

**Department of Engineering Design, Manufacturing, and
Management Systems**

Graduate Program Guide



Table of Contents

Introduction	3
Things Graduate Students Needs to Know When They First Enroll	3
University Computer Account and E-mail Address.....	3
Department Office Space	3
Mailboxes.....	4
Copier and Fax Machine	4
University Keys and Swipe Card Access.....	4
Laboratory Equipment.....	4
Required Training.....	5
RCR Training (Required for ALL graduate students).....	5
Teaching Assistant and Research Assistant Training (Required for TA and RA Students).....	5
Michigan “Right to Know” Law (Required for TA and RA Students)	5
Graduate Courses in the EDMMS Department.....	5
Important Calendar Dates for Everyone	6
Teaching and Research Assistantships.....	6
Biannual Review for Continuing TA or RA Funding	6
Annual Academic and Professional Review of Graduate Students	7
Forms that Graduate Students and Graduate Faculty Must Know About.....	7
Permanent Program of Study Form – Master’s Level.....	7
Application for Permission to Elect Form	7
Committee Appointment Form.....	7
Final Dissertation, Project, Thesis Approval Form	8
Under Enrollment Permission Form for Graduate Appointees Form	8
Delayed Tuition Remission Waiver Form (for Teaching Assistants only).....	8
Graduate Program Dismissal Policy	8
Process for Graduate Students to Request an Exception or Appeal a Decision.....	9
Plagiarism and Academic Integrity.....	10
Graduation Process	10
Graduate College Funding Opportunities.....	11
Graduate College Awards Offered.....	11
Responsibilities of a Graduate Program Coordinator/Advisor	11
Responsibilities of a Member of the Department’s Graduate Curriculum Committee.....	12
University Policies: Conflicts of Interest, Sexual Harassment, and Other Web Links.....	12
Office of the Vice President for Research.....	12

Sexual Harassment 12
Ombudsman Office..... 13
WMU Human Resources 13
Additional Information for Graduate Students..... 13

Introduction

This guide is intended for use by Graduate Students enrolled in the Masters of Manufacturing Engineering program offered by the Department of Engineering Design, Manufacturing, and Management Systems (EDMMS) 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 Manufacturing Engineering

Degree program descriptions that Graduate Students and Graduate Faculty need to be familiar with are found in the university catalog. Please visit the following link and use the pull down arrow to select the Graduate Catalog to learn more about the program.

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

Students should remember that the year they started their graduate program determines the graduate catalog year. Refer to your graduate catalog year when examining program requirements.

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 Graduate Catalog. In the event that information contained herein conflicts with University policy, the policy as published in the Graduate Catalog or on the Graduate College website at the time a student initially enrolls in the graduate program will be followed.

Things Graduate Students Needs to Know When They First Enroll

University Computer Account and E-mail Address

If you have a University student identification number (WIN), the University will send 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 flagged as SPAM and filtered out.

Department Office Space

Graduate Student carrels for the department are located in within the F block of Floyd Hall on the Parkview Campus. Carrel assignments are made using the following precedence: students working as a Teaching Assistant (TA), students working as a Research Assistant (RA), Ph.D. candidates, and finally remaining masters students. The department office coordinator works with the Program Coordinator at the start of the Fall and Spring semesters to determine carrel assignments for that semester. Please allow until the end of the third week of classes of the semester for assignments to be made. Students should be aware that they only have the carrel assigned to them for the semester.

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 applies 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. All TA/RA 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

TAs 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 department office (F-232).

University Keys and Swipe Card Access

Graduate Students who need room, laboratory, or building access in order to perform duties as a Teaching or Research Assistant (TA or RA) must complete an access permission form with the Office Coordinator in room F-231 before keys will be issued or swipe access granted using your University ID card. 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 revoked to all departmental areas.

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.

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.

Required Training

RCR Training (Required for ALL graduate students)

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. THERE ARE DEADLINES SET EACH SEMESTER FOR THIS TRAINING. Not doing so will jeopardize your status as a graduate student. Details can be found at <https://wmich.edu/grad/current-students/responsible-research>.

Teaching Assistant and Research Assistant Training (Required for TA and RA Students)

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 the week before the start of the Fall or Spring semester classes. 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.

Further details on the current training programs are located on the Graduate College site at <https://wmich.edu/grad/assistantships/ga-orientation>.

Michigan “Right to Know” Law (Required for TA and RA Students)

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.

Graduate Courses in the EDMMS Department

Graduate courses in the department (those with an EDMM prefix) are offered on a rotational cycle over a period of two years. All required core courses for the degree program are offered at least once each academic year, and most of the elective courses taught by the department are offered at least once in a 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.

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/>

Teaching and Research Assistantships

All Graduate Students enrolled in the department's programs can apply for TA/RA positions. These positions are periodically announced via email. Students should follow the appropriate links for applying. Students must be admitted to the department's programs before they can apply. TA funds and a limited amount of RA funds come from the University, and are granted by the department.

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

- Availability of funds
- Departmental needs
- Background and expertise

For TA positions, the Department Chair, Graduate Curriculum Committee, and the faculty supervising the graduate student will review the applications and provide their recommendations to the Department Chair. The Department Chair and supervising faculty member will interview the final candidates. The supervising faculty member will provide their input; however, the Department Chair makes the final decision.

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.

Biannual Review for Continuing TA or RA Funding

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.

Annual Academic and Professional Review of Graduate Students

Graduate Students will be reviewed annually based on their educational and professional activities by the Graduate Advisor. The annual review is intended to provide in-depth feedback 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. At the first annual review, the Graduate Advisor will work with the Graduate Student to develop a Permanent Program that will serve as the student's plan as they progress through the program.

Forms that Graduate Students and Graduate Faculty Must Know About

The description and use of forms 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. Most forms that can be found at:

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

Permanent Program of Study Form – Master's Level

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

Application for Permission to Elect Form

- Used by any graduate student for their initial enrollment in specified courses, such as 7000 (Masters Thesis).
- Students requesting to enroll in 7000 must complete the Permanent Program of Study form at the same time, or complete it before they complete this form.
- An additional permission form is not needed for succeeding enrollments in 7000.
- Once a student has enrolled in 7000 credit hours, they must be continually enrolled in at least one credit hour of that course each Fall and Spring semester until they graduate.
- NOTE: This form must be obtained from the Graduate Advisor

Committee Appointment Form

Masters degrees:

- Completed by all Masters **thesis** research students.

Final Dissertation, Project, Thesis Approval Form

- 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: <https://wmich.edu/grad/forms>

Under Enrollment Permission Form for Graduate Appointees Form

- 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.

Delayed Tuition Remission Waiver Form (for Teaching Assistants only)

- Used by TAs to utilize unused portions of their tuition remission for Summer I and/or Summer II courses.
- There are several restrictions and deadlines so please refer to Graduate College site.

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 Graduate Curriculum 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 Graduate Curriculum 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 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.

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 Graduate Curriculum Committee. The Graduate Curriculum 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 the Graduate Curriculum Committee. Appeals of the department chair's decision 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.

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 regard 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 Graduate Catalog in the Academic Policies section under Student Rights and Responsibilities in the [Graduate Catalog](#). 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
Division of Student Affairs	www.wmich.edu/students/diversity
Registrar's Office	www.wmich.edu/registrar
Disability Services for Students	https://wmich.edu/disabilityservices

Graduation Process

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>

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.

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)

All-University Graduate Research and Creative Scholar Award (1 departmental nominee/year)

Graduate Teaching Effectiveness Award – Master’s Level (1 departmental recipient/year)

All-University Graduate Teaching Effectiveness Award (1 departmental nominee/year)

Responsibilities of a Graduate Program Coordinator/Advisor

The responsibilities or activities of the program’s Graduate Program Coordinator include the following:

- Chair Graduate Curriculum Committee
- Regularly review the University Graduate Catalog and be 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.
- Review Graduate Student admission applications and make admission decisions.
- 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 paperwork 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.
- 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 regard to their future career goals.

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

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:

- 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 paperwork 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>
- Participate in a collegial and positive manner.
- 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.

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

Website links are provided 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 visit the University Ombudsman Office at <https://wmich.edu/ombudsman>.

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>

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 (mostly for Undergraduate Students, but some programs apply to Graduate Students)	http://www.wmich.edu/academicsuccess