Fun Facts to Keep on Track:

A Graduate Student and Graduate Faculty Guide

Department of Engineering Design, Manufacturing, and Management Systems

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 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 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

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 and Swipe 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 <u>ALL</u> 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 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 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 EDMMS Graduate Program

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 EDMMS 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 <u>NOT</u> used by Masters students in the non-thesis option.

Form 2: Application for Permission to Elect

Used by any student for their initial enrollment in specified courses, such as 7000 (Masters Thesis).

Students requesting to enroll in 7000 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.

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.

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 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.

Form 5: 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 6: 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 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.

11.0 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.

12.0 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 and the Graduate Catalog at 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

Division of Student Affairs   www.wmich.edu/students/diversity

Registrar's Office   www.wmich.edu/registrar
       and   http://www.wmich.edu/registrar/calendars/interfaith
Disability Services for Students www.wmich.edu/disabilityservices."

13.0 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

14.0 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.

15.0 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)

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)

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.

16.0 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.

17.0 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

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

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.

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

Website links are provided in Section 17.0 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

19.0 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)

Appendix A. Descriptions of Graduate Degree Programs from the University Graduate Catalog

Master of Science in Manufacturing Engineering

Advisor: Paul Engelmann
Room E-103 Parkview Campus

The Master of Science in Manufacturing Engineering is designed to provide advanced competencies in the areas of computer-aided manufacturing, computer-aided design and analysis, and integrated processing of polymers, metals, and composite materials. This program is designed for decision-makers in manufacturing engineering, engineering graphics and design, process engineering, quality assurance, and tooling design.

The Master of Science in Manufacturing Engineering requires 30 credit hours with a minimum "B" average and no grade below "C". The program includes 15 hours of core classes, and 15 hours of electives. The specific career path objectives of the individual may be met by focusing the electives and optional thesis or project. Master's degree candidates shall work with their academic advisors to tailor all elective course work.

To meet needs of part-time graduate students, evening courses are offered. In addition, the program allows sufficient time to complete the degree. Showing annual progress, a minimum of three courses taken per year will allow completion of the degree under four years.

ADMISSION REQUIREMENTS

A candidate for admission to the Master of Science program in Manufacturing Engineering must:

1. Possess a baccalaureate degree with a major in a technical field such as engineering or technology.

2. Show evidence of competency in computer programming, mathematics through the calculus level, statistics, two semesters of physics, and one semester of chemistry with laboratories.

3. Possess a grade point average of 3.0 or better during the last two years of undergraduate work.

4. Submit GRE (Graduate Record Examination) scores from the General Test.

5. Have completed undergraduate courses or have equivalent work experience in CAD, CAM, properties of materials, metrology, quality control, manufacturing processes, statics, and strength of materials. If a candidate's background is deficient, foundation courses will be required.

Apply online at www.wmicn.edu/apply/graduate/

PROGRAM REQUIREMENTS

The following general requirements apply to the Master of Science in Manufacturing Engineering program: The candidate must complete the program within a six-year period. A maximum of six credit hours can be accepted in transfer. At least one-half of the credits earned must be in courses numbered 6000 or above. There is no limit to the amount of time between completion of the bachelor's degree and the start of the graduate program.

Core Classes (15 hours):

- EDMM 5070 - Computer Integrated Manufacturing **Credits:** 3 hours

- EDMM 5460 - Concurrent Engineering **Credits:** 3 hours

- IEE 6060 - Capital Budgeting and Cost Analysis **Credits:** 3 hours

- EDMM 6810 - Process Monitoring and Control **Credits:** 3 hours

- IEE 5160 - Design of Experiments and Regression Analysis **Credits:** 3 hours

Approved Electives

Below is a partial listing of approved elective courses to complete the degree requirements. Electives will be chosen in consultation with the academic advisor upon acceptance to the Master's Program. Other courses may be approved as electives by the faculty advisor to allow the candidate to focus the program toward the candidate's area of interest.

- EM 5080 - Advanced Quality Management **Credits:** 3 hours

- IEE 5420 - Human Factors Engineering **Credits:** 3 hours

- EDMM 5500 - Advanced Plastics Processing **Credits:** 3 hours

- EDMM 5520 - Casting Simulation and Solidification **Credits:** 3 hours

- EM 6000 - Concepts and Principles of Engineering Management **Credits:** 3 hours

- IEE 6040 - Facilities Planning and Design **Credits:** 3 hours

- IEE 6080 - Reliability Engineering **Credits:** 3 hours

- EM 6120 - Production/Operations Management **Credits:** 3 hours

- EM 6140 - Project Management **Credits:** 3 hours

- EDMM 6450 - Design for Manufacturability **Credits:** 3 hours

- EDMM 6560 - Material Selection and Processing **Credits:** 3 hours

- EDMM 6580 - CAM Applications **Credits:** 3 hours

- EDMM 6970 - Problems in Manufacturing **Credits:** 3 hours

- IEE 7000 - Master's Thesis **Credits:** 1 to 6 hours

Appendix C. Forms to Document Graduate Student Progress to Degree Completion

GRADUATE STUDENT PERMANENT PROGRAM
M.S. MANUFACTURING ENGINEERING (MNEM)
Western Michigan University, Kalamazoo, Michigan

NAME:		WIN NO:			
ADDRESS:					
PHONE:		EMAIL:			
DATE OF FIRST ENROLLMENT:		DATE ADMITTED TO PROGRAM:			
GRE SCORE:	V:	Q:	A:	ADMISSION:	FULL	NO	PROB
ADMISSION CONDITIONS:					

PREREQUISITES (MUST BE MET BEFORE ATTEMPTING LAST 21 CREDITS OF PROGRAM)
(Minimum grade of "B" required in each course). 　　　　How Prerequisites were met:

COURSE NO. OR EQUIVALENT	UNDERGRAD	WORK EXP.	CRSE.(Grade)
Product Design/CAD	√		
Mfg. Processes/Quality	√		
Properties of Materials	√		
Computer Programming	√		
Physics	√		
Chemistry	√		
Calculus	√		
Statistics	√		

PROGRAM CORE COURSES (Five courses are required – 15 credits)

COURSE TITLE	DPT./NO.	SEM.	CR.	GR.	TXFR/SUB
Computer Integrated Manufacturing	EDMM 5070		3		
Design of Experiments & Regression	IEE 5160		3		
Concurrent Engineering	EDMM 5460		3		
Capital Budgeting & Cost Analysis	IEE 6060		3		
Process Monitoring & Control	EDMM 6810		3		

APPROVED ELECTIVES (Minimum of 15 credits required)

COURSE TITLE	DPT./NO.	SEM.	CR.	GR.	TRANSFER
1.			3		
2.			3		
3.			3		
4.			3		
5.			3		

Program Outlined: _____/_____
　　　　　　　　Graduate Student/Date　　　　　　　　Program Adviser/Date

_____
　　　　　　　　　　　Chairman/Date

Date Thesis/Project Approved: _____

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

Distribution:　　1. Graduate Auditing　　2. Graduate Student　　3. Department　　8/02

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Appendix C. Thesis/Dissertation Forms for Graduate Students

WESTERN MICHIGAN UNIVERSITY

The Graduate College

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.

WESTERN MICHIGAN UNIVERSITY

NOTIFICATION OF APPOINTMENT TO A DISSERTATION, THESIS OR SPECIALIST PROJECT COMMITTEE

CURRENT DATE *(select from drop down):* [   ]   DEGREE SOUGHT: [▾]

STUDENT NAME: [   ]   WIN: [   ]

ADDRESS: [   ] [   ] [   ] [   ] [   ]
           Street   City/Town   State   ZIP Code   Country

DEPARTMENT/PROGRAM: [▾]

PROGRAM: (Type here if not listed) [   ]

Check One: ☐ Initial Appointment   ☐ Revised Appointment (attach rationale for request)

Proposed Committee Members

NAME	INSTITUTION	DEPARTMENT	DATE (mm/dd/yyyy)
Type name here and sign above **(Committee Chair)**			
Type name here and sign above			
Type name here and sign above			
Type name here and sign above			
Type name here and sign above			
Type name here and sign above			

[   ]   [   ]
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

Call Number _____

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

* 7000	Master's Thesis	6 hours
7100	Independent Research	2-6 hours
7120	Professional Field Experience	2-12 hours
* 7200	Specialist Project	6 hours
7250	Doctoral Research Seminar	2-6 hours
* 7300	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, 7200, 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 assuring 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 not approve any master's thesis, special project, or doctoral dissertation which does not comply with these requirements, and in that event no credit will be granted for the course.

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

_____ _____   _____ _____
Signature of Department Chairperson   Date   *Signature of The Graduate College   Date
                                     Representative (needed for 7000, 7200, and 7300 only)

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

Revised 4/06   (over)

2017
Delayed Tuition Remission Waiver
*For Teaching Assistant Appointees only

WESTERN MICHIGAN UNIVERSITY
Graduate College

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*

First Name   **Last Name**   **Student WIN#**

Degree Program   **Name of Graduate Advisor**

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	CRN #	DEPARTMENT	COURSE #	# CR. HRS.
1.				
2.				

SUMMER II	CRN #	DEPARTMENT	COURSE #	# CR. HRS.
1.				
2.				

*for office use only

Using _____ Cr. Hrs. S1

S1 $ _____

Fund Code(s) _____

Using _____ Cr. Hrs. S2

S2 $ _____

Fund Code(s) _____

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

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** [8 CFR 214.2(f)(6)(iii)(A)] – <u>Specify</u> and remember you can use one of the following four academic difficulty reasons <u>only once per degree</u>; AND <u>must be enrolled at least half of full-time course load.</u>

    ☐ initial difficulties with English 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** [8 CFR 214.2(f)(6)(iii)(B)] – <u>attach an official letter</u> 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 <u>working full-time writing thesis or dissertation.</u>

☐ **Completion of course of study** [8 CFR 214.2(f)(6)(iii)(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 Ombudsman will allow your late withdrawal; **Third**, you must **immediately** submit proof of withdrawal from the Office of the Ombudsman, 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 <u>RCL comment</u> will be added in the <u>SPACMNT</u> 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 8 CFR 214.2(f)(6)(iii) is:

☐ Approved   ☐ Denied: Reason(s) for denial: _____

IAS DSO Signature: _____   Date: _____

Updated in: ☐ SEVIS _____   ☐ FSA _____   ☐ Banner _____
                  Date Completed   Date Completed   Date Completed

WESTERN MICHIGAN UNIVERSITY

The Graduate College

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 WIN#

Degree Program		Name of Graduate Advisor

Appointment Information: Select the appointment funding level:

Hiring Unit:_____   ☐ 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 deferments.

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 oiss-info@wmich.edu or (269) 387-5865. A copy of this approved form will be faxed to IAS.

Immigration Advisor	Date

September 2015

WESTERN MICHIGAN UNIVERSITY

The Graduate College

Permission to elect Extended University Programs off-campus or on line 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:

Hiring Unit:_____   ☐ Full ☐ 3/4 ☐ 2/3 ☐ 1/2

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

Graduate College signature   Date

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