College.

E. Important graduation deadlines

1. At least two semesters before graduation, an up-to-date version of your doctoral Program of Study form must be filed with the Registrar's office. You will need to schedule a meeting with the graduate programs advisor to finalize your Program of Study. Once the form has been signed, it should be turned in to the department office. Staff will send the form to the Registrar's office.
2. At least 1 month prior to your Final Oral Examination, a copy of your doctoral dissertation must be submitted to each committee member.
3. **At least 10 business days** before the Final Oral Examination, you must file the [Dissertation Defense Scheduling form](#) along with the dissertation abstract with the Graduate College. You should obtain this form online (see link above). Important – you must inform the office

staff of the intended date, time, and location (usually Bradley Commons) of the defense before filing this form with the Graduate College.

F. Graduation information

Official graduation dates are listed at the [Graduate College](#) website. Useful links:

[Required graduate student forms](#)

[Dissertation and theses deadlines](#)

[Dissertation and theses FAQs](#)

[Doctoral graduation process](#)

VI. Thesis and dissertation formats

Your Ph.D. dissertation must reflect original work in some area of physics and must be of publishable quality, although publication is not required. It must conform to the format required by the Graduate College and the Department of Physics

Master's theses and Ph.D. dissertations must be written and prepared following a [format](#) established by the Graduate College and the Department of Physics.

Failure to follow approved formats will delay acceptance of your thesis or dissertation and can postpone graduation.

VII. Annual review of performance

The department's Graduate Committee evaluates each student's progress once each year, usually in February or March. The graduate programs advisor will provide you a copy of your review document and the opportunity to discuss its contents.

Items considered as part of the evaluation include:

- A. Academic performance and progress
- B. Progress in dissertation or thesis work. For Ph.D. students, annual progress reports in the form of a meeting and/or communication with your dissertation committee are strongly recommended.
- C. Attendance at department colloquia and other required events

Students can receive the review result "continued with reservations" for one or more of these reasons:

- A. Not enrolling in the courses required by the degree at the first opportunity
- B. Not completing the courses in his or her Program of Study in a timely manner
- C. Performing poorly in required course work, including entering academic probation
- D. Performing inadequately in research as judged by the dissertation or thesis advisor
- E. Frequently missing department colloquia or other required events

Two sequential evaluations showing "continued with reservations" will result in dismissal from the program. Two non-sequential reports of continued with reservations may result in dismissal at

the discretion of the Graduate Committee. **International students should know that this can severely impact visa status.**

Students objecting to the evaluation results should first meet with the graduate programs advisor and attempt to clarify any misunderstandings. If this meeting does not resolve the issue, the student may meet with the department chair. Finally, if still unsatisfied, the student may meet with WMU's [Office of the Ombudsman](#). The Office of the Ombudsman also has an [appeals process for program dismissal](#).

VIII. Awards and Scholarships

Graduate students in the Department of Physics are eligible to be considered for a number of awards and scholarships. No application is required. Winners are typically announced at our department Awards Ceremony in April.

A. Haym Kruglak Teaching Excellence Award

At the end of each academic year, the Graduate Committee meets to determine whether awards for outstanding teaching have been merited. These awards recognize exemplary performance in teaching during the fall or spring semesters. Graduate students who have taught a physics course at WMU during either or both of those semesters are eligible. Decisions are based upon student evaluation forms. Award recipients receive a congratulatory letter and a monetary award. Students may receive this award more than once.

B. George E. Bradley Award

At the end of each academic year, the Graduate Committee chairperson calls for nominations for the George E. Bradley Award. Nominees must have completed all the requirements for a doctoral degree in physics. The Graduate Committee meets to determine which of the nominees merits the award, which recognizes exceptional overall performance as a graduate student in physics with particular emphasis on excellence in research. The decision is based upon recommendations by the faculty and the laboratory supervisor and the cumulative record of the student's performance in teaching, coursework and research. Recipients of the George E. Bradley Award receive a congratulatory letter and a monetary award. A plaque listing the winners is displayed in the George E. Bradley Physics Commons.

C. Leo R. Parpart Physics Scholarship

Department faculty nominate and select student(s) based on the eligibility criteria:

1. Graduate or undergraduate student pursuing a degree in physics.
2. Preference given to students involved directly with experimental accelerator physics/operation/development; second priority to theorists in same areas of concentration; third priority to students in theoretical physics not related to accelerators; finally to students in other aspects of physics.

D. George and Jean Bradley Scholarship

Department faculty nominate and select student(s) based upon GPA and recommendation of instructors.

E. David Carley Memorial Graduate Award

An award is given annually to a graduate student in physics. Department faculty nominate and select a student based upon GPA and recommendation of instructors.

F. Western Michigan University's All-University and Department-level Awards: Graduate Research and Creative Scholar Award and Graduate Teaching Effectiveness Award

The Graduate Studies Council of the WMU Faculty Senate has established the [Graduate Research and Creative Scholar Awards and the Graduate Teaching Effectiveness Awards](#) to acknowledge graduate students' contributions to the scholarly and artistic productivity of Western Michigan University and to honor graduate students involved in a substantial way in WMU's instructional mission. These awards are the highest honors bestowed by WMU to recognize excellence and achievement in research, creative activity, and teaching among its graduate students.

Academic units with a graduate program are invited to nominate students each year to be recognized. Each department may nominate one student at each degree level for each of the department level awards. Conferral of the department-level award(s) is determined by the department chair in consultation with the graduate committee. A student must be specifically nominated by a faculty or staff member in the department to be considered for the all-University recognition. All-University award recipients are selected by a committee of representatives from the Graduate Studies Council. In all cases students must meet the eligibility requirements set by the Graduate College.