

Graduate College Paperwork Quick Guide

Due to the COVID-19 situation, many departments have found themselves short-staffed with existing staff and faculty taking on new roles and duties, including the circulation of important departmental and student paperwork. We've put together a quick guide to help staff and faculty navigate the many forms that need to be submitted to the Graduate College on behalf of both students and faculty members.

Student-Related Paperwork

Path to Graduation

The Graduate College has a document outlining the necessary steps students need to take in order to graduate, including the necessary paperwork that needs to be submitted. Please take a moment to familiarize yourself with this document if you are in an advisory role.

Doctoral Students (<https://wmich.edu/grad/doctoral-graduation>)

Master's Students with Thesis Option (<https://wmich.edu/grad/masters-graduation>)

Certificate Students (<https://wmich.edu/grad/certificate-graduation>)

Specialist Students (<https://wmich.edu/grad/specialist-graduation>)

Required Forms:

Permanent Program of Study

Purpose: This document is used by the Registrar's Office to complete the graduation audit and must be submitted before applying for graduation. It must include all the courses that complete the program requirements, even if they have not yet been taken. Changes to the program of study can be made with the [Course Substitution form](#) or with an email from the department to registrar-info@wmich.edu.

Form Links: Some graduate programs have developed their own versions of the program of study, or you can use the general forms:

[Doctoral Level Program of Study](#)

[Master's Level Program of Study](#)

Routing Process:

1. Student or program advisor fills out form
2. Program advisor reviews to ensure that all graduation requirements are included and approves form
3. Chair reviews and approves, if needed
4. Student or department makes copies for student and program advisor
5. Department submits form to Registrar's Office

Final Destination: Registrar's Office (registrar-info@wmich.edu)

Notification of Appointment to a Dissertation, Project, or Thesis Committee (AKA “Committee Form”)

Purpose: This document indicates agreement of the committee to serve in guiding the student through their degree program. Each faculty member on a committee must have active graduate faculty status, and the Graduate College will check for active status before approving the committee.

Form Link: [Committee Form](#)

Routing Process:

1. Student or department fills out top portion
2. Student or department circulates for committee member signatures
3. Student or department obtains department chair and grad advisor signatures
4. If a doctoral student: student or department sends form to appropriate academic college for dean’s signature; if a master’s student: student or department sends to Graduate College, Dissertations and Theses
5. If a doctoral student: the academic college may send the form back to the department for departmental staff to send to the Graduate College, or the academic college may send it directly to the Graduate College to obtain the graduate dean’s signature

Final Destination: Graduate College – Dissertations and Theses (grad-dissertation@wmich.edu)

Admission to Doctoral Candidacy

Purpose: This document certifies that a student has fulfilled all the requirements for the doctoral degree except for the dissertation.

Form Link: [Candidacy Form](#)

Routing Process:

1. Student fills out information portion, sends to program advisor
2. Student or program advisor circulates form for dissertation committee signatures
3. Student or department makes copies for student and program advisor
4. Student or program advisor submits form to Graduate College

Final Destination: Graduate College – Graduate Awards (grad-awards@wmich.edu)

Dissertation Defense Scheduling

Purpose: This document allows the Graduate College to advertise and promote the final defense presentations for doctoral students. The form also ensures that doctoral students are at the proper stage of their program to schedule the defense and allows the Graduate College to anticipate receipt of the approved dissertation. Master’s and Specialist students do not need to use this form, since scheduling of their defenses is done within the department.

Form Link: [Defense Scheduling Form](#)

Routing Process:

1. Student completes form after consulting with their committee members
2. Student submits form and dissertation abstract to Graduate College

Final Destination: Graduate College – Dissertation Specialist (jennifer.holm@wmich.edu)

Dissertation, Thesis, or Specialist Project Approval Form

Purpose: This document is signed after the defense and provides proof that the committee members approve the dissertation, thesis, or specialist project and the student had passed the final defense. Once the Graduate College reviews the submitted dissertation/thesis/specialist project for proper formatting, the Graduate Dean gives the final approval on behalf of the university.

Form Link: [Approval Forms](#) (choose appropriate number of committee members)

Routing Process:

1. Student fills out information section
2. Student circulates for committee member signatures after successful thesis, project, or dissertation defense
3. Student submits form to Graduate College with approved thesis, project, or dissertation

Final Destination: Graduate College – Dissertations and Theses (grad-dissertation@wmich.edu)

Dissertation/Thesis/Specialist Project Check-In

Purpose: These forms ensure that students submit all required documents

Form Links:

[Dissertation Check-in Form](#)

[Thesis/Specialist Project Check-in Form](#)

Routing Process:

1. Student completes information on form
2. Student may need to consult their committee chair if there are questions about ScholarWorks publishing/embargo options
3. Student submits form to Graduate College, with required documents

Final Destination: Graduate College – Dissertations and Theses (grad-dissertation@wmich.edu)

As Needed Forms:

Permission to Elect Undergraduate Course (Master's Only)

Purpose: Approval of this document by the department and Graduate Dean allows a master's student to use up to six credits taken at the undergraduate level in their graduate program.

Form Link: [Permission to Elect Form](#)

Routing Process:

1. Student or program advisor completes form
2. Department chair and program advisor review and approve
3. Department submits form to Graduate College

Final Destination: Graduate College – Graduate Awards (grad-awards@wmich.edu)

Program Time Extension (AKA “Extension Request”)

Purpose: This form is required by the Registrar’s Office when a student has surpassed the maximum allowed time for their degree program. Master’s students must complete all degree requirements in six years, and doctoral students must complete the requirements in seven years. Any coursework used to meet degree requirements must be taken within this time limit, including transfer courses. Requests to use older coursework are made with this form, and the department must certify that the student has remained current in the material.

Form Link: [Extension Request Form](#)

Routing Process:

1. Student completes information portion and Part 1
2. Advisor or committee chair completes Part 2 and 3
3. Advisor or committee chair circulates form for necessary signatures
4. Departmental staff or advisor/committee chair sends form to Graduate College

Final Destination: Graduate College – Dissertations and Theses (grad-dissertation@wmich.edu)

Under-enrollment

Purpose: This form is required for students on appointment only. Graduate appointees are expected to be fully enrolled, unless all coursework has been completed and the only remaining requirement is thesis, dissertation, or capstone. Approval from the graduate program director or department chair and Graduate College is required before tuition will be paid for under-enrolled students.

Form Link: [Under-Enrollment Form](#)

Routing Process:

1. Student or department completes information on form
2. Graduate program director or department chair reviews and approves
3. International students must submit form to HIGE immigration advisor for approval
4. Student submits completed form to Graduate College

Final Destination: Graduate College – Graduate Appointments (grad-awards@wmich.edu)

Leave of Absence

Purpose: If a student is temporarily unable to continue in their graduate program due to significant issues (health, family, job, military duty, etc.), they may request a leave of absence from the program for up to one year. During this time, the student is not enrolled at WMU, which may impact access to resources. The leave of absence extend the degree time limit by the specified period.

Form Link: [Leave of Absence Form](#)

Routing Process:

1. Student completes information in the Student portion
2. Advisor or committee chair endorses request with their signature
3. Department chair endorses request with their signature
4. Student or department sends form to Graduate College (grad-info@wmich.edu)
5. Graduate College dean reviews and approves

6. Graduate College sends copy to Registrar's Office

Final Destination: Registrar's Office (registrar-info@wmich.edu)

Elect Extended University Program courses

Purpose: This form is required for students on appointment if they take online or regional campus courses. Tuition awards will be paid for these courses only if form is completed and approved by the graduate program director or department chair and the Graduate College before the course is taken.

Form Link: [Elect Extended University Programs Form](#)

Routing Process:

1. Student or department completes information on form
2. Graduate program director or department chair reviews and approves
3. Student submits completed form to Graduate College for approval

Final Destination: Graduate College – Graduate Appointments (grad-awards@wmich.edu)

Delayed Tuition Remission Waiver

Purpose: This form is for students on teaching assistantships only and allows them to utilize unused portions of tuition remission for Summer I and/or Summer II courses. There are several restrictions and deadlines defined on the form, so read it carefully. The delayed tuition remission requires the graduate advisor's signature to confirm courses are in the student's approved program of study.

Form Link: [Delayed Tuition Remission Waiver](#)

Routing Process:

1. Student completes information on form
2. Graduate advisor/program director certifies that the course(s) are included in the student's program of study
3. Student submits completed form to Graduate College

Final Destination: Graduate College – Graduate Appointments (grad-awards@wmich.edu)

Accelerated Graduate Degree Programs Course Approval

Purpose: Upon admission to an AGDP, students submit this form to identify the courses taken as an undergraduate that will be applied towards their accelerated graduate program.

Form Link: [Accelerated Graduate Degree Programs Course Approval Form](#)

Routing Process:

1. Student or department fills out information on form.
2. Student and graduate program director sign form.
3. Department submits form to Registrar's Office

Final Destination: Registrar's Office (registrar-info@wmich.edu)