Dear new and returning graduate students,

Welcome back (or just welcome) to graduate studies at WMU! We are excited to have you in the Department of Geosciences. Thanks to you (the students) and the work of our faculty, instructors, and staff, we are well-known for the outstanding work that we do across many fields of geosciences.

In this handbook, you will find requirements for completing each of the five graduate programs that we offer (Accelerated MA-Earth science, MA-Earth science, MS-Geosciences, PhD-Geosciences, Graduate Certificate-Applied hydrogeology). The handbook also contains copies of the forms and timelines required to navigate to your final degree. If you are ever in doubt of your program requirements, the Graduate Catalog has the current information (catalog.wmich.edu/index.php, view the “Graduate Catalog 2016-17” from the pull-down menu, then search for your program).

There are two sets of requirements and deadlines that you must be aware of to complete your program. First, the Department of Geosciences has requirements for your coursework, credit hours, and (for the MS and PhD programs) presentations/publications, and a strict timeline of when each requirement must be fulfilled. These requirements are given in the handbook, listed in the audit letter that you receive each semester, and shown in the WMU Graduate Catalog. Second, the Graduate College has additional requirements and due dates for filing paperwork related to your permanent program, graduate audit, and graduation application. These are on the Graduate College webpage (wmich.edu/grad/currentstudents/index.html) and in the handbook. PLEASE be aware of both sets of timelines and due dates!

If you talk to your advisor and other students in the program, you may hear different advice on what courses you need and when (or even if) you are supposed to complete certain requirements. If you are ever in doubt about your program requirements or your progress, please come to me. My job is to know and enforce the requirements for each graduate program.

At the end of each semester, I will perform an audit of your progress. You will receive a letter each semester noting your progress and any requirements that you need to fulfill. These letters are very important as they will let you know if you are on track. Please note that there are many of you, but only one of me. Mistakes will happen or paperwork will get mislaid. If you find an error in your audit, please let me know as soon as possible so that it can be corrected. However, it is also your responsibility to be aware of all program requirements and to submit forms in a timely manner. If it is not in your permanent (red) file, I have no way of knowing that you have completed a requirement.

Luckily, my job as graduate advisor goes beyond just writing nasty letters and making you fill out forms. I am your go-to person if you ever have any questions, concerns, or new ideas about your program, your personal situation with your advisor or committee, or graduate study in the department in general. I want to know about problems that you see and hear about your ideas for how the department can make your life as a graduate student better. If I know what you want to improve, I can work on your behalf to make it happen. Again, I am happy to meet you all and look forward to a good year. Please see my office door (1137 Rood Hall) for posted drop-in hours—these are a good time to stop by to pick up a form, get a signature, or ask a question. If you need more extensive help, please make an appointment. The best way to reach me is by email.

Cheers,

Dr. Heather Petcovic  
Graduate advisor  
Associate professor of geosciences  
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PROGRAM REQUIREMENTS & FAQS
Master of Arts in Earth Science (Accelerated)

The accelerated graduate degree program in Earth Science allows undergraduate students in the Geosciences Department at Western Michigan University to begin accumulating credits toward the completion of a Master of Arts in Earth Science degree while completing a bachelor's degree.

When admitted to the accelerated program with senior standing, a student may take up to 12 credit hours of designated coursework that is applied toward both the bachelor's degree and the master's degree. Coursework must be counted from designated classes taken at the 5000-level. Students must earn a grade of "B" or better in order to receive graduate credit for these classes.

An undergraduate degree in geosciences requires a total of 122 credit hours. The Master of Arts in Earth Science requires a total of 35 credit hours. When enrolling in the accelerated program for the maximum 12 graduate credits, a student will earn 145 total undergraduate and graduate credits in contrast to the typical combined 157 undergraduate and graduate credit hours under the usual progression to degree(s). A M.A. in Earth Sciences generally requires 2 to 2.5 years to complete, after earning a Geosciences B.S. degree. The accelerated program can be completed in 12 months after the B.S., if the student takes eligible summer classes, or 1.5 years after completion of the B.S. in Geosciences.

A student will pay undergraduate tuition for courses taken as an undergraduate and these courses will be included in the flat tuition rate. On completion of the undergraduate degree, the student will be reclassified as a graduate student and then will pay graduate tuition rates.

Eligibility

This program is open to undergraduate students who:

- Are enrolled as B.S. students in the Geology, Geochemistry, Geophysics or Hydrology majors.
- Have senior status (minimum 88 credit hours) and have earned a minimum or 30 credit hours at WMU and at least 20 credit hours as a declared major in the Geosciences Department.
- Have and maintain a cumulative overall GPA of at least 3.0 based on at least 88 earned hours, at least 30 of which shall be earned at Western Michigan University.
- Have a cumulative GPA of 3.0 or above in their major classes and a cumulative GPA of 2.5 or above in their cognate classes.

Undergraduate students enrolled in the accelerated program are expected to meet graduate expectations in their designated graduate courses. That is, only courses for which the student receives a grade of 3.0 or better will be transferred into the graduate program.

If a student has received a bachelor's degree, he or she will be ineligible to apply for this program and retroactively

You can find the Graduate Catalog for 2016-17 at:
catalog.wmich.edu/content.php?catoid=27&navoid=1136
claim credits to apply toward the master’s degree.

Enrollment

1. As early as possible in the academic junior year, contact the geosciences graduate advisor to discuss this option and review requirements, timelines and application procedures.
2. Apply for admission to the Master of Arts in Earth Sciences program in the Geosciences Department.
3. Upon acceptance, meet with the graduate advisor and the undergraduate advisor to prepare an appropriate program of study that meets the requirements for both the undergraduate and graduate degrees.
4. A letter advising which courses will be counted in both degrees will be sent to the student and to the Registrar. A copy of this letter also will be included in the student’s graduate file.

Admission

WMU has an online graduate application system that allows all students (domestic and international) to submit required information into one system. General application information for the University, as well as specific requirements for individual programs, are captured into this system.

To view the admission requirements for the M.A. in Earth Science program, please visit www.wmich.edu/grad/admissions/single.php?id=110.

Requirements for continuing eligibility and graduation

- Completing the undergraduate degree with a GPA within the major of less than 3.0 or a GPA in cognate classes of less than 2.5 will automatically declare a student ineligible for the program.
- If a student is admitted to the accelerated program, he or she must follow the program of study developed with the graduate and undergraduate advisors. Failure to follow this program of study may result in ineligibility for the program.
- If a student becomes ineligible to continue participation in the program, he or she will be notified in writing by the graduate advisor.
- In order to progress automatically into the graduate program, a student must achieve a grade of "B" or better in each of the courses being counted for both the undergraduate and graduate degrees. If the student does not meet this requirement, he or she will have the earned grade applied only to the undergraduate degree. If a student completes the undergraduate degree including a "B" or above in a minimum of 6 credits of the specified courses, he or she will be admitted as a graduate student (with the relevant graduate credit) in the next semester or session after receiving the bachelor's degree.
- It is expected that the baccalaureate degree will be awarded within one calendar year after initial accelerated program enrollment. If a student does not meet this time constraint, he or she must reapply to be admitted to the graduate program.
- When a student completes the accelerated degree program, it will be noted on his or her undergraduate and graduate transcripts.
- A student may withdraw at any time from the program by informing the geosciences graduate advisor in writing. A copy of the request to withdraw must be sent to the Registrar.
- A student must complete the requirements for the M.A. degree within 24 months (2 years) from the completion of the bachelor's degree. If the student is unable to meet this requirements, he or she must apply for an extension with the Geosciences Department graduate advisor.
Geoscience courses eligible for the program

- **GEOS 5010 - Geologic Communications and Presentations** Credits: 1 hour
- **GEOS 5060 - Introduction to Soils** Credits: 3 hours
- **GEOS 5090 - Surface Water Hydrology** Credits: 3 hours
- **GEOS 5120 - Hydrogeology** Credits: 3 hours
- **GEOS 5160 - Geochronology and Global Change** Credits: 3 hours
- **GEOS 5200 - Economic Geology** Credits: 3 hours
- **GEOS 5210 - Geological and Environmental Remote Sensing** Credits: 4 hours
- **GEOS 5230 - Hazardous Waste Operation and Emergency Response** Credits: 1 hour
- **GEOS 5240 - Remediation Design and Implementation** Credits: 1 hour
- **GEOS 5350 - Surface Geophysics** Credits: 1 hour
- **GEOS 5260 - Principles and Practices of Aquifer Testing** Credits: 1 hour
- **GEOS 5270 - Principles of Well Drilling and Installation** Credits: 1 hour
- **GEOS 5280 - Principles/Practices of Groundwater Sampling/Monitoring** Credits: 1 hour
- **GEOS 5300 - Plate Tectonics and Earth Structure** Credits: 3 hours
- **GEOS 5350 - GIS Applications in Geological and Environmental Sciences** Credits: 3 hours
- **GEOS 5360 - Glacial Geology** Credits: 3 hours
- **GEOS 5390 - Geologic Mapping** Credits: 3 hours
- **GEOS 5400 - Igneous and Metamorphic Petrology** Credits: 4 hours
- **GEOS 5430 - Petrology and Petrography** Credits: 3 hours
- **GEOS 5450 - Hazardous Waste Remediation** Credits: 3 hours
- **GEOS 5500 - Environmental Field Geochemistry** Credits: 3 hours
- **GEOS 5550 - Introduction to Geochemistry** Credits: 3 hours
- **GEOS 5600 - Introduction to Geophysics** Credits: 3 hours
- **GEOS 5610 - Reflection Seismology** Credits: 3 hours
- **GEOS 5620 - Gravity and Magnetic Exploration** Credits: 3 hours
- **GEOS 5630 - Electrical Methods** Credits: 3 hours
Master of Arts in Earth Science

The Master of Arts in Earth Science is a non-thesis program that permits students to design programs of study, in consultation with the program advisor, that are compatible with the individual’s goals. The program is intentionally flexible; course work may be drawn from geosciences, biological sciences, chemistry, anthropology, economics, political science, communication, and physics, among others.

Admission Requirements

1. Grade-point average of at least 3.0 (of 4.0) for previous two years of undergraduate work is strongly recommended and is required for full consideration for financial support via teaching assistantships. However, teaching assistantships will be awarded preferentially to students enrolled in the M.S. and Ph.D. Geosciences programs.

2. Students must have successfully completed GEOS 1300, 1310, 3010 or 3350, and a field experience such as 4380 or 5390, or equivalent, or must complete these courses prior to finishing the degree.

Program Requirements

1. Complete a minimum of thirty-five hours of graduate course work
   with at least eighteen hours at the 6000-level or above.

2. A core of eighteen semester hours in Geosciences is required.

3. Hours may include satisfactory completion of
   - GEOS 7100 - Independent Research Credits: 2 to 6 hours
     (may include up to four hours of GEOS 7100)
     OR
   - GEOS 7120 - Professional Field Experience Credits: 2 to 12 hours
     (may include up to three hours of GEOS 7120)

4. Students are strongly encouraged to attend weekly departmental seminars.

You can find the Graduate Catalog for 2016-17 at:
catalog.wmich.edu/content.php?catooid=27&navoid=1136
Master of Science in Geosciences

Advisor: Dr. Heather Petcovic
Room 1137, Rood Hall

The Master of Science in Geosciences is designed to prepare the student for professional work in geology and for further graduate study. The program has four core areas of specialization: Hydrogeology, Geochemistry and Economic Geology, Geophysics and Tectonics, Stratigraphy and Sedimentary Geology.

Please note: Under exceptional circumstances, a student may request that their advisor petition the faculty for approval of modifications to the timelines stated below. Exceptions may only be granted by a faculty vote.

Admission Requirements

1. Undergraduate major in geology or a related field. Students must have completed, or will be required to complete as soon as possible upon enrollment in the program, GEOS 1300, 1310, 3010 or 3350 and a field experience such as 5390 or equivalent. Any remedial course work completed upon enrollment in the graduate program must be completed with grade of “B” or better to satisfy this requirement. For students who enter the program with course work deficiencies, program requirement timelines (see below) will begin once remedial work has been satisfactorily completed, rather than upon matriculation in the program.

2. Grade point average of at least 3.0 (of 4.0) for the previous two years of undergraduate work is strongly recommended and is required for full consideration for financial support via teaching assistantships.

3. Three letters of recommendation are required of all applicants from persons well situated to evaluate his/her qualifications for graduate study. If they are coming from a faculty member at a college or university, the letter should be on that school’s letterhead. Letters must be submitted through the WMU electronic application system.

4. Applicants must submit the results of the Verbal Reasoning, Analytical Writing, and Quantitative Reasoning portions of the Graduate Record Examination (GRE).

Program Requirements

1. Choose a graduate advisor by the end of the first semester after
matriculation.

No later than the end of the third academic semester, the student should complete three (3) hours of research (GEOS 6340) with this advisor in the preparation of a thesis proposal, and file appropriate paperwork identifying a thesis committee composed of the primary advisor, at least one other Geosciences department faculty member, and a third committee member who may be internal or external to the department.

2. Qualifying Requirement.

This requirement must be completed no later than the end of the second full year in residence. Students must achieve an average grade of “BA” in two of four core graduate courses. One graduate course in each of the four areas (Hydrogeology, Geochemistry and Economic Geology, Geophysics and Tectonics, Stratigraphy and Sedimentary Geology) will be designated as a "core" course (see graduate advisor for details). In some cases, students may enter the program with a strong background in one or more of the core areas. Such students may be excused from enrolling in one or more core courses by achieving a grade of “B” or better on the final examination for the course(s), provided these result in an average grade of “BA” for two of the core courses. Students who do not achieve a “B” in a core area, or an average of “BA” for two core courses, on their first attempt will be given one additional opportunity to either pass each course or the final examination with a grade of “B” or the grade necessary to achieve an average of “BA” for two of the core courses.

3. Proposal Examination.

By the end of the third academic semester in residence, students must develop a written proposal describing their planned research. This proposal will be presented in a public 15-20 minute talk and will be followed by a closed-door oral examination covering both the proposal and related aspects of Geosciences, to be conducted by the student’s chosen thesis committee. Students who do not pass the proposal exam may be given one additional opportunity to repeat the examination. A second attempt must be made within a timeframe to be determined by the student’s thesis committee, and must occur no later than the end of the next academic semester.

4. Complete at least thirty (30) total graduate credit hours in Geosciences and related areas

(mathematics, physical sciences); at least fifteen (15) credit hours must be at the 6000-level or above, and at least twenty-one (21) of the total credits must be completed in Geosciences. At least eighteen (18) credits of Geosciences coursework must be completed, exclusive of GEOS 6340: Research in Geology and Earth Sciences, GEOS 7100: Independent Research, GEOS 7120: Professional Field Experience, GEOS 7000: Master’s Thesis, and GEOS 7350: Graduate Research.

5. Attend weekly departmental seminars.

6. Satisfactory completion of six (6) hours of the following:

   - GEOS 7000 - Master’s Thesis Credits: 1 to 6 hours
7. At least one scientific presentation must be given at an approved external venue

prior to graduation, or at least one scientific paper must be submitted to an approved refereed journal prior to graduation. Journals and venues must be approved by the student's thesis committee. See the graduate advisor for examples of approved journals and presentation venues.


The student will give a 30-45 minute public presentation describing the results of his/her research. This will be followed by a closed-door defense to be conducted by the members of the student's thesis committee. See the appropriate section of this Graduate Catalog for policies and procedures in the event of an unsuccessful defense. The final written thesis must conform to the requirements explained in the University's Guidelines for the Preparation of Theses, Projects, and Dissertations and may be written according to one of the following options:

a. Option 1:

The student will present a traditional comprehensive thesis based on the master's research. The thesis must include an introduction, review of relevant literature, description of methodology used in the thesis research, presentation of the results (including appendices of data where appropriate), and discussion of the significance of the research.

b. Option 2:

The student will present at least one first-authored journal paper based on the thesis research that has been submitted for publication and is deemed to be publishable by the student's thesis committee. A separately written introduction including a brief literature review, summary of the significance of the work, and appendices of data (where appropriate) must also be submitted.
Doctor of Philosophy in Geosciences

The Doctor of Philosophy in Geosciences is a research degree designed for persons intending to take leadership roles in teaching and research in one of four core areas of the Geosciences: Hydrogeology; Geochemistry and Economic Geology; Geophysics and Tectonics; Stratigraphy and Sedimentary Geology. Applicants will be expected to meet the minimum entrance requirements of the Graduate College and must demonstrate an interest in, and aptitude for, conducting high quality research.

Please note: Under exceptional circumstances, a student may request that the primary advisor petition the faculty for approval of modifications to the timelines stated below. Exceptions may only be granted by faculty vote.

Admission Requirements

1. Bachelor's or master's degree in geology or related field is required; an M.S. degree is strongly recommended. Students must have completed, or must complete as soon as possible upon enrollment, GEOS 1300, 1310, 3010 or 3350, and a field experience such as 5390 or its equivalent. Any remedial course work completed upon enrollment in the graduate program must be completed with grade of “B” or better to satisfy this requirement. For students who enter the program with course work deficiencies, program requirement timelines (see below) will begin once remedial work has been satisfactorily completed, rather than upon matriculation in the program.

2. Grade-point average of 3.25 (of 4.0) for prior graduate work. To be admitted without an M.S. degree, a GPA of at least 3.25 (of 4.0) during the previous two years of undergraduate work is required.

3. Three letters of recommendation are required of all applicants from persons well situated to evaluate his/her qualifications for graduate study. If they are coming from a faculty member at a college or university, the letter should be on that school’s letterhead. Letters must be submitted through the WMU electronic application system.

4. Applicants must submit the results of the Verbal Reasoning, Analytical Writing, and Quantitative Reasoning portions of the Graduate Record Examination (GRE).

Financial Assistance

Several departmental, University and grant-funded fellowships, teaching assistantships, and research assistantships are available. Application forms and additional information are available from the Department of Geosciences and
from the Graduate College.

Program Requirements

1. Choose a graduate advisor within two semesters following matriculation.

Within three semesters following matriculation, the student must choose a doctoral committee. This committee will be chaired by the student’s primary advisor, and must include one other faculty member from within the Geosciences Department, as well as a third committee member from outside the Geosciences Department. It is strongly recommended that the third committee member be chosen from an outside research facility or university, although members may also be chosen from other programs at WMU, if appropriate. The committee should be chosen to reflect the doctoral student’s expressed research interests. The committee will facilitate and guide the student’s development within the academic and research programs of the department and University.

2. Complete at least three research credit hours

directed toward preparing a dissertation research proposal, with the student’s primary graduate advisor by the end of the second semester of residence.

- GEOS 6340 - Research in Geology and Earth Science Credits: 1 to 4 hours

3. Qualifying Requirement.

This requirement must be completed no later than the end of the fourth semester in residence. Students must achieve an average grade of “BA” in three of four core graduate courses. One graduate course in each of the four areas (Hydrology, Geochemistry and Economic Geology, Geophysics and Tectonics, Stratigraphy and Sedimentary Geology) will be designated as a “core” course (see graduate advisor for details). In some cases, students may enter the program with a strong background in one or more of the core areas. Such students may be excused from enrolling in one or more core courses by achieving a grade of “B” or better on the final examination for the course(s). Students who do not achieve a “B” or better in a core area on their first attempt (or an overall average of “BA” for the three courses) will be given one additional opportunity to either pass each core course or the final examination with a grade sufficient to achieve an average of “BA” for the three courses.

4. Proposal Examination:

By the end of the fourth semester, students must develop a written proposal describing their planned doctoral research. This proposal will be presented in a public 20-minute talk. The talk will be followed by a closed-door oral examination, to be conducted by the student’s doctoral committee. Students who do not pass the proposal exam will be given one additional opportunity to repeat the examination. A second attempt must be made within a timeframe to be determined by the student’s doctoral committee, and must occur within one year of the first attempt. If the external committee member cannot be present on campus for the proposal
examination, they may attend virtually or submit written comments or questions.

5. Complete at least sixty (60) total credit hours

of which thirty (30) credit hours must be at the 6000-level or above. At least eighteen (18) GEOS graduate credit hours of course work is required, not including credit from courses used to fulfill the core course requirement, exclusive of GEOS 6340: Research in Geology and Earth Science, GEOS 7100: Independent Research, GEOS 7120: Professional Field Experience, GEOS 7300: Doctoral Dissertation, and GEOS 7350: Graduate Research.

6. Enroll in the following course for at least one semester:

- GEOS 5010 - Geologic Communications and Presentations Credits: 1 hour

7. Complete 15 hours of the following:

- GEOS 7300 - Doctoral Dissertation Credits: 1 to 15 hours

8. Demonstrate proficiency in two appropriate research tools.

At least one of the research tools must be completed outside of the student’s declared core area of study. Students are strongly encouraged to complete at least one tool via course work or other training outside of the Geosciences Department. For details regarding acceptable research skills, consult with the graduate advisor. Research tools may include:

- Achieving a working knowledge of statistics by receiving a grade of “B” or better in an approved course or by showing the ability to apply advanced statistical analysis to the doctoral research.
- Demonstrating competence in computer science or programming by receiving a grade of “B” or better in an approved course or by applying computer programming to the doctoral research.
- Demonstrating proficiency in areas relevant to the doctoral research, including mathematics, biological sciences, chemistry, geography, remote sensing, physics, or engineering. Proficiency will be demonstrated by achieving a grade of “B” or better in an approved graduate course.
- Mastering the design, repair or development of instrumentation used as part of an approved Geosciences course or in the doctoral research.
- Demonstrating development, while enrolled in the doctoral program, of reading competency in a foreign language relevant (as deemed by the student’s primary advisor) to the student’s dissertation research. This skill will be demonstrated by receiving a grade of “B” or better in a 4010 course in the language, by passing a standardized examination, or by successfully translating one or more technical articles assigned by the student’s primary advisor.


In each year in residence following a successful dissertation proposal defense, the student must give a 12-minute seminar presentation. An external presentation at an approved (by the student’s doctoral committee) conference will fulfill this requirement in any year of study. The dissertation defense oral
presentation, if completed during the academic year, will fulfill this requirement in the final year of study.

10. **Students must give at least one scientific presentation**

in an approved (by the student's doctoral committee) external venue prior to graduation.

11. **At least one first-authored paper must be accepted for publication in a peer-reviewed journal prior to graduation.**

Under exceptional circumstances, the doctoral candidate may petition the Geosciences faculty to allow a first-authored paper submitted to a journal for peer review to be accepted in lieu of an accepted publication. Decisions regarding the petition will be made by majority vote of the faculty.

12. **Successfully defend dissertation.**

The student will give a 50-minute public presentation. This will be followed by a closed-door defense to be conducted by the members of the student's doctoral committee. See this Graduate Catalog for policies and procedures in the event of an unsuccessful defense. The final written dissertation must conform to the requirements explained in the University's *Guidelines for the Preparation of Theses, Projects, and Dissertations* and may be written according to one of the following two options:

**a. Option 1:**

The student will write a traditional comprehensive dissertation based on the doctoral research. The dissertation should include an introduction, review of the relevant literature, description of methodology used in the dissertation research, presentation of the results (including appendices of data where appropriate), and discussion of the significance of the research.

**b. Option 2:**

The student will present at least two first-authored journal papers, which may include the paper written to fulfill program requirement #11, that have been accepted for publication in appropriate peer-reviewed journals. A separately written introduction including a brief literature review, summary of the relevance/conclusions of the studies and an appendix of data (where appropriate) must also be submitted.
Certificate Program in Applied Hydrogeology

The Certificate in Applied Hydrogeology program provides students with field, technical, and analytical skills that prepare them for successful careers in hydro- and environmental geology. Through online offerings, classroom, lab, and field studies students will learn how to collect environmental field data, water and sediment sampling techniques, the principles and practices of near-surface geophysics, drilling and water well installation methods, environmental assessment and hydrogeologic measurement techniques, field geochemistry, scientific writing, data presentation, data analysis, and problem-solving skills. Trained environmental professionals are needed to solve problems concerning drinking water supplies, wastewater treatment, water resources availability, subsurface contaminant transport, water quality and quality assessment, the effects of climate and land-use change on water and wetland resources, and many other environmental issues. Employment opportunities may include work dealing with: environmental consulting, environmental regulations, hydrogeologic investigation, wetland mitigation, flood prediction, pollution abatement and remediation, and environmental geochemistry.

Coursework is fifteen credit hours in Geosciences. The certificate requires completion of 6 credit hours of the Hydrology Field Course and 9 additional credit hours available either online or face-to-face. A list of the appropriate courses is available from the certificate coordinator. The certificate is open to degree and non-degree graduate students.

Prerequisite course or its equivalent

- GEOS 5120 - Hydrogeology Credits: 3 hours

Required courses (6 credits)

- Hydro field course
- GEOS 5230 - Hazardous Waste Operation and Emergency Response Credits: 1 hour
- GEOS 5240 - Remediation Design and Implementation Credits: 1 hour
- GEOS 5250 - Surface Geophysics Credits: 1 hour
- GEOS 5260 - Principles and Practices of Aquifer Testing Credits: 1 hour
- GEOS 5270 - Principles of Well Drilling and Installation Credits: 1 hour
- GEOS 5280 - Principles/Practices of Groundwater Sampling/Monitoring Credits: 1 hour

Choose three of the following (9 credits)
• GEOS 5090 - Surface Water Hydrology Credits: 3 hours
• GEOS 6170 - Stable Isotope Geochemistry Credits: 3 hours
• GEOS 5450 - Hazardous Waste Remediation Credits: 3 hours
• GEOS 6150 - Contaminant Hydrology Credits: 3 hours
• GEOS 5360 - Glacial Geology Credits: 3 hours
• GEOS 5060 - Introduction to Soils Credits: 3 hours

For retention students must comply with the following:

In order to remain in good academic standing, graduate students must maintain a minimum cumulative GPA of 3.0. Students who fail to meet the program’s criteria may be placed on probation or dismissed from the program.
1. **What are the core courses?**
   Principles of Hydrogeology (GEOS 5120)
   Introduction to Geochemistry (GEOS 5550)
   Introduction to Geophysics (GEOS 5600)
   Sed/Strat (choose one from GEOS 6110, 6450, 6460, 6550, 6560, or 6650)

2. **Can I substitute another course for a core course?**
   No, only the courses listed above count as cores.

3. **How many core courses do I need to take and what grade do I need?**
   MA students are not required to take any core courses. MS students must complete two (of four) with a “BA” grade average by the end of their second full year in residence. PhD students must complete three (of four) with a “BA” grade average by the end of their second full year in residence.

4. **Can I test out of a core course?**
   Yes, you may be excused from enrolling in a core course by earning a grade of “B” or better on the final exam (provided that your average grade across two core courses is a “BA” or better). Contact the instructor of the course to set up the exam, and ask the instructor to send the results of the exam to the Graduate Advisor so that your exemption can be noted in your program file.

5. **What if I took a core course at another university?**
   You may test out of the WMU core course by passing the final exam with a grade of “B” or better. Contact the instructor of the course to set up the exam, and ask the instructor to send the results of the exam to the Graduate Advisor so that your exemption can be noted in your program file.

6. **How many credits should I enroll in?**
   This depends on your personal and academic situation. If you are on appointment (GA or DA), you are required to enroll in a minimum of 6 credit hours per fall/spring academic semester, and 3 hours per summer semester that you stay on appointment. If you have finished all of your program requirements and are on appointment, you may under-enroll (see Graduate Advisor).

   If you are not on appointment, you may take as many or as few credits as you wish. However, we strongly recommend not taking more than 9 credits at the graduate level per academic semester. Three credit hours is considered part-time enrollment, and 6 hours is considered full time enrollment.

   For the full policy on enrollment, please see the Graduate Catalog and the Graduate College webpage.

7. **Is there a grade requirement for graduate courses?**
   Only course that receive a grade of “C” or higher can be counted in a graduate program. The Graduate College requires that students maintain a “B” (3.0) grade point average in all graduate-level coursework. For the full grade policy, please see the Graduate Catalog.

8. **What does it mean to be admitted to a graduate program with conditions?**
   If you are admitted to a graduate program with conditions, these will be noted in your admittance letter. You are required to meet these conditions to remain in and graduate from the program.
If your conditional admit involves undergraduate coursework, you will need to complete the courses noted in your letter prior to your graduation. We strongly recommend that you complete any conditional coursework in your first academic year, as many advanced courses will require these basic courses as prerequisites. Please see the Graduate Advisor for help in planning your program to accommodate this coursework.

9. Can I use undergraduate coursework in a graduate program?
Undergraduate coursework may not be counted in a graduate program.

10. Can I transfer coursework from another university or other degree program?
Coursework taken elsewhere or during another degree program at WMU can be transferred to your current graduate program. Only graduate-level courses in which a grade of “B” or better was earned, and taken in the past 6 years (7 years for PhD), may be transferred.

The maximum amount of transfer credits allowed differs by degree program. MA and MS students may transfer a total of 6 credit hours. PhD students may transfer a total of 9 credit hours. Independent study, thesis and dissertation credits may not be transferred.

Coursework transferred from another university may be used to fulfill general program credit hour requirements. It may not be used to fulfill requirements of GEOS coursework or core courses.

11. Do I have to attend seminar?
MS and PhD students are required to attend the weekly department seminar each semester. MA students are strongly recommended to attend. If you are unable to attend due to your residence or work schedule, please contact the Graduate Advisor.

Any missed seminars need to be made up by attending extra seminars in Geosciences, attending a seminar in another department, attending a student presentation (such as a thesis/dissertation proposal defense, or a thesis/dissertation defense), or by attending a conference outside of WMU (counts at 1 seminar).

Please remember to complete the seminar form each time you attend a regular or make-up seminar. Without the form, there is no way to track your attendance.

12. How do I fulfill my external presentation and/or publication requirements?
For a publication, please send a copy of the email indicating acceptance of your paper to the Graduate Advisor. A copy will be put in your graduate file. For a presentation, please give a copy of your accepted abstract and/or the program page showing the time and date of your presentation to the Graduate Advisor. These will be put in your graduate file. Both oral and poster presentations are acceptable.

13. How can I fulfill the annual presentation requirement for the PhD program?
In each academic year following your dissertation proposal approval, you must present your research in either an oral or poster format. This presentation may take place at an external conference (for example, GSA or AGU), a conference internal to WMU, during the department seminar, or in another format approved by your advisor. Submit a copy of the abstract and/or program page showing the time and date of your presentation to the Graduate Advisor to be recorded in your file. Your dissertation defense may be used to fulfill this requirement in your final year.

14. How do I switch between programs?
You are permitted to internally switch between degree programs if your circumstances change and you can no longer continue in your current program. If you are switching within a program (MA to MS, or MS to MA), or from PhD to MA/MS, you do not need to reapply to the university. If you are switching from the MA/MS program to the PhD program, a new application through the Graduate College is required.
To switch from the MS to MA program, consult with the Graduate Advisor.
To switch from the PhD to the MS or MA program, consult with the Graduate Advisor.

To switch from the MA to MS program, you will need to first take the GREs and identify a faculty member who is willing to serve as your thesis advisor. This faculty member will need to contact the Graduate Admissions Committee chair with your request to change programs. The Admissions Committee will consider your request. If approved, consult with the Graduate Advisor to plan your program.

To switch from the MA or MS to the PhD program, you are required to apply to the university. You must take the GREs (if not done already) and identify a faculty member who is willing to serve as your dissertation advisor. This faculty member will need to contact the Graduate Admissions Committee chair with your request to change programs. The Admissions Committee will consider your request. If approved, consult with the Graduate Advisor to plan your program.

15. **When and how do I form my thesis/dissertation committee?**
A committee can be formed at any time, but no later than the end of the third semester of enrollment (for both MS and PhD programs). Fill out the Committee appointment form, collect signatures, and submit it to the department office.

16. **Who can be on my thesis/dissertation committee?**
A committee has a minimum of three members (one chairperson and at least two members). The chairperson must be a tenured or tenure-track faculty member in the Department of Geosciences. For the MS program, at least one member (in addition to the chairperson) must be from within the Geosciences department. For the PhD program at least one member must be from outside of the Geosciences department. See the Thesis & Dissertation Policy document for additional details.

17. **When can I schedule my thesis/dissertation proposal defense?**
After your committee chairperson and members have approved the written proposal you may schedule your defense by submitted a signed copy of the Presentation Scheduling Approval Form to the main office. The form should be submitted at least two weeks prior to the defense date.

18. **How long will my thesis/dissertation proposal defense take?**
A 2 hour block should be scheduled to accommodate the 20 minute public presentation and 20-30 minutes of public questioning, plus up to 1 hour for the closed-door oral examination. Proposal defenses may only be scheduled during the Fall, Spring, and Summer I semesters. At the conclusion of the proposal presentation, audience members will have an opportunity to question the student about the intended research. Following the open questioning period, the student will remain with his/her committee for a closed-door oral examination. At the end of the oral examination, the committee will excuse the student and render a pass/no pass decision.

19. **When can I start taking thesis/dissertation credits?**
You must have completed 3 credits of GEOS 6340 with your advisor and have formed a committee (by submitting the required form) before you will be permitted to enroll in thesis/dissertation credit hours. You may start taking thesis or dissertation credits in the semester in which you defend your thesis or dissertation proposal. You are not permitted to enroll in thesis/dissertation credit hours for more than two semesters without having defended your proposal. You must file a Permission to Elect form (signed by your advisor) when you start taking thesis/dissertation credits.

20. **I've started taking thesis/dissertation credits. Do I have to keep taking them?**
Yes, the Graduate College calls this “continuous enrollment.” Once you begin taking thesis or dissertation credits, you must continuously enroll in at least 1 thesis/dissertation credit up to and including the semester
of your graduation. You do not need to enroll in summer credits unless you plan to graduate during one of the summer sessions.

Please plan your schedule carefully! MS students may count no more than 6 hours in their programs, and PhD students may count no more than 15 hours.

21. **When can I schedule my thesis/dissertation defense?**
All program requirements (including coursework, presentation and/or publications, and seminar attendance) must be met before you are permitted to schedule your defense. After your committee chairperson and members have approved of the written thesis or dissertation you may schedule your defense by submitted a signed copy of the Presentation Scheduling Approval Form to the main office. The form should be submitted at least two weeks prior to the defense date. Doctoral students must also schedule their defense with the Graduate College using the Dissertation Defense Scheduling form. Please check the Graduate College website for deadlines.

22. **How long will my thesis/dissertation defense take?**
Doctoral candidates should schedule a 2.5 hour block to accommodate the 50 minute presentation, 30-40 minutes of open questioning, and 1-1.5 hours of closed-door examination. Masters candidates should schedule a 2 hour block to accommodate the 30-45 minute presentation, 30-40 minutes of open questioning, and up to 1 hour of closed-door examination. Defenses may only be scheduled during the Fall, Spring, and Summer I semesters.

23. **How do I advance to doctoral candidacy?**
A doctoral student advances to candidacy once all of the following conditions have been met: (1) you have earned a "BA" average across three core courses, (2) you have completed 3 credits of GEOS 6340 with your advisor with a grade of "B" or higher, (3) you have completed 1 credit of GEOS 5010 with a grade of "B" or higher, (4) you have earned 18 hours of Geosciences coursework, exclusive of cores and independent study courses, (5) you have completed two research tools, and (6) you have passed both the written and oral dissertation proposal defense. Once these conditions have been met, you may file the Admission to Doctoral Candidacy form with the main office.
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, March 4, 2016</td>
<td>Deadline to schedule dissertation defense for Spring 2016 graduation</td>
</tr>
<tr>
<td>Friday, March 18, 2016</td>
<td>Last day for doctoral candidates to hold dissertation defense for Spring 2016</td>
</tr>
<tr>
<td>Friday, March 25, 2016</td>
<td>Defended dissertations due in the Graduate College for Spring 2016 graduation</td>
</tr>
<tr>
<td>Friday, April 1, 2016</td>
<td>Defended theses due in the Graduate College for Spring 2016 graduation</td>
</tr>
<tr>
<td>Saturday, April 30, 2016</td>
<td>Spring commencement</td>
</tr>
<tr>
<td>Friday, April 29, 2016</td>
<td>Deadline to schedule dissertation defense for Summer I 2016 graduation</td>
</tr>
<tr>
<td>Friday, May 13, 2016</td>
<td>Last day for doctoral candidates to hold dissertation defense for Summer I 2016</td>
</tr>
<tr>
<td>Friday, May 20, 2016</td>
<td>Defended dissertations and theses due in the Graduate College for Summer I 2016 graduation</td>
</tr>
<tr>
<td>Friday, July 1, 2016</td>
<td>Deadline to schedule dissertation defense for Summer II 2016 graduation</td>
</tr>
<tr>
<td>Saturday, June 25, 2016</td>
<td>Summer I commencement</td>
</tr>
<tr>
<td>Friday, July 15, 2016</td>
<td>Last day for doctoral candidates to hold dissertation defense for Summer II 2016</td>
</tr>
<tr>
<td>Friday, July 29, 2016</td>
<td>Defended dissertations and theses due in the Graduate College for Summer II 2016 graduation</td>
</tr>
<tr>
<td>Friday, August 19, 2016</td>
<td>Summer II semester ends; no commencement ceremonies</td>
</tr>
<tr>
<td>Friday, October 21, 2016</td>
<td>Deadline to schedule dissertation defense for Fall 2016 graduation</td>
</tr>
<tr>
<td>Friday, November 4, 2016</td>
<td>Last day for doctoral candidates to hold dissertation defense for Fall 2016 graduation</td>
</tr>
<tr>
<td>Friday, November 11, 2016</td>
<td>Defended dissertations due in the Graduate College for Fall 2016 graduation</td>
</tr>
<tr>
<td>Friday, November 18, 2016</td>
<td>Defended theses due in the Graduate College for Fall 2016 graduation</td>
</tr>
<tr>
<td>Saturday, December 17, 2016</td>
<td>Fall Commencement</td>
</tr>
</tbody>
</table>

You can find this information on the Graduate College website: wmnich.edu/grad/dissertation-deadlines
IMPORTANT FORMS
Advising Forms
<table>
<thead>
<tr>
<th>ACTION NEEDED</th>
<th>TIMELINE</th>
<th>FORM NEEDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investigate program</td>
<td>During junior year of undergraduate program</td>
<td>None – meet with graduate advisor, Dr. Heather Petcovic, to discuss program options</td>
</tr>
<tr>
<td>Enroll in program</td>
<td>During senior year of undergraduate program (Must have a minimum of 88 credit—30 credits must have been earned at WMU, and 20 credits in Geosciences)</td>
<td>Apply for admission to the Accelerated MA in Earth Science degree program through wmich.edu/apply</td>
</tr>
<tr>
<td>Plan program of study</td>
<td>Senior year (Once accepted to program)</td>
<td>Meet with undergraduate advisor and graduate advisor*</td>
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<td></td>
<td><strong>Accelerated Graduate Degree Programs Course Approval</strong> form</td>
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<td>*Located on Graduate College website: wmich.edu/grad/forms</td>
</tr>
<tr>
<td>Enroll in courses</td>
<td>All semesters until program requirements are met</td>
<td>None</td>
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<td></td>
<td>Use <strong>Authorization for Independent Study</strong> form if taking independent study credits</td>
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<tr>
<td></td>
<td></td>
<td>*Located in department offices in Rood Hall 1183 or 1187</td>
</tr>
<tr>
<td>Complete BS degree</td>
<td>Within 1 year (2 semesters) of acceptance into the MA program</td>
<td>None – schedule appointment with undergraduate college advisor</td>
</tr>
<tr>
<td>Complete Permanent Program form and Application for Graduation Audit</td>
<td>Deadlines: Dec. 1 (for spring grads) Feb. 1 (for summer I grads) Feb. 1 (for summer II grads) Aug. 1 (for fall grads)</td>
<td><strong>Graduate Student Permanent Program Master's Level</strong> form</td>
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<td>*Located on Graduate College website: wmich.edu/grad/forms</td>
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<td><strong>Application for Graduation Audit: Graduate Degree</strong> form</td>
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<td>*Located on Registrar's website: wmich.edu/registrar/students/forms</td>
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<tr>
<td>Complete MA degree</td>
<td>Within 2 years (4 semesters) of acceptance in the MA program</td>
<td>None</td>
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<tr>
<td>ACTION NEEDED</td>
<td>TIMELINE</td>
<td>FORM NEEDED</td>
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<tr>
<td>Enroll in courses</td>
<td>All semesters until program requirements are met</td>
<td>None</td>
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<td></td>
<td>Use <em>Authorization for Independent Study</em> form if taking independent study credits</td>
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<tr>
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<td>*Located in department offices in Rood Hall 1183 and 1187</td>
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<tr>
<td>Complete Permanent Program form and Application for Graduation Audit</td>
<td>Deadlines: Dec. 1 (for spring grad) Feb. 1 (for summer I grad) Feb. 1 (for summer II grad) Aug. 1 (for fall grad)</td>
<td><em>Graduate Student Permanent Program Master’s Level</em> form <em>Located on Graduate College website: wmich.edu/grad/forms</em> AND <em>Application for Graduation Audit: Graduate Degree</em> form <em>Located on Registrar’s website: wmich.edu/registrar/students/forms</em></td>
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<tr>
<td>ACTION NEEDED</td>
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<tr>
<td>Attend weekly seminar series</td>
<td>Must attend weekly seminars</td>
<td>Seminar attendance forms are available at the seminar and must be completed and turned in to the seminar professor's mailbox directly after seminar</td>
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<td>on Monday afternoons from 4-5</td>
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<td>p.m. in both the fall and</td>
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<td></td>
<td>spring semesters.</td>
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<tr>
<td>Choose your advisor</td>
<td>By end of first semester</td>
<td>Declaration of Advisor</td>
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<td></td>
<td></td>
<td>*Located in department office</td>
</tr>
<tr>
<td>Complete three credits of GEOS-6340</td>
<td>By end of third semester</td>
<td>Authorization for Independent Study</td>
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<tr>
<td>with primary advisor</td>
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<td>*Located in department office</td>
</tr>
<tr>
<td>Form thesis committee to oversee your</td>
<td>By end of third semester</td>
<td>Committee Appointment or Notification of Appointment to a Thesis, Dissertation or Specialist Project Committee</td>
</tr>
<tr>
<td>research</td>
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<td>*Located on Graduate College website: wmic.edu/grad/forms</td>
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<td>Form must be submitted two</td>
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<td>weeks prior to date of defense</td>
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<tr>
<td>Schedule thesis proposal defense</td>
<td>By end of third semester</td>
<td>Geosciences Department Presentation Scheduling Approval Form</td>
</tr>
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<td>Submit completed form to</td>
<td>*Located in department office</td>
</tr>
<tr>
<td></td>
<td>Kathy Wright two weeks prior to date of defense</td>
<td></td>
</tr>
<tr>
<td>Give thesis proposal defense</td>
<td>By end of third semester</td>
<td>Proposal Approval or Doctoral Dissertation, Thesis, or Specialist Project Proposal Approval Form</td>
</tr>
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<td></td>
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<td>*Located on Graduate College website: wmic.edu/grad/forms</td>
</tr>
<tr>
<td>Enroll in thesis credits</td>
<td>Upon completion of GEOS-6340</td>
<td>Permission to Elect Courses 7000, 7200 and 7300 or Application for Permission to Elect: This form only needs to be filled out the first time you enroll in thesis credits. *Located on Graduate College website: wmic.edu/grad/forms</td>
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<td>and thesis proposal defense</td>
<td>Authorization for Independent Study: This form must be completed every time you enroll in thesis credits. *Located in department office</td>
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<td>*Located in department office</td>
</tr>
<tr>
<td>Complete qualifying course requirements</td>
<td>No later than fourth semester</td>
<td>None</td>
</tr>
<tr>
<td>*Must earn an average of BA or better in two of four core graduate courses: GEOS-5120, 5550, 5600 and select 5000/6000 level sed/strat courses</td>
<td></td>
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</tr>
</tbody>
</table>
| **Complete** Permanent Program Form and Application for Graduation Audit | **Deadlines:**  
Dec. 1 (for spring grads)  
Feb. 1 (for summer I grads)  
Feb. 1 (for summer II grads)  
Aug. 1 (for fall grads) | **Graduate Student Permanent Program Form**  
*Located on Graduate College website: wmich.edu/grad/forms*  

**AND**  
**Application for Graduation:**  
Graduate Degree or Application for Graduation Audit: Graduate Degree  
*Located on Registrar's website: wmich.edu/registrar/students/forms*  

| **Give at least one first-authored poster or paper presentation at an approved external venue or have one first-authored paper submitted for publication to an approved journal** | **Prior to graduation** | **Provide a copy of the acceptance notice or abstract from external presentation to graduate advisor**  

**Schedule thesis defense with department** | **Submit completed form to graduate advisor at least two weeks prior to defense** | **Geosciences Department Presentation Scheduling Approval Form**  
*Located in department office*  

| **Give dissertation defense** |  | **Final Dissertation/Project/Thesis Approval Form**  
*Located on the Graduate College website: wmich.edu/grad/forms*  

| **Submit thesis to Graduate College** | **Check the Graduate College website: wmich.edu/grad/dissertation-deadlines** | **Thesis/Specialist Project or Master's Thesis/Specialist Project Check-in Form**  
*Located on Graduate College website: wmich.edu/grad/forms* |
## PhD TIMETABLE

<table>
<thead>
<tr>
<th>ACTION NEEDED</th>
<th>TIMELINE</th>
<th>FORM NEEDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attend weekly seminar series</td>
<td>Must attend weekly seminars on Monday afternoons from 4-5 p.m. in both the fall and spring semesters.</td>
<td>Seminar attendance forms are available at the seminar and must be completed and turned in to the seminar professor's mailbox directly after seminar.</td>
</tr>
<tr>
<td>Enroll in GEOS-5010 once during program of study</td>
<td>By end of second semester</td>
<td>Declaration of Advisor *Located in department office</td>
</tr>
<tr>
<td>Choose your advisor</td>
<td>By end of second semester</td>
<td>Authorization for Independent Study *Located in department office</td>
</tr>
<tr>
<td>Complete three credits of GEOS-6340 with primary advisor</td>
<td>By end of third semester</td>
<td>Committee Appointment or Notification of Appointment to a Thesis, Dissertation or Specialist Project Committee *Located on Graduate College website: wnmich.edu/grad/forms</td>
</tr>
<tr>
<td>Form dissertation committee to oversee your research</td>
<td>Submit completed form to Kathy Wright at least two weeks prior to date of defense</td>
<td>Geosciences Department Presentation Scheduling Approval Form *Located in department office</td>
</tr>
<tr>
<td>Schedule dissertation proposal defense</td>
<td>No later than by the end of fourth semester</td>
<td>Proposal Approval or Doctoral Dissertation, Thesis, or Specialist Project Proposal Approval Form *Located on Graduate College website: wnmich.edu/grad/forms</td>
</tr>
<tr>
<td>Give dissertation proposal defense</td>
<td>Upon completion of GEOS-6340 and dissertation proposal defense</td>
<td>Permission to Elect Courses 7000, 7200 and 7300 or Application for Permission to Elect: This form only needs to be filled out the first time you enroll in dissertation credits. *Located on Graduate College website: wnmich.edu/grad/forms AND Authorization for Independent Study: This form must be completed every time you enroll in dissertation credits. *Located in department office</td>
</tr>
<tr>
<td>Enroll in dissertation credits</td>
<td>No later than fourth semester</td>
<td>None</td>
</tr>
<tr>
<td>Complete qualifying course requirements</td>
<td>*Must earn an average of BA or better in three of four core graduate courses: GEOS-5120, 5550, 5600 and select 5000/6000 level sed/strat courses</td>
<td></td>
</tr>
</tbody>
</table>

25
<table>
<thead>
<tr>
<th>Requirement</th>
<th>Action</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrate proficiency in two appropriate research tools, one of which must be outside of your declared core area of study</td>
<td>Before advancement to doctoral candidacy</td>
<td>Admission to Doctoral Candidacy</td>
</tr>
<tr>
<td><strong>Advance to doctoral candidacy</strong></td>
<td>Upon completion of:</td>
<td>*Located on Graduate College website: wnmich.edu/grad/forms</td>
</tr>
<tr>
<td>- 3 core courses with BA average</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- 3 credits of GEOS-6340 with grade of B or higher</td>
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</tr>
<tr>
<td>- 1 credit of GEOS-5010 with grade of B or higher</td>
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<tr>
<td>- 18 hours of GEOS coursework</td>
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<tr>
<td>- 2 research tools</td>
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</tr>
<tr>
<td>- Successful written and oral dissertation proposal defense</td>
<td></td>
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</tr>
<tr>
<td><strong>Complete Doctoral Program of Study and Application for Graduation Audit</strong></td>
<td>Deadlines:</td>
<td>Doctoral Program of Study</td>
</tr>
<tr>
<td></td>
<td>Dec. 1 (for spring grads)</td>
<td>*Located on Graduate College website: wnmich.edu/grad/forms</td>
</tr>
<tr>
<td></td>
<td>Feb. 1 (for summer I grads)</td>
<td>AND</td>
</tr>
<tr>
<td></td>
<td>Feb. 1 (for summer II grads)</td>
<td>Application for Graduation: Graduate Degree or Application for Graduation Audit: Graduate Degree</td>
</tr>
<tr>
<td></td>
<td>Aug. 1 (for fall grads)</td>
<td>*Located on Registrar's website: wnmich.edu/registrar/students/forms</td>
</tr>
<tr>
<td><strong>Have at least one first-authored paper accepted for publication</strong></td>
<td>Prior to graduation</td>
<td>Provide acceptance notice of paper to graduate advisor</td>
</tr>
<tr>
<td><strong>Present a first-authored paper or poster at an approved external venue</strong></td>
<td>Prior to graduation</td>
<td>Provide a copy of the abstract from the external presentation to graduate advisor</td>
</tr>
<tr>
<td><strong>Present research at an approved internal or external venue each year following dissertation proposal</strong></td>
<td>Each year following dissertation proposal</td>
<td>Provide copy of paper or abstract to graduate advisor</td>
</tr>
<tr>
<td><strong>Schedule dissertation defense with department</strong></td>
<td>Submit completed form to graduate advisor at least two weeks prior to date of defense</td>
<td>Geosciences Department Presentation Scheduling Approval Form</td>
</tr>
<tr>
<td><strong>Schedule dissertation defense with the Graduate College</strong></td>
<td>Submit form at least two weeks prior to defense</td>
<td>*Located in department office</td>
</tr>
<tr>
<td><strong>Give dissertation defense</strong></td>
<td>None</td>
<td>Final Dissertation/Project/Thesis Approval Form</td>
</tr>
<tr>
<td><strong>Submit dissertation to Graduate College</strong></td>
<td>Check the Graduate College website: wnmich.edu/grad/dissertation-deadlines</td>
<td>Thesis/Specialist Project or Master’s Thesis/Specialist Project Check-in Form</td>
</tr>
</tbody>
</table>
## GRADUATE CERTIFICATE TIMETABLE

<table>
<thead>
<tr>
<th>ACTION NEEDED</th>
<th>TIMELINE</th>
<th>FORM NEEDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enroll in courses</td>
<td>All semesters until program requirements are met</td>
<td>None</td>
</tr>
</tbody>
</table>
| Complete Permanent Program form and Application for Graduation Audit | Deadlines:  
Dec. 1 (for spring grads)  
Feb. 1 (for summer I grads)  
Feb. 1 (for summer II grads)  
Aug. 1 (for fall grads) | **Graduate Certificate Program Outline** form  
*Located on Graduate College website: w mish.edu/grad/forms  
AND  
**Application for Graduation Audit: Graduate Certificate** form  
*Located on Registrar's website: w mish.edu/registrar/students/forms |
<table>
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<th>Semester</th>
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<th>3rd</th>
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</tr>
</tbody>
</table>

Comments:

Undergraduate courses approved for inclusion in MA program:

- GEOS 7120 (up to 3 allowed)
- GEOS 7100 (up to 4 allowed)
- Graduate Credit
- Need 18 Total Hours in GEOS Graduate Credit
- Need 35 Total Hours
- Need 30 Total Graduate Credit Hours
- 6000 & 7000 Level Credit
- Permanent Program Form
- (1 semester prior to graduation)
Accelerated M.A. Program Requirements:

1. Complete 35 total graduate credits.
2. Complete 18 hours of 6000- and 7000-level credits.
3. Complete 18 hours of coursework credits.
4. No more than 4 hours of non-coursework credits are permitted in the program.
5. Complete 1 year (2 academic semesters) of enrollment in the Accelerated M.A. program.
6. Complete all program requirements within 2 years (4 academic semesters) of enrolling in the Accelerated M.A. program.
7. Attendance at weekly seminar is strongly encouraged.
8. File Graduate Student Performance Program: Master's Level and Application for Graduation with Graduate Degree at least one semester prior to graduation.
<table>
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</thead>
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<td>(up to 4 allowed)</td>
<td>(Need 18 Total)</td>
<td>(Need 18 Total)</td>
<td>(Need 35 Total)</td>
<td>(Graduate Credit)</td>
<td>(Graduate Credit)</td>
<td>(Graduate Credit)</td>
</tr>
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</table>
1. Complete 35 total graduate credits.

2. Complete 18 hours of 6000- and 7000-level credits.

3. Complete 18 hours of Geosciences credits.

4. No more than 4 hours of non-Geosciences credits are permitted in the program.

5. Attendance at weekly seminars is strongly encouraged.

6. File Graduate Student Performance Program: Masters Level and Application for Graduation. Mid: Graduate Degree at least one semester prior to graduation.
MS Program Requirements:

1. Choose a Graduate Advisor and fill out the Declaration of Advisor form by the end of the first semester.

2. Choose a MS Committee and fill out the Notification of Appointment to a Thesis, Dissertatation, or Specialisation Program Committee form by the end of the second semester.

3. Complete three credits of GEOS 6340 with primary advisor by the end of the second semester.

4. Schedule and pursue a thesis proposal defense during the third semester of study using the Geosciences Departmental Presentation form.


6. Core Course Requirement: Complete 2 of the following with an average grade of B or better by the end of the fourth semester:
   - Sedimentology (GEOS 6410, 6420)
   - Principles of Hydrogeology (GEOS 5120)
   - Introduction to Geophysics (GEOS 5600)
   - Introduction to Geomicrobiology (GEOS 5520)

7. Attend seminars.

8. Submit a first-authored publication OR present a paper at an approved external venue.

9. Complete 30 hours of Graduate credits.

10. Complete 15 hours of Graduate credits at 6000 or 7000 level.

11. Complete 21 hours of Graduate coursework in GEOS.

12. Complete 18 hours of Graduate coursework in GEOS, exclusive of GEOS 6340, 7100, 7120, 7300, or 7350.
15. Schedule oral theses defense using the Graduate Program Approval Schedule form prior to graduation.
14. File Graduate Program Application Master's Level and Application for Graduation Master's Degree at least one semester prior to graduation.
13. Complete 6 hours of GEOS 7000.
PhD Program Requirements

1. Declare primary advisor & file Declaration of Advisor form within two semesters of starting the program.

2. Complete 3 credits of GEOS 6340 with primary advisor by the end of the second semester.

3. Choose a doctoral committee comprised of the primary advisor, at least one other GEOS faculty, and at least one approved member from outside the department by the end of the third semester of study & file Notification of Appointment to a Thesis, Dissertation, or Specialist Project Committee form. Primary advisor must be a GEOS faculty member.

4. Schedule oral dissertation proposal defense during the fourth semester of study using the Geosciences Department Presentation Scheduling Approval Form.


6. Complete 3 of 4 core courses with an average of BA by the end of the fourth semester of study.
   
   ___ Introduction to Geochemistry (GEOS 5550)
   ___ Introduction to Geophysics (GEOS 5600)
   ___ Principles of Hydrogeology (GEOS 5120)
   ___ Sed/Strat (GEOS 6110, 6450, 6460, 6550, 6560, or 6650)

7. Attend weekly departmental seminars.

8. Have one first-authored paper accepted for publication prior to graduation.

   Publication information:

9. Complete a presentation (poster or talk) at an approved external venue prior to graduation.

   Presentation information:
21. Submit dissertation to Graduate College with the Dissertations, Check-In Form.


19. Schedule oral dissertation defense using the Geosciences Department Proposal Screening Form and the Dissertation Defense Schedule Form (Graduate College).

18. File Doctoral Program of Study and Application for Graduation with Graduate Degree at least one semester prior to graduation.


16. Complete 1 credit of GEOG 5010.

15. Complete 18 graduate credit hours of GEOG coursework, exclusive of three core courses, GEOG 640, 7100, 7120, 7300 or 7350.

14. Complete 30 graduate credit hours at 6000- or 7000-level.

13. Complete 60 graduate credit hours:

   (6) Written and oral dissertation proposal defense are passed.

   (5) Two research tools, (6) written and oral dissertation proposal defense.

   (5) Two research tools, (6) written and oral dissertation proposal defense.

12. File Admissions to Doctoral Candidate Form when the following are completed:

   (1) "B.A." average across three core courses,

   (2) "B.A." average across three core courses,

   (3) One credit of GEOG 5010 with a grade of "B" or higher,

   (4) Eight hours of GEOG 640 with a grade of "B" or higher.

   (5) One credit of GEOG 5010 with a grade of "B" or higher.

11. Demonstrate proficiency in two research tools. Tool areas include: Working knowledge of statistics (b) in class or demonstration, and demonstrating ability (b) to research (math, biology, geology, remote sensing, physics of environment) via grade of B in field course, master's thesis.

10. Give an annual research presentation (poster or talk) at an approved venue internal or external to WCU.

  Tool: Reading competence in foreign language if related to research.

  Tool 1:

  Tool 2:

  Tool 3:

  Tool 4:

  Tool 5:

  Tool 6:
<table>
<thead>
<tr>
<th>Comments:</th>
<th>Graduation</th>
<th>Prior to Form (1) Semester Program Outline</th>
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<tbody>
<tr>
<td></td>
<td>(Need 9 Total)</td>
<td>Course Credits Approved Elective</td>
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<td></td>
<td>(Need 6 Total)</td>
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<tr>
<td></td>
<td>Credils Field Course Hydrogeology</td>
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</tbody>
</table>
Graduation

3. File Graduate Certificate Program Outline and Application for Graduation April: Graduate Certificate at least one semester prior to Graduation

Introduction to Soils (GEOS 5260)

GEOES 5260

Geological Hydrology (GEOS 6150)

Surface Water Hydrology (GEOS 5900)

Hazardous Waste Remediation (GEOS 5450)

Nuclear Isotope Geochemistry (GEOS 6170)

Geological Hydrology (GEOS 5900)

2. Complete 3 of the following courses (6 elective credits):

- Principles/Practices of Groundwater Sampling/monitoring (GEOS 5280)
- Remediation Design and Implementation (GEOS 5240)
- Remediation Design and Implementation (GEOS 5240)
- Principles and Practices of Aquifer Testing (GEOS 5260)
- Principles of Well Drilling and Installation (GEOS 5270)
- Surface Geophysics (GEOS 5250)

1. Complete all of the Hydrogeology Field course modules (6 credits):
Thesis & Dissertation Forms
DEPARTMENT OF GEOSCIENCES

Declaration of Advisor Sheet

Student Name

Advisor

Expected general thesis/emphasis area/topic:

Signatures:

Student

Date

Advisor

Date

You can find this form in the Department of Geosciences offices:
Rood Hall 1183 or 1187
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.

You can find this form on the Graduate College's website (wmich.edu/grad/forms): Look for the “Committee signature forms” section and then click on “Committee Appointment”
# NOTIFICATION OF APPOINTMENT TO A DISSERTATION, THESIS OR SPECIALIST PROJECT COMMITTEE

<table>
<thead>
<tr>
<th>CURRENT DATE (select from drop down):</th>
<th>DEGREE SOUGHT:</th>
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<tbody>
<tr>
<td>STUDENT NAME:</td>
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<tr>
<td>Street</td>
<td>City/Town</td>
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<td>State</td>
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<td>ZIP Code</td>
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<td>DEPARTMENT/PROGRAM:</td>
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<td>Check One:</td>
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<td>Initial Appointment</td>
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<td></td>
<td>Revised Appointment (attach rationale for request)</td>
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## Proposed Committee Members

<table>
<thead>
<tr>
<th>NAME</th>
<th>INSTITUTION</th>
<th>DEPARTMENT</th>
<th>DATE (mm/dd/yyyy)</th>
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</thead>
<tbody>
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</table>

(Committee Chair)

<table>
<thead>
<tr>
<th>Date Requested</th>
<th>Chairperson, Department</th>
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<tbody>
<tr>
<td></td>
<td>Advisor of Graduate Program</td>
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</table>

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

<table>
<thead>
<tr>
<th>Date Approved</th>
<th>Dean, The Graduate College</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
DOCTORAL DISSERTATION, THESIS OR SPECIALIST PROJECT
PROPOSAL APPROVAL FORM

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

2. Gather signatures from your Committee Chair and Members

3. Submit one copy to the Department Chair and to the Graduate Program Advisor and one
copy to the Graduate College at the following address: 260 W Walwood Hall, Kalamazoo,
MI 49008-5242.

4. Please submit this completed form to the Graduate College only after receiving IRB
approval. (Forms should reflect abstract, committee signatures, IRB approval information,
and student's signature.) However, students who require approval of a proposal to complete
a grant or award are welcome to submit a copy of the form with only their committee
signatures. Students should wait for IRB authorization before providing the Graduate
College with the completed form that includes all elements.

You can find this form on the Graduate College's website (wmich.edu/grad/forms):
Look for the "Committee signature forms" section and then click on "Final dissertation/project/thesis approval"
DOCTORAL DISSERTATION, THESIS OR SPECIALIST PROJECT
PROPOSAL APPROVAL FORM

WIN: ___________ DEPARTMENT/PROGRAM: Select from the drop-down list PROGRAM: (Type here if not listed)

STUDENT INFORMATION

<table>
<thead>
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<th>STUDENT NAME:</th>
<th>Last</th>
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<th>M.I.</th>
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<td>State</td>
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<tr>
<td>PERMANENT ADDRESS:</td>
<td>Street</td>
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<td>State</td>
</tr>
<tr>
<td>Phone Number:</td>
<td></td>
<td>Email address:</td>
<td></td>
</tr>
</tbody>
</table>

PROSPERUS

| Type of Project: | Select from drop-down list |
| Proposed Title: | |
| Date of Proposal Defense: | |

Abstract (Optional) - length not to exceed 350 words

(Type or copy and paste your abstract here)

Approval Date: ___________________________ Signature of Dissertation Chair: ___________________________

Which elements comprise a proposal in your department? □ Concept Paper □ Chapter 1 □ Chapter 2 □ Chapter 3

□ Other (Please indicate) ___________________________

Does this research involve international travel? □ YES □ NO

If YES, indicate the location (country or countries) and the dates that you will embark upon the travel:

<table>
<thead>
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<th>Country</th>
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<th>To (mm/dd/yyyy)</th>
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</tbody>
</table>
The committee hereby approves the proposal

COMMITTEE CHAIR

(Type name here and sign above)

COMMITTEE MEMBERS

(Type name here and sign above) 
Institution  
Department  
DATE (mm/dd/yyyy)

(Type name here and sign above) 
Institution  
Department  
DATE (mm/dd/yyyy)

(Type name here and sign above) 
Institution  
Department  
DATE (mm/dd/yyyy)

(Type name here and sign above) 
Institution  
Department  
DATE (mm/dd/yyyy)

(Type name here and sign above) 
Institution  
Department  
DATE (mm/dd/yyyy)

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RESEARCH COMPLIANCE

Your research may require regulatory oversight. Approval from a regulatory oversight committee may be necessary before any research is conducted.

Does the proposal involve research with any human/animal subjects, bio-hazardous materials or recombinant DNA?

☐ YES  ☐ NO

If "YES": Indicate the approval date and PROJECT NUMBER.

If "NO": If your research appears to involve human beings, but you are uncertain, please contact the Research Compliance Office at 387-8293 to determine if a Letter of Determination may be required for submission to the Graduate College, along with the Dissertation Proposal Approval Form.

PROJECT NUMBER: ____________________________

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<td>Human Subjects (HSIRB)</td>
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<tr>
<td>Animal Subjects (IACUC)</td>
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</tr>
<tr>
<td>Radioactive Materials (RSC)</td>
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<tr>
<td>Recombinant DNA (RDBC)</td>
<td></td>
</tr>
</tbody>
</table>

I, ____________________________, affirm that the research for my graduate degree will be conducted in agreement with ethical standards at Western Michigan University and that my work (dissertation, thesis, or specialist project) will be original. I will provide unambiguous attribution for the thought and the words of other scholars eventually appearing in the work. I understand that failure to provide clear credit in this way can result in severe penalties, including separation from the university and revocation of a degree. I also understand that the regulatory oversight for my research may be required and that I should contact the Coordinator, Research Compliance office at 269.387.8293 for assistance.

Student Signature: ____________________________ Date: ____________________________
WESTERN MICHIGAN UNIVERSITY
APPLICATION FOR PERMISSION TO ELECT

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

- 7000  Master's Thesis  6 hours
- 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:

<table>
<thead>
<tr>
<th>1st Enrollment</th>
<th>Semester/Session</th>
<th>Year</th>
<th>Hours</th>
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<tbody>
<tr>
<td>2nd Enrollment</td>
<td>Semester/Session</td>
<td>Year</td>
<td>Hours</td>
</tr>
<tr>
<td>3rd Enrollment</td>
<td>Semester/Session</td>
<td>Year</td>
<td>Hours</td>
</tr>
</tbody>
</table>

Name  
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 study is to be completed  Date

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

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

Revised 4/06

You can find this form on the Graduate College's website (wmich.edu/grad/forms):
Look for the “Dissertation, specialist project and thesis” section and then click on “Permission to elect courses 7000, 7200 & 7300”
REQUIREMENTS FOR RESEARCH INVOLVING REGULATED SUBJECTS AND HAZARDOUS MATERIALS

All research conducted at Western Michigan University which involves regulated subjects and hazardous materials is subject to the following requirements, as described in the Policies of Western Michigan University and mandated by federal and state requirements:

Human Subjects

Any research involving contact with human research subjects must be approved in advance by WMU’s Human Subjects Institutional Review Board (HSIRB). No research involving human subjects is exempt from review by the HSIRB. HSIRB application materials may be obtained from the Research Compliance Coordinator, 251W Walwood Hall (East Campus), phone (269) 387-8293.

HSIRB approval must be obtained prior to any contact with human subjects; the HSIRB will not review or give approval to any protocols in which contact with human subjects has already occurred.

Vertebrate Animals

The use of any vertebrate animals in research, testing, or instructional projects requires prior approval of Western Michigan University’s Institutional Animal Care and Use Committee (IACUC). Application materials are available from the Research Compliance Coordinator, 251W Walwood Hall (East Campus), phone (269) 387-8293.

The IACUC reviews applications as received and within two weeks of receipt. Investigators are provided a signed IACUC Certificate upon approval.

Recombinant DNA

Any activity involving the construction or handling of recombinant DNA molecules or organisms and viruses containing recombinant DNA molecules requires prior notification to and, if necessary, approval from Western Michigan University’s Recombinant DNA Biosafety Committee (RDBC). The forms for notification and review are available from the Research Compliance Coordinator, 251W Walwood Hall (East Campus), phone (269) 387-8293. These documents are reviewed as received and investigators are notified (and, if required, receive signed approval forms) within two weeks of submission.

Chemical Hazards and Radioactive Materials

Projects involving the use of any chemical hazards or radioactive materials require the approval of the Radiation Safety Committee (RSC). Contact the Radiation Safety Officer at 3928 Wood Hall, phone (269) 387-5933, before initiating research. Such projects also involving animal subjects must be reviewed by the Radiation Safety Officer prior to review by the IACUC.

Additional information on research compliance and application forms is also available online at www.wmich.edu/research.
ADMISSION TO DOCTORAL CANDIDACY FORM

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

2. Gather signatures from your Committee Chair and Members

3. Submit one copy to the Graduate College for the Dean's signature at the following address: 260 W Walwood Hall, Kalamazoo, MI 49008-5242.

4. The Graduate College will send one copy of the form to the Department Chair and a second copy to the Program Advisor.

You can find this form on the Graduate College's website (wmich.edu/grad/forms): Look for the “Committee signature forms” section and then click on “Doctoral candidacy”
The student named above has earned or satisfactorily completed the following requirements for admission to Doctoral Candidacy and has received approval by the academic program unit to continue study toward a doctoral degree:

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

**Comprehensive Examinations:** Refer to Graduate Catalog: Academic Policies/Graduation Requirements/Doctoral Program: Item 4.

☐ PASSED  Date the first Exam was TAKEN: ___________  Date the last Exam was PASSED: ___________

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

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

Student Signature: ____________________________ Date

Committee Chair: ____________________________ Date

Committee Member: ____________________________ Date

Institution ____________________________ Department: ____________________________

Committee Member: ____________________________ Date

Institution ____________________________ Department: ____________________________

Committee Member: ____________________________ Date

Institution ____________________________ Department: ____________________________

Committee Member: ____________________________ Date

Institution ____________________________ Department: ____________________________

External to WMU: ____________________________ Date

Institution ____________________________ Department: ____________________________

GRADUATE DEAN ____________________________ Date
In order to schedule the public dissertation defense, the following procedures must be observed:

1. The doctoral candidate must have applied for graduation, be currently listed in an active graduation class, and the candidate's graduation audit must show that all requirements except the defense and submission of the dissertation have been met.

2. This completed form along with the dissertation abstract (email abstract to: jennifer.holm@wmich.edu) must be submitted to The Graduate College at least 2 weeks prior to the proposed defense.

3. A two-hour block of time must be reserved for the defense.

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

Doctoral Oral Examination of ________________________________

For the degree of ________________________________

Department/Academic Unit ________________________________

Date ________________________________

Time _______ am/pm to _______ am/pm

Place (including room number) ________________________________

Dissertation Title ________________________________

Committee Chairperson ________________________________

Committee Members ________________________________

DOCTORAL

4/05

You can find this form on the Graduate College's website (wmich.edu/grad/forms): Look for the "Dissertation, specialist project and thesis" section and then click on "Dissertation defense scheduling"
WE HEREBY APPROVE THE THESIS SUBMITTED BY

________________________________________

ENTITLED________________________________

________________________________________

AS PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE

DEGREE OF________________________________

________________________________________

(Department) Thesis Committee Chair

________________________________________

(Program) Thesis Committee Member

________________________________________

Thesis Committee Member

APPROVED

________________________________________

Dean of The Graduate College Date

You can find this form on the Graduate College's website (wmich.edu/grad/forms): Look for the “Committee signature forms” section and then click on “Final dissertation/project/thesis approval”
THE GRADUATE COLLEGE  
WESTERN MICHIGAN UNIVERSITY  
KALAMAZOO, MICHIGAN

Date _______________________

WE HEREBY APPROVE THE DISSERTATION SUBMITTED BY

________________________________________

ENTITLED __________________________________

________________________________________

AS PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE

DEGREE OF __________________________________

________________________________________ (Department)

Dissertation Review Committee Chair

________________________________________ (Program)

Dissertation Review Committee Member

Dissertation Review Committee Member

APPROVED

________________________________________

Dean of The Graduate College

Date _______________________

You can find this form on the Graduate College’s website (wmich.edu/grad/forms): Look for the “Committee signature forms” section and then click on “Final dissertation/project/thesis approval”
MASTER'S THESIS/SPECIALIST PROJECT
CHECK-IN FORM

Name ______________________________ Date __________________

Home Phone ________________________ Work Phone ________________________

Local Address ________________________

Permanent Address ________________________

Email ____________________________ 2nd Email ____________________________

Department ________________________ Graduation Month/Year ________________________

Committee Chairperson ________________________

List five key words to describe your thesis or project for indexing and database purposes:

________________________________________________________________________

________________________________________________________________________

Indicate whether this document is a:

_____ Master’s thesis or a _____ Specialist project

Submit the following items:

_____ The correctly formatted thesis submitted electronically in one pdf file via email to jennifer.holm@wmich.edu. The materials listed below should be submitted separately with a copy of this check-in form.

_____ Where applicable, manuscript contains—in the appendices—copies of all required protocol clearance letters from University boards, committees, and compliance officers charged with protection of regulated research subjects (humans, animals, genetic material/biohazards, radioactive material, etc.). The Graduate College will not approve a thesis or project that does not comply with this requirement. If you are submitting your manuscript electronically, you will need to include them as an appendix in the manuscript.

_____ Two signed, original (not photocopied) approval forms with original signatures of your committee.

_____ One photocopy of the approval form.

_____ Completed and signed WMU ScholarWorks Access Agreement.

http://libguides.wmich.edu/ld.php?content_id=1433667

Note: You must have applied for graduation and received notification of your graduation audit prior to submitting a master's thesis or specialist project to the Graduate College.

Please allow a minimum of 4 weeks for initial review of your thesis/specialist project.

Any questions regarding this form should be addressed to the Coordinator of Theses and Dissertations in the Graduate College, (269) 387-8271.

You can find this form on the Graduate College’s website:

Wmich.edu/igrad/forms
DISSERTATION CHECK-IN FORM

Name ___________________________________________ Date ______________

Home Phone __________________ Work Phone __________________

Local Address __________________________________________

Address for Post-Graduation ________________________________

Materials: ________________________________________________

Email __________________ 2nd Email __________________

Department __________________ Graduation Month/Year ___________

Committee Chairperson ________________________________

If Applicable: ____________________________________________

Word Processor’s Name ________________________________ and Email __________________

Submit the following items:

☐ The correctly formatted dissertation must be submitted electronically in one pdf file to jennifer.holm@wmich.edu. The materials listed below should be submitted separately.

☐ Where applicable, manuscript contains — in the appendices — letters of permission and copies of all required protocol clearance letters from University boards, committees, and compliance officers charged with protection of regulated research subjects (humans, animals, genetic material/biohazards, radioactive material, etc.) letters. The Graduate College will not approve a dissertation that does not comply with this requirement.

☐ Three signed, original (not photocopied) approval forms with original signatures of your committee.

☐ Completed and signed UMI agreement form. Please email jennifer.holm@wmich.edu for the ProQuest Agreement form information. Please submit a photocopy of completed UMI agreement form as well.

☐ Completed and signed WMU ScholarWorks Access Agreement found on the Waldo Library Website. http://libguides.wmich.edu/scholarworks/scholarworks_permissions

☐ $100 processing fee, check made payable to Western Michigan University (this includes the Traditional Publishing fee for ProQuest).

You have the option of filing a copyright for your dissertation through ProQuest. If you wish to register a copyright:

☐ Submit a $55 cashier’s check or money order (ProQuest will not accept personal checks), payable to PQIL.

Please allow up to 3 weeks for initial review of your dissertation. Any questions regarding this form should be addressed to the Coordinator of Dissertations in the Graduate College, (269) 387-8271.

You can find this form on the Graduate College’s website:
Wmich.edu/fgrad/forms
Graduation Forms
The Accelerated Graduate Degree Programs (AGDP) allows students to begin accumulating credits towards the completion of a master's degree while still enrolled as undergraduates. Undergraduate students admitted to an AGDP with senior standing can take up to 12 hours of designated 5000 and/or 6000 level courses for graduate credit which can be used in both the Bachelor's degree and the Master's degree. The Accelerated Graduate Degree Program Course Approval form should be completed when admitted to the AGDP.

1. STUDENT INFORMATION

Western Identification Number (WIN)

Last Name

First Name

2. PROGRAM INFORMATION

Department

Program

Admission Term

3. APPROVED AGDP COURSES - To be double counted

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Number</th>
<th>Credit Hours</th>
<th>Term</th>
</tr>
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</table>

4. ALTERNATE COURSES (if first choice is unavailable)

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Number</th>
<th>Credit Hours</th>
<th>Term</th>
</tr>
</thead>
</table>

Students admitted to an Accelerated Graduate Degree Programs (AGDP) understand and agree to the following:

- Unless otherwise specified by AGDP policies of the department or school, requirements for the baccalaureate degree will be completed and the degree awarded within one calendar year after initial enrollment in the AGDP.
- A grade of "B" or above must be earned in each of the AGDP courses. Students who do not achieve a "B" or better must apply for readmission into the graduate program. Students who complete the undergraduate degree including a "B" or above in the AGDP courses will be admitted as graduate students (with the relevant graduate credit) in the next semester or session after receiving the bachelor's degree. Students should check with their department to see if there are additional requirements for admission to the AGDP.
- Graduate courses substituting for required courses within the undergraduate degree must be designated by the program as equivalent in content but delivered with graduate level rigor.
- 5000-level courses (required or elective) in the bachelor's degree must be taken at the graduate level to be double counted.
- The AGDP courses will appear on the student's transcript and grades earned will be reflected in the graduate GPA. All grades earned in courses taken for graduate credit will be reflected in student's graduate GPA.
- The courses which are double counted will be identified as such on the graduate transcript.
- Both undergraduate and graduate transcripts will show that the student completed the Accelerated Graduate Degree Programs.
- Upon completion of the bachelor's degree, the hours earned in the AGDP courses will be added into the undergraduate GPA and credit hours.

5. SIGNATURES

Student Signature: ____________________________ Date: ____________

Advisor Signature: ____________________________ Date: ____________

Completed form may be scanned and e-mailed to registrar-info@wmich.edu.

You can find this form on the Registrar's website (wmich.edu/registrar/students/forms): Look for the "Graduate students" section and then click on "Accelerated graduate degree program course approval"
Graduate Student Permanent Program
Master's Level

1. The Registrar's Office audits each program for credits and grades and verifies all requirements for graduation. Changes in the program must have the signed approval of the advisor on a Graduate Program Change form. Approved undergraduate courses used in the program must have the signed approval of the advisor and the graduate dean on a Permission to Elect A 3000- or 4000-Level Course For Inclusion in a Graduate Program form.

2. Send the completed and signed to the Registrar's Office before the student completes the final 15 hours.

3. This form is not an application for graduation. The graduate level graduation application can be found online at www.wmich.edu/registrar/graduation.

<table>
<thead>
<tr>
<th>Name:</th>
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<tbody>
<tr>
<td>Western Identification Number (WIN):</td>
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<td>Permanent Address:</td>
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<td>City:</td>
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<td>Zip:</td>
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<tr>
<td>Field of Graduate Study:</td>
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<td>Concentration Area:</td>
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</table>

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Term Elected</th>
<th>Credit Hours</th>
<th>Grade</th>
<th>Transfer</th>
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Use a second page if needed

Signatures:

Graduate Advisor: __________________________ Date Program Outlined: __________________________

Student: __________________________ Date Received: __________________________

Final Exam Completed: __________________________ Thesis Approved: __________________________

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

Copies to the Registrar's Office, Graduate Advisor, Student, Department

You can find this form on the Registrar's website (wmich.edu/registrar/students/forms):
Look for the “Graduate students” section and then click on “Graduate student permanent program: master's level”
# Doctoral Program of Study

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>M.I.</th>
<th>WIN:</th>
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<th>Address:</th>
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<td>Apt.:</td>
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<td>Phone:</td>
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<td>Postal Code:</td>
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<th>Department:</th>
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<tr>
<th>Program of Study:</th>
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<table>
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<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Hours</th>
<th>Grade</th>
<th>Semester/Year</th>
<th>Institution</th>
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## Required Courses

## Master/Transfer Courses

## Research

## Electives

## Dissertation Hours

Total Credit Hours: [Continue to page 2]

---

You can find this form on the Graduate College's website (wmich.edu/grad/forms):
Look for the "Program of study (registrar's office)" section and then click on "Doctoral program of study".

---
### Identity Research Tools:

<table>
<thead>
<tr>
<th>Exam Name</th>
<th>Scheduled</th>
<th>Passed</th>
<th>Comments</th>
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### Other Requirements (foreign language(s), DGEs, prelims, etc.)

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

### Required Signatures:

- **Student Signature:** [Signature]  Date: [Date]
- **Program Advisor:** [Signature]  Date: [Date]
- **Department Chair:** [Signature]  Date: [Date]
## Graduate Certificate Program Outline

<table>
<thead>
<tr>
<th>Name:</th>
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<td>Western Identification Number (WIN):</td>
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<td>Permanent Address:</td>
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<td>State:</td>
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<td>Zip:</td>
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<tr>
<td>Graduate Certificate Program:</td>
<td></td>
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<td>Date Admitted:</td>
<td></td>
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<td>Expected Completion Date:</td>
<td></td>
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<td>Actual Completion Date (month/year):</td>
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<tr>
<td>Present Field of Graduate Study:</td>
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<tr>
<td>Date Admitted:</td>
<td></td>
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<tr>
<td>Expected Graduation Date (month/year):</td>
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</table>

### PROGRAM REQUIREMENTS

<table>
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<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Term Elected</th>
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<th>Grade</th>
<th>Transfer</th>
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</tbody>
</table>

**Signatures:**

Graduate Certificate Program Advisor: ___________________________ Date: ___________________________

Student: ___________________________ Date: ___________________________

Submit original outline to the Registrar's Office
Copies to: Advisor and Student

You can find this form on the Registrar's website (wmich.edu/registrar/students/forms):
Look for the “Graduate students” section and then click on “Graduate certificate program outline”

67
Application for Graduation Audit: Graduate Degree

Deadlines to apply for graduation: (completed form must be submitted to the Registrar's office)

<table>
<thead>
<tr>
<th>Graduation Term</th>
<th>Last Day to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>December 1</td>
</tr>
<tr>
<td>Summer I</td>
<td>February 1</td>
</tr>
<tr>
<td>Summer II*</td>
<td>February 1</td>
</tr>
<tr>
<td>Fall</td>
<td>August 1</td>
</tr>
</tbody>
</table>

* No commencement ceremonies held in August.
Summer II doctoral candidates participate in the Fall commencement ceremonies.

- A fee of $45 will be charged to your student account
- Applications should be submitted two semesters prior to actual graduation date.
- A Graduate Program of Study form must be submitted to the Registrar's office before your academic record can be audited for degree requirements
- The diploma will be mailed to the permanent address approximately 10 weeks after the semester end (please verify accuracy of your address through your GoWMU account).

Please print name as you want it to appear on your diploma.

<table>
<thead>
<tr>
<th>Student Name (Last):</th>
<th>First:</th>
<th>Middle:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maiden or other name(s) on file (if applicable):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Western Identification Number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Phone Number (include area code):</td>
<td>Email Address:</td>
<td></td>
</tr>
<tr>
<td>Graduation Term:</td>
<td>Fall</td>
<td>Spring</td>
</tr>
</tbody>
</table>

Degree Sought:

☐ Master ☐ Specialist ☐ Doctoral

Program: ____________________________

Student Signature: __________________ Date: ________________

Note: Graduation information, including the results of your audit, will be sent to your wnmich.edu email account.

Please allow ten (10) weeks for processing.

You can find this form on the Registrar's website (wnmich.edu/registrar/students/forms):
Look for the "Graduate students" section and then click on "Application for graduation: graduate degree"
Application for Graduation Audit: Graduate Certificate

Deadlines to apply for graduation: (completed form must be submitted to the Registrar’s office)

<table>
<thead>
<tr>
<th>Graduation Term</th>
<th>Last Day to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
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<td>February 1</td>
</tr>
<tr>
<td>Fall</td>
<td>August 1</td>
</tr>
</tbody>
</table>

- A fee of $45 will be charged to your student account.
- A Graduate Certificate Program of Study form must be submitted to the Registrar’s office before your academic record can be audited for degree requirements.
- For students receiving a graduate certificate independent from a degree, no commencement ceremony will be held.
- Certificate will be mailed to the permanent address approximately three weeks after the semester ends (please verify accuracy of your address through your GoWMU account).

Please print name as you want it to appear on your certificate.

<table>
<thead>
<tr>
<th>Student Name (Last):</th>
<th>First:</th>
<th>Middle:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maiden or other name(s) on file (if applicable):</td>
<td>Western Identification Number:</td>
<td></td>
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<tr>
<td>Address:</td>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Phone Number (include area code):</td>
<td>Email Address:</td>
<td></td>
</tr>
</tbody>
</table>

Graduation Term:  
- [ ] Fall  
- [ ] Spring  
- [ ] Summer I  
- [ ] Summer II Year: 

Certificate Program:

- [ ] Alcohol & Drug Abuse
- [ ] Applied Hydrogeology
- [ ] Applied Statistics
- [ ] Biostatistics
- [ ] Clinical Trials Administration
- [ ] Educational Technology
- [ ] Ethnohistory
- [ ] English as a Second Language Teaching
- [ ] Geographic Information Science
- [ ] Gerontology
- [ ] Health Care Administration
- [ ] History of Monastic Movements
- [ ] Integrated Holistic Health and Wellness
- [ ] Learning for Sustainability
- [ ] Music Performance
- [ ] Nonprofit Leadership & Administration
- [ ] Spirituality, Culture and Health
- [ ] Student Affairs in Higher Education

Student Signature:  
Date: 

Office of the Registrar Use Only

Note: Graduation information, including the results of your audit, will be sent to your wmich.edu email account.

Please allow ten (10) weeks for processing.

You can find this form on the Registrar's website (wmich.edu/registrar/students/forms):  
Look for the “Graduate students” section and then click on “Application for graduation: graduate certificate”
Other Forms
WESTERN MICHIGAN UNIVERSITY
Department of Geosciences

AUTHORIZATION
FOR INDEPENDENT STUDY
(Please use a separate form for each request.)

Date of Request

Date of Birth

Student Name

Local Phone Number

Status
Please check the appropriate status. Graduate _____ Undergraduate _____

Semester
Please write the year of your request and check the appropriate semester.

Year _____ _____ Spring

_____ Summer I

_____ Summer II

_____ Fall

I AM TAKING THIS AS GEOS

Course Number _____ Credit Hours _____ Call # _____

Course Name:

SIGNATURE OF FACULTY AUTHORIZING THIS ENROLLMENT
Advisor: ___________________________ Date: ____________

This form can be found in the Department of Geosciences main offices:
Rood Hall 1183 or 1187
Please return to the Geosciences Graduate Advisor

Graduate Exit Survey
WMU Department of Geosciences

Semester of Graduation:

1. Which Geosciences graduate program (MA, MS, or PhD) did you complete?

2. What are your professional goals and objectives after graduation from WMU?

3. Do you feel that your graduate program has provided you with the background and skills that you need to achieve these goals and objectives? Why or why not?

4. What course(s) did you find most useful in your graduate program? Why?

5. What course(s) did you find least useful in your graduate program? Why?

6. Please assess the department's performance in development of the following skills.
   a. Did the Geosciences Department help you develop or refine skills in the gathering and analysis of field data (how/why?)

   b. Did the Geosciences Department help you develop or refine skills in analysis and interpretation of geologic data (how/why?)

   c. Did the Geosciences Department help you develop or refine skills in critical thinking and scientific reasoning (how/why?)

   d. Did the Geosciences Department help you develop or refine skills in communication of geologic information through written and oral reports and presentations (how/why?)

7. What are the most important changes that the department should make in the graduate program that you completed?

8. Other? E.g. Any incidences of un-professional conduct? Anything great?
TEACHING ASSISTANTSHIPS
Teaching Assistantships

Teaching assistantships (TAs) are awarded by the Department of Geosciences in order to financially support graduate students and provide professional development in the form of teaching and research assistance. The TA consists of a tuition waiver and accompanying salary. TAs in the Department of Geosciences are highly-competitive and awarded once per year. The specific terms of our TAs vary each year depending on university and department budgets and needs. For more detailed information regarding tax implications, privileges and benefits available to graduate appointees, please consult WMU’s Graduate Student Appointee Information.

The term for TAs in the Department of Geosciences is one academic year (fall semester and the following spring semester). New graduate students who are offered a TA are guaranteed appointments for two academic years (master's) or four academic years (doctoral) from the date of enrollment in the program, pending satisfactory performance in teaching and satisfactory progress in their program of study. TAs beyond these time periods are neither promised nor guaranteed. While appointed, the student must enroll in at least six graduate credit hours (5000-level or above) per semester.

ELIGIBILITY

To be eligible for a TA in the Department of Geosciences, a student must first be formally accepted to either the M.S. or Ph.D. programs for the term(s) that the award is given.

CRITERIA FOR INITIAL AWARD

- **Program of study:** Teaching assistantships are preferentially awarded to students enrolled in the Ph.D. and M.S. programs. M.A. students are not eligible.

- **Grade point average:** Teaching assistantships are preferentially awarded to graduate students with a GPA of 3.25 or above.

- **Prior teaching experience:** Teaching assistantships are preferentially awarded to students with prior experience teaching, especially positions in upper-level undergraduate courses.

You can find this information on the department’s website: [wmich.edu/geology/academics/graduate/teaching-assistantships](http://wmich.edu/geology/academics/graduate/teaching-assistantships)
CRITERIA FOR CONTINUATION OF AWARD

Satisfactory progress in the program of study: TA's must receive a "satisfactory" evaluation in their audit letter for each semester of study that they hold the position. If a TA receives a "mostly satisfactory" or "unsatisfactory" audit, he or she will have one semester to attend to any outstanding items noted in the audit letter. Receiving a less than "satisfactory" evaluation in the audit letter for two consecutive semesters will be grounds for revoking the TA. The graduate adviser, Dr. Heather Petcovic, is responsible for auditing the progress of all students at the end of each semester. Both the student and his/her adviser will receive a copy of the audit letter.

Satisfactory performance in teaching. TAs must...

- Adhere to all University policies, regulations, directives, guidelines and student codes.

- Attend and participate in all course-related meetings, as required by the supervising course instructor and/or head TA.

- Attend and assist with class sessions (beyond the assigned lab sections), as required by the supervising course instructor and/or head TA.

- Communicate any absences to the supervising course instructor and/or head TA. If a class must be missed, the TA will arrange a substitute and complete the "Absence from Class" form.

- Start and end all class sessions on time.

- Interact with students in a positive, ethical, attentive and professional manner.

- Grade student work consistently and fairly and return all work in a timely fashion.

- Post office hours and be available to help students at the stated office hours.

- Conduct end-of-semester WMU-ICES course evaluations; performance will be noted and taken into consideration in future awards.
The graduate adviser will be responsible for communicating with faculty, instructors and head TAs each semester to find out if these performance criteria have been met. TAs will receive a letter evaluating teaching performance on the grounds stated above. TAs must receive a “satisfactory” or better teaching evaluation letter for each semester of study for which the student is a TA. They will have one semester to attend to any outstanding items as noted in the teaching evaluation letter. Receiving a less than “satisfactory” rating in the teaching evaluation letter for two consecutive semesters will be grounds for revoking the TA.

APPLY FOR A TEACHING ASSISTANTSHIP

While the Department of Geosciences has rolling admissions for all of its graduate programs, students who wish to be considered for a teaching assistantship must be formally accepted by the February 15 deadline. See below for more information about the application process.

- **Prospective students:** Prospective graduate students applying to the M.S. and Ph.D. programs must fulfill the following two requirements no later than February 15 in order to be considered for a teaching assistantship: 1) Applicants must be formally accepted into their program, and 2) Applicants must submit the application form to Kathy Wright. All prospective students who wish to be considered for a teaching assistantship are required to have their application complete at least 4-6 weeks ahead of the February 15 deadline in order to give the Graduate Admissions Committee sufficient time to evaluate each candidate’s qualifications and reach a decision.

Completing your application means that all required documents (GRE scores, transcripts, recommendations, etc.) have not just been ordered but have been received, processed and uploaded to your electronic application; this process can take several weeks. As such, prospective graduate students should begin the application process at least 2-3 months ahead of the February 15 deadline in order to ensure consideration. Students who do not complete their application in the specified time-frame will not be considered and must wait until the following year to apply again.

*Prospective M.A. students are not eligible for teaching assistantships.*
• **Current students**: Current graduate students in the M.S. and Ph.D. programs may apply for a teaching assistantship by completing the application form and submitting it to Kathy Wright no later than February 15.
  *M.A. students are not eligible for teaching assistantships.

**ADDITIONAL FUNDING OPTIONS**

• Scholarship and fellowship opportunities
• Campus employment opportunities
• Financial aid
GRADUATE STUDENT APPOINTEE INFORMATION: 2016-17

Service Requirement: The kinds of service required of graduate appointees vary among departments, each of which determines its own range of appropriate responsibilities subject to administrative review. The number of hours of service required per week is stated in the appointment letter and ranges from 20 for a full appointment to 10 for a half appointment. Assigned activities shall be relevant professional experiences. Graduate appointees can expect professional guidance and timely evaluation in the performance of their duties from their department supervisor.

Failure to fulfill any of the conditions listed in the letter of appointment shall result in the termination and/or adjustment (pro-rated in proportion to/adjusted relative to conditions satisfactorily completed) of the appointment award, including termination and/or adjustment of any University payment of credit towards salary, tuition award, fees, or other expenses (collectively: funds). The University also reserves the right to evaluate the circumstances involved for failure to fulfill the required conditions and to require repayment of any funds.

Notification and Verification of Status: At the time of appointment, graduate appointees shall be informed in writing of the specific conditions of the appointment by the department or unit funding the award. This notification shall include the amount of the award and any tuition award, details of the work assignment, the time period of the appointment, and any other conditions particular to an individual appointment. The appointee’s signature on the letter of appointment constitutes agreement to the appointment’s terms.

Eligibility Requirement: To be eligible to hold any type of graduate appointment, students must have regular admission status in a graduate degree program, remain in good academic standing, and meet the enrollment requirement for the term of appointment (see below). Appointments that do not meet these requirements will be canceled by the Graduate College.

Enrollment Requirement: The minimum enrollment requirement for assistantships, associateships, and Thurgood Marshall fellowships each semester is six graduate credit hours. In a session, three graduate credit hours are required regardless of type of appointment. Individual departments may require an enrollment of more than the minimum number of credit hours. Appointees must be registered in semesters and terms during which they receive financial support.

Under Enrollment: All appointees are required to be enrolled full time (6 hours/semester; 3 hours/session) unless granted approval by the Graduate College. All requests for under enrollment by graduate appointees must be approved by submitting the Permission for Under Enrollment form [link] to the Graduate College prior to the end of drops/adds. Email the completed form to grad-awards@wmich.edu.

Enrollment Fee: Students registered for five or more credits in a semester (four or more credits in a session) are assessed, as part of the enrollment fee, student health center and recreation center fees that allow access to health center services and recreation center facilities. Students enrolled for four or fewer credits in a semester (three or fewer credits in a session) are assessed a reduced enrollment fee and may pay an additional fee to enable them to have either health center access or recreation center privileges.

Student Email Account: All WMU students receive a University email account at the time of creation of a Bronco Net ID. The University frequently communicates with students via email. In the case of graduate appointees, important information regarding required training, financial aid and other matters will be sent to students’ email accounts. Appointees should begin checking their account for this information on a regular basis even before their appointment begins.

SAVE THE DATE! – Wednesday, August 31, 2016
Graduate Appointee Training: ALL new graduate assistants and doctoral associates on an appointment for the first time or have accepted a teaching appointment for the first time, are required to attend the University-wide Graduate Appointee Training Workshop that is presented by the Graduate College the week before the fall term begins. For 2016-17, graduate appointee training is scheduled for Wednesday, August 31, 2016. All newly arrived international graduate appointees must attend an additional week of training and orientation in addition to the university-wide workshop. Departments will notify graduate appointees about additional department training, if applicable. Students will be contacted by email with more information about training times and registration.

You can find this form on the Graduate College's website (wmich.edu/grad/current-students/appointees): Look for the “Appointee information” section and then click on “2016-17 graduate appointee information sheet”
Tax Implications: Detailed records of all your educational expenses (e.g., tuition, fees, books, and related expenses) and check stubs from any payment you receive from the University should be kept for tax purposes. For detailed information, you should review IRS publication 970, "Tax Benefits for Education." If you are an international student your salary may be eligible for exemption from taxation; international tax treaty information specific to WMU is posted at http://wmich.edu/payroll/payroll/mypay/international-employees. You should also review IRS publication 519, "U.S. Tax Guide for Aliens," for further clarification. All IRS publications are available on the IRS website at www.irs.gov/formspubs/ or by phone at (800) 829-1040.

Privileges and benefits available to graduate appointees:

Tuition Award: Graduate appointees shall, at the discretion of the University, be granted a full or partial tuition award depending on their degree level and type of appointment. Any such tuition to be awarded will be described in the appointment letter. Students who are granted a tuition award and subsequently withdraw from a class after the refund period and/or resign from the appointment will be required to repay the tuition that was granted as a benefit of the appointment.

The tuition award is applicable only toward registered and completed credit hours in your graduate program and will pay only actual tuition charges at the main campus rates. The tuition award will pay for undergraduate, or Extended University Programs (off-campus or online) courses with approval from the Graduate College. Request approval from the Graduate College by submitting either of the following forms before the end of drops/adds to grad-awards@wmich.edu.

The forms can be found at: http://wmich.edu/grad/files/forms/3000-4000-inclusion.pdf or http://wmich.edu/grad/files/forms/permission-eup-online.pdf

Your tuition award amount will be credited to your student account. 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. Any unused tuition award is forfeited and cannot be paid to the student or carried forward to another term. Payment of any remaining tuition expenses and fees is the responsibility of the student. If you are the recipient of other tuition support (employer-paid, veteran's benefits, foreign sponsorship, etc.) your University tuition award may be adjusted as a result. Under no circumstances will an appointee receive a cash refund of paid tuition.

Tuition Payment Deferment: Appointees may enroll in the University installment payment plan, please review at http://govwmu.wmich.edu. Select the Payment and Account Information link, next the Payment Plan tab. There is a $35 fee for this service that is charged at the time of enrollment. Once your graduate assistantship award pays to your student account, the $35 enrollment fee will be credited back to your student account. Delinquent accounts are subject to all University collection procedures, including referral to an external collection agency. Service fees may begin being charged as early as 30 days after the start of each term and a hold placed from future registrations until the student account is paid in full.

Paychecks: The University issues payroll checks on a bi-weekly basis on alternate Tuesdays. A pay schedule can be found at http://cns.wmich.edu/payroll/payroll/pay-schedule. All employees must enroll in direct deposit or they will receive a Visa® payroll card.

Appointment Validation: Upon verification of appointee status, the appointee will become eligible to receive certain privileges from Parking Services, WMU Bookstore, and the University Libraries. Appointees with academic year (both Fall and Spring) appointments may continue to have access to certain privileges (e.g., library borrowing privileges) during the summer sessions if they pre-enroll for the upcoming Fall semester.

Parking: Graduate appointees are exempt from paying the $300 vehicle registration fee but must register their vehicle with Parking Services and present their letter of appointment. Appointees with a teaching classification shall have the option of a graduate hang tag (good for the entire academic year) or temporary sticker parking permit. Appointees with a non-teaching classification shall be given a temporary sticker parking permit, and do not have the option of a hang tag. The temporary sticker parking permit is valid for one semester only. A new temporary sticker parking permit must be obtained from Parking Services each semester on appointment, if needed.

Bookstore: In the term(s) they hold an appointment, graduate appointees shall receive a 10% discount at the WMU Bookstore in the Bernhard Center on books and supplies (excluding class rings and sale items) purchased for personal use. To receive this discount, appointees must identify their status as graduate appointees at the service desk before purchases are made.

Library: Appointees will receive certain privileges at the University Libraries when they identify their status as graduate appointees before checkout. The borrowing period for graduate appointees is one semester. Appointees may borrow up to 50 items, and are exempt from ordinary overdue fines. The exemption does not include fines for overdue recalled items, or replacement and processing charges for lost items. Details are available at the library circulation desk.

Facilities: Graduate appointees will be accorded the use of University facilities (e.g., offices, research facilities, etc.) authorized by the director of the facilities on the same basis as faculty. This does not include the West Hills Athletic Club.

It is your responsibility to report any errors in your compensation to your department office. In the event of an underpayment, a correction will be made to provide you with the amount due. In the event of an overpayment, your University account will be debited in the amount of the overpayment or a payroll adjustment will be made.

Appointee Information Sheet-February 2016-The Graduate College
Department of Geosciences  
TA Evaluation Form

TA name: __________________________ Your name: __________________________
Course: __________________________ Semester: __________________________
Date: __________________________

Overall rating (circle): Outstanding  Satisfactory  Need Improvement  Poor

<table>
<thead>
<tr>
<th>Performance Criteria</th>
<th>Rating (Circle)</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>Adheres to all University policies, regulations, directives, guidelines, and student codes.</td>
<td>Outstanding  Satisfactory  Needs improvement  Poor</td>
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<tr>
<td>Attends and participates in all course-related meetings as required by the supervising course instructor and/or head TA.</td>
<td>Outstanding  Satisfactory  Needs improvement  Poor</td>
<td></td>
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<tr>
<td>Attends and assists with class sessions (beyond the assigned lab sections), as required by the supervising course instructor and/or head TA.</td>
<td>Outstanding  Satisfactory  Needs improvement  Poor</td>
<td></td>
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<tr>
<td>Communicates any absences to the supervising course instructor and/or head TA, and arranges for a substitute should a class session need to be missed.</td>
<td>Outstanding  Satisfactory  Needs improvement  Poor</td>
<td></td>
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<tr>
<td>Starts and ends all class sessions on time.</td>
<td>Outstanding  Satisfactory  Needs improvement  Poor</td>
<td></td>
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<tr>
<td>During class sessions, interacts with students in a positive, ethical, attentive, and professional manner.</td>
<td>Outstanding  Satisfactory  Needs improvement  Poor</td>
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<tr>
<td>Grades student work consistently and fairly, and returns all work in a timely fashion.</td>
<td>Outstanding  Satisfactory  Needs improvement  Poor</td>
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<tr>
<td>Posts office hours and is available to help students at the stated office hours.</td>
<td>Outstanding  Satisfactory  Needs improvement  Poor</td>
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If a specific criteria does not apply to this course or TA assignment, please write NA in the comment box.

You can find this form on the department’s website (wmich.edu/geology/academics/graduate/teaching-assistantships): Look for the “Criteria for continuation of award” section and then click on “teaching evaluation letter”
Department of Geosciences

Teaching Assistantship Application

Applicant's Name: ____________________________
  Last   First   Middle

WIN (If applicable) ____________________________ Today's date: ____________________________

Home Address: ____________________________

Home Phone: (____) _______ E-mail: ____________________________

Degree Program: ____________________________ Changed Program date: ____________________________

When were you admitted to Geosciences? ____________________________

When do you wish to begin a Teaching Assistantship?

  _Fall  _Spring  _Summer I  _Summer II, 20____

Scholarships held to date:

  ____________________________

  ____________________________

Other honors received:

  ____________________________

  ____________________________

Return completed application to:
Kathy Wright, Department of Geosciences, 1903 W. Michigan Avenue
Western Michigan University, Kalamazoo, MI 49008-5241
or FAX to (269) 387-5513

You can find this form on the department's website (wmich.edu/geology/academics/graduate/teaching-assistantships):
Look for the “Apply for a teaching assistantship” section and then click on “application form”
ABSENCE FROM CLASS
COLLEGE OF ARTS AND SCIENCES

Name: ___________________________ Date: ____________

Department: ___________________________

Dates of Absence: ___________________________

Purpose of Absence: ___________________________

Location: Indicate address and phone number where you may be reached.

________________________ PHONE: ____________

INSTRUCTIONAL RESPONSIBILITIES

Please list below the classes which will be missed during this absence and how the instructional goals of those classes will be met.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Date(s)</th>
<th>Class Coverage</th>
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Signature of Instructor of Record
(and Coordinator in GEOS 1000 and GEOS 1300)

You can find this form on the department's website (wmich.edu/geology/academics/graduate/teaching-assistantships):
Look for the "Apply for a teaching assistantship" section and then click on "application form"
WESTERN MICHIGAN UNIVERSITY
TEACHING ASSISTANTS UNION

Like all faculty at WMU, graduate teaching assistants have a union. We rely 100% on our members for revenue to support our operations (staff, office space, supplies, advocacy work, etc.) All graduate teaching assistants are eligible for membership and you can arrange for easy payroll deduction of your membership dues by completing the form below. Membership dues are currently 1.4% of your salary, to be deducted from your bi-weekly paycheck. Only members can vote or participate in TAU activities including officer elections, ratifying contracts, etc. For your convenience, you can submit a member authorization via our website. To become a member of the Teaching Assistants Union, simply complete and submit the form below.

TEACHING ASSISTANTS UNION MEMBERSHIP FORM

TAU is the labor union for all graduate teaching assistants at WMU, negotiating all pay, benefits and working conditions, working for greater investment in graduate education and advocating for our members and their priorities. Current TAU membership dues are 1.4% of your semester pay. We will do our absolute best to spread your dues over multiple paychecks once you authorize payroll deduction below.

** Please note that your membership dues are our ONLY source of revenue. We are stronger with you.

* Required

Name *

Phone Number *

Preferred Mailing Address *
Some instructors prefer to receive mail in their campus mailbox, others at their home address.

Personal Email Address *
We prefer to use personal email addresses, as we often struggle with WMU's email spam filter.

Payroll Deduction Authorization *
I authorize Western Michigan University to deduct membership dues (in the amounts determined by my union) from my regular payroll paychecks. This authorization shall remain in effect until and unless revoked as set forth in the pertinent collective bargaining agreement. I understand that the manner in which I may revoke my membership and this authorization are set forth in my union's by-laws.

☐ Yes

Would you be interested in serving as a member representative to help govern the union?

☐ Yes, tell me more!

☐ Not right now. Bottom of Form

You can learn more about TAU on their website:
www.tauaft.org/
POLICIES
Definitions of Academic Honesty Violations

If a student is uncertain about an issue of academic honesty, he/she should consult the faculty member to resolve questions in any situation prior to the submission of the academic exercise. Violations of academic honesty include but are not limited to the following.

CHEATING

Definition: Cheating is intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise.

Clarification

1. Students completing any examination are prohibited from looking at another student's examination and from using external aids (for example, books, notes, calculators, conversation with other) unless specifically allowed in advance by the faculty member.

2. Students may not have others conduct research or prepare work for them without advance authorization from the faculty member. This includes, but is not limited to the services of commercial term paper companies.

FABRICATION, FALSIFICATION AND FORGERY

Definition: Fabrication is the intentional invention and unauthorized alteration of any information or citation in an academic exercise. Falsification is a matter of altering information while fabrication is a matter of inventing or counterfeiting information for use in any academic exercise or University record. Forgery is defined as the act to imitate or counterfeit documents, signatures, and the like.

Clarification

1. “Invented” information shall not be used in any laboratory experiment, report of results or academic exercise. It would be
improper, for example, to analyze one sample in an experiment and then “invent” data based on that single experiment for several more required analyses.

2. Students shall acknowledge the actual source from which cited information was obtained. For example, a student shall not take a quotation from a book review and then indicate that the quotation was obtained from the book itself.

3. Falsification of University records includes altering or forging any University document and/or record, including identification material issued or used by the University.

MULTIPLE SUBMISSION

Definition: Multiple submission is the submission of substantial portions of the same work (including oral reports) for credit more than once without authorization from instructors of all classes for which the student submits the work.

Clarification

Examples of multiple submission include submitting the same paper for credit in more than one course without all faculty members’ permission; making revisions in a credit paper or report (including oral presentations) and submitting it again as if it were new work.

PLAGIARISM

Definition: Plagiarism is the use of someone else’s language, ideas, or other material without making the source(s) evident in situations where there is a legitimate expectation of original work. Plagiarism does not occur when efforts to promptly identify sources by making source use apparent to the audience of the submitted material are obvious. Plagiarism may not necessarily include mistakes in citation style.

A legitimate expectation of original work exists for numerous circumstances, including (but not limited to): scholarly writing, technical presentations and papers, conference presentations and papers, online discussion postings, grant proposals, patents, book and other manuscripts, theses and dissertations, class assignments, artistic works, computer code, algorithms, and other creative works.
This definition applies to the entire WMU community, which includes all faculty; students; staff; visiting faculty, scholars, administrators; and any other person governed by academic research and other policies of the University.

COMPLICITY

Definition: Complicity is intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

Clarification

Examples of complicity include knowingly allowing another to copy from one’s paper during an examination or test; distributing test questions or substantive information about the materials to be tested before the scheduled exercise; collaborating on academic work knowing that the collaboration will not be reported; taking an examination or test for another student, or signing another’s name on an academic exercise.

Collaboration and sharing information are characteristics of academic communities. These become violations when they involve dishonesty. Faculty members should make clear to students expectations about collaboration and information sharing. Students should seek clarification when in doubt.

ACADEMIC COMPUTER MISUSE

Definition: Academic computer misuse is the use of software to perform work which the instructor has told the student to do without the assistance of software.
DEPARTMENT OF GEOSCIENCES INTERNSHIP POLICY

INTERNSHIP GRADUATE CREDIT (GEOS-7120)
Students occasionally have opportunities to gain direct, practical work experience through internships. The Department of Geosciences supports internship opportunities and offers credit for these experiences. Students may enroll in 2-12 credits of GEOS-7120 while participating in an internship.

TO EARN A GRADE IN GEOS 7120, THE FOLLOWING MUST BE COMPLETED:

1) The student should contact a faculty member to supervise the internship and serve as the instructor of record for GEOS 7120. This faculty supervisor will assign a grade for the course.
2) The student will obtain the form to enroll in GEOS 7120 from the main office and is responsible for obtaining all appropriate signatures.
3) The faculty supervisor must have had direct communication with the supervisor in the company or organization that offers the internship in order to confirm internship activities.
4) The student must submit a report to his/her faculty supervisor at the end of the internship period, summarizing the activities and detailing what he/she has learned.
5) The faculty supervisor will contact the company supervisor to confirm the report and obtain input on the student's performance before assigning a grade.
DEPARTMENT OF GEOSCIENCES
THESIS AND DISSERTATION POLICIES

This document summarizes what is required for successful completion of the Geosciences MS thesis and PhD dissertation requirements in terms of both student and faculty responsibilities. Exceptions to any policy item can only be granted by a majority vote of the Geosciences faculty.

1) DEFINITION OF ADVANCEMENT TO CANDIDACY (PHD PROGRAM)
A doctoral student advances to candidacy once all of the following conditions have been met: (1) the student achieves a "B" average across three core courses, (2) the student completes 3 credits of GEOS 6340 with a grade of "B" or higher, (3) the student completes 1 credit of GEOS 5010 with a grade of "B" or higher, (4) the student successfully completes 18 hours of Geosciences coursework, exclusive of cores and independent study courses, (5) the student successfully completes at two research tools, and (6) the student passes both the written and oral dissertation proposal defense.

2) Thesis and Dissertation Committees
2a. Committee Formation and Membership
A thesis or dissertation committee may be formed at any time, but no later than the end of the student's third semester of enrollment in both the MS and PhD programs. A committee is considered set once the Committee Appointment Form has been signed and filed with the Geosciences Department and the Graduate College. Changes to committee membership may be made by filing a new copy of this form with the department and the Graduate College.

A committee consists of the thesis or dissertation chairperson, plus a minimum of two additional members. All members must be full or associate members of the graduate faculty at WMU. The chairperson must be a tenured or tenure-track member of the Geosciences department faculty who is also a full member of the graduate faculty at WMU.

For MS committees, at least one member (in addition to the chairperson) must be from within the Geosciences department. The third member may be from outside of the department, college, or WMU. Any outside member will participate fully in the thesis process.

For PhD committees, at least one of the committee members must be from outside of the Geosciences department. This person may be from a related discipline, from outside the College of Arts and Sciences, or from outside of WMU. The outside member will participate fully in the dissertation process.

Both students and faculty are expected to adhere to the full policy on thesis and dissertation committees, as set forth by the WMU Graduate Catalog.

2b. Committee Responsibilities
The committee is charged with the supervision and evaluation of work toward the thesis or dissertation. This task includes but may not be limited to the following: (1) advise the student on selection and/or development of a research topic; (2) review and approve the written proposal for the thesis or dissertation; (3) evaluate and approve the oral portion of the thesis or dissertation proposal, including the public defense and closed-door examination; (4) provide consultation regarding progress on the thesis or dissertation research; (5) evaluate the final written thesis or dissertation; and (6) evaluate the oral portion of the thesis or dissertation, including the public defense and closed-door examination.
In addition, the chairperson of the committee assumes the following additional responsibilities: (1) advise the student regarding selection of other thesis or dissertation committee members; (2) routinely monitor and provide constructive feedback on student progress toward the thesis or dissertation; (3) call committee meetings and provide committee members with regular updates on the student’s progress; (4) evaluate the readiness of both the written and oral thesis or dissertation proposal for committee review and action; (5) evaluate the readiness of the final written and oral thesis or dissertation for committee review and action; (6) administer the proposal and final defense oral examinations; and (7) inform the student of the need to adhere to the Guidelines for the Preparation of Theses, Specialist Projects, and Dissertations.

The committee chairperson and all members must be present for an oral proposal examination or defense to proceed. Any committee member from outside of WMU is strongly encouraged to attend the student’s oral proposal examination and final oral defense in person. When this is not possible, the outside committee member may attend virtually, or the outside member may send questions in advance to the committee chairperson to ask on his or her behalf during the defense. In an emergency situation, a proposal examination or defense may proceed with one member missing, as long as the chairperson is present.

3) PROPOSAL AND PROPOSAL DEFENSE

The thesis or dissertation proposal is a research proposal that should at minimum contain the following elements: abstract; problem statement; specific goals, questions, or hypothesis to be addressed by the research; literature review; methods; and work completed to date. The exact structure of the document is at the discretion of the committee. A proposal has two parts: the written document and an oral defense and examination.

Once approved by the thesis or dissertation chairperson, the written proposal should be submitted to the student’s committee for review. The proposal should be submitted for committee review a minimum of two weeks before the intended date of the oral defense. The student will continue to work on the proposal until the committee is satisfied with the written document. Once the student’s committee has received the written proposal, the student may schedule his/her proposal defense by submitting the signed presentation scheduling form to the Geosciences main office (see next page). Students should schedule the presentation with the Geosciences office at least two weeks prior to the presentation date. A 2 hour block should be scheduled to accommodate the 20 minute public presentation and 20-30 minutes of public questioning, plus up to 1 hour for the closed-door oral examination. Proposal defenses may only be scheduled during the Fall, Spring, and Summer I semesters.

At the conclusion of the proposal defense presentation, students and faculty in attendance will have an opportunity to question the student about the intended research. Following the open questioning period, the student will remain with his/her committee for a closed-door oral examination. The committee chairperson will guide the examination, allowing each committee member the chance to further question the student about his/her research and general understanding of the research area. At the end of the oral examination, the committee will excuse the student and render a pass/no pass decision. At this point, students may be asked to revise the written thesis or dissertation proposal to take into account any questions or concerns raised in the oral defense. Once the proposal has been approved by the committee, the student is able to complete his or her research. If a student does not pass the oral or written proposal defense, he or she may make one additional attempt as outlined in the MS and PhD program descriptions in the WMU Graduate Catalog.
4) FINAL THESIS OR DISSERTATION DEFENSE

The final thesis or dissertation describes the full extent of the student's research and is expected to include at minimum the following elements: abstract; problem statement; specific goals, questions, or hypothesis addressed by the research; literature review; methods; results; discussion and implications; and conclusions. The exact format of the written thesis or dissertation is at the discretion of the student's committee. Like the proposal, the final thesis or dissertation has two parts: the written document and an oral defense and examination.

It is the shared responsibility of the student and the committee chair to keep all committee members informed of research progress as the student works on his/her thesis or dissertation. This regular communication will ensure that the committee has shared expectations of the project and can give the student consistent and timely feedback. Students should expect to be set multiple revisions to the written document until the committee is fully satisfied.

All program requirements (e.g., coursework, presentation and publication requirements, and seminar attendance) must be met before the oral defense may be scheduled. The final thesis or dissertation should be submitted for committee review a minimum of two weeks before the intended date of the oral defense. Once the student's committee has received the written document, the student may schedule his/her thesis or dissertation defense by submitting the signed presentation scheduling form to the Geosciences main office at least two weeks prior to the presentation date. NOTE that doctoral students must also schedule the final defense with the Graduate College a minimum of two weeks prior to the defense date. At this point (two weeks prior to the defense), a printed copy of the thesis or dissertation should be submitted to the Geosciences main office for general faculty review. Doctoral candidates should schedule a 2.5 hour block to accommodate the 50 minute presentation, 30-40 minutes of open questioning, and 1-1.5 hours of closed-door examination. Masters candidates should schedule a 2 hour block to accommodate the 30-45 minute presentation, 30-40 minutes of open questioning, and up to 1 hour of closed-door examination. Defenses may only be scheduled during the Fall, Spring, and Summer I semesters.

At the conclusion of the public defense presentation, students and faculty in attendance will have an opportunity to question the student about the intended research. Following the open questioning period, the student will remain with his/her committee for a closed-door oral examination. The committee chairperson will guide the examination, allowing each committee member the chance to further question the student about his/her research and general understanding of the research area. At the end of the oral examination, the committee will excuse the student and render a pass/no pass decision. At this point, students may be asked to revise the written thesis or dissertation to take into account any questions or concerns raised in the oral defense. If changes to the written document are required, it the committee chairperson's responsibility to ensure that these are completed prior to submitting the written document to the Graduate College. Once the written thesis or dissertation is approved by the committee, it may be submitted to the Graduate College. If a student does not pass the oral portion of the defense, he or she may make one additional attempt in a closed-door session with the thesis or dissertation committee.
Geosciences Department Presentation Scheduling Approval Form

Student’s Name: ________________________________

Presentation type:

_____ Thesis Proposal Defense

_____ Dissertation Proposal Defense

_____ Thesis Defense

_____ Dissertation Defense

Proposed presentation date: ____________________ Time: ____________________

Approval Signatures:

Signatures of the committee chairperson and members indicate that the written thesis proposal, dissertation proposal, final thesis, or final dissertation has been received and that the student is ready to schedule the oral presentation.

Committee Chairperson: __________________________ Date: ________________

Committee Member: ______________________________ Date: ________________

Committee Member: ______________________________ Date: ________________

Committee Member: ______________________________ Date: ________________

[ONLY FOR THESIS/DISSERTATION DEFENSES]: Signature of the Graduate Advisor indicates that the student has met all program requirements and may proceed with the thesis or dissertation defense.

Graduate Advisor: ________________________________ Date: ________________

********************************************************To Be Completed by Geosciences Office******************************

Received by: ________________________________ Date Received: ________________

Presentation Date/Time: ________________________ Date of Email to Faculty: ________________
Geosciences Department Presentation Scheduling Approval Form
(to be circulated at the time that the presentation is scheduled)

Student’s Name:

Presentation Title:

Abstract (250 words, maximum):
Readmission Policy

Graduate students who have been academically dismissed from the Department of Geosciences or other WMU departments may apply for readmission. The Department of Geosciences has rolling admissions for all graduate programs; thus, students may apply for admission at any time. However, students seeking readmission should submit the online application at least six weeks ahead of enrollment deadlines. Once all the required components of the application have been received/processed by WMU and attached to the online application, the student file will be considered complete and then forwarded to the Graduate Admissions Committee for review. The review process takes three weeks. Once the GAC has reached a decision, the student will be notified immediately. If accepted, the student will then need to make an appointment with the departmental graduate adviser, Dr. Heather Petcovic, to complete readmission paperwork. Once the university processes this paperwork and the academic status has been changed, the student will then need to make another appointment with the graduate adviser to enroll in courses. All of this must take place ahead of enrollment deadlines.

THE DEPARTMENT HAS ADOPTED THE FOLLOWING READMISSION POLICIES AND PROCEDURES:

- Students seeking readmission will only be considered for the MA in Earth Sciences degree program or the Certificate Program in Applied Hydrogeology.

- Applications for readmission will only be accepted through the online system. Only complete applications will be considered. To apply, click here.

- Applications received less than three weeks before the final day of the open enrollment add/drop period will only be considered for enrollment starting in the following academic semester or summer session.

- Students applying for readmission will be held to the same admission requirements as new graduate applicants. For program-specific

You can find this form on the department's website: wmich.edu/geology/academics/graduate/readmission
admission requirements please see: Applied Hydrogeology Certificate Program or MA in Earth Sciences.

- Students may re-submit materials from their original graduate study application, such as undergraduate transcripts, resume or CV, and letters of support. However, students must submit a new written statement pertaining to graduate study in the selected program, and a supplemental program application form.

- All readmitted students will be subject to the condition of maintaining a GPA of 3.0 or higher in the first academic semester of study following readmission. Other admission conditions, such as coursework deficiencies, will be determined by the Graduate Admissions Committee.

- Students may only be admitted or readmitted to Department of Geosciences graduate degree programs by a majority vote of the GAC. The vote will be tallied by the GAC chairperson, Dr. Dan Cassidy, and reported to the graduate advisor. If the GAC votes to readmit a student, the graduate advisor may approve the readmission.
GRANTS & FELLOWSHIPS
Purpose: The Graduate Student Research Grants (GSRG) were established to support graduate students engaged in independent scholarly research, scientific inquiry, inventive technology, and artistic/creative activity. GSRG are intended to help students pay distinct costs incurred in research or other scholarly projects. (The typing of theses, dissertations, and project paper, as well as the purchase of supplies and equipment commonly provided by departments or by other existing grants or funds, do NOT qualify under a GSRG.)

To be eligible for a Graduate Student Research Grant, an applicant must be: (a) admitted to a graduate degree program; (b) in good academic standing; (c) enrolled full time in the semester that the application is made; (d) the individual responsible for the research described in the project, but for purposes of research compliance, listed as student investigator; and (e) must provide documentation of approval, on University letterhead, for any project involving regulatory oversight: human subjects, animals, biohazards, DNA, etc. APPLICATIONS WILL NOT BE CONSIDERED WITHOUT THIS DOCUMENTATION. Please note: if your HSIRB protocol has expired, ALSO submit a copy of the Final Report to include with your application. Contact Julia Mays at 7. 8293 for assistance.

Grants range up to $1,000. Interdisciplinary projects are encouraged and may include a letter of support from a second department. Students may also apply simultaneously for up to $600 of additional support to defray the costs of international travel associated with the research project. Any amount awarded will depend, in part, on the number of applications received and the budget available and, in part, on the priority given the application by the Review Committee. Not all applications may be selected for funding and not all applicants may receive the amount of funding requested.

It is anticipated that proposals receiving awards culminate in a peer-reviewed publication. An enrolled WMU graduate student may receive a maximum of two research or travel grants per degree program, with grants being disbursed during the academic year in which they are awarded.

READ CAREFULLY: Applicants must use the interactive applications available online. Except for the student’s signature, the application must NOT be handwritten. Incomplete applications or applications on forms from previous academic years will be returned to the applicant without being reviewed. Unsuccessful applicants may submit another application within the same year for the same project. Applicants must sign the application and provide all requested documentation.

TO APPLY: Submit one signed original application (pages 1-4), including all attachments and the Checklist to graduate-center@wmich.edu, before 5 p.m. on the deadline date given below. Do not include this information page. The letter of support/evaluation from your advisor or another faculty member should also be submitted on University letterhead by the deadline in a separate email to graduate-center@wmich.edu Both the application and the letter of support/evaluation MUST be in PDF format. Submit questions or concerns to Dr. Marianne Di Pierro at marianne.dipierrro@wmich.edu DO NOT submit applications to her.

<table>
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<td>Thursday, Sept. 29, 2016</td>
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</tr>
<tr>
<td>Tuesday, Apr. 11, 2017</td>
<td></td>
</tr>
</tbody>
</table>

Applicants will receive confirmation regarding award status approximately six weeks after the application deadline date (not after the date the application is submitted).

rev. 5/12/2016
Please fill in all information requested (TYPE ONLY):

First Name: .............................................. Last Name: ..............................................

Middle Name: .............................................. WMU WIN Number: ..............................................

Student Email Address: ..............................................

Email Address for Faculty writing letter of support:

Degree level: □ master’s □ specialist □ doctoral

Were you previously awarded a research or a travel grant under your current degree level? □ yes □ no

Indicate the award deadline for which you are applying:

Year 2015–16 □ September 22, □ January 29, □ April 11

• Identify the semester(s)/sessions(s) in which the research will take place:

• Indicate the number of credit hours in which you are currently enrolled: (If you are on an assistantship and under enrolled, be certain to secure documentation of approval for under enrollment; email, letter, etc.)

Graduate Program (Curriculum):

Department:

Title of Project:

• Has this project been submitted for review for research compliance: HSIRB/ IACUC/ Recombinant DNA Safety Committee/ Radiation Safety Committee?

□ Yes (If YES: check below which body reviewed the project. (See Checklist for more information.)

□ HSIRB □ IACUC □ IBC □ RSC

□ No

• Are you the sole or principal investigator in this research project?

□ No □ Yes, but for purposes of research compliance application listed as student investigator.

□ No (If no, explain below your role in this research project.)

• What amount of grant support are you requesting? $[ ] (maximum $1,000).

• □ Applying for Graduate Student Association (GSA) supplemental grant up to $600 to support international travel for research. Indicate the amount for which you are applying: $[ ]

(Be sure to include these expenses in your budget in Attachment C.)
• Is this research connected to a dissertation or thesis?
  □ yes  □ no

• Please list any other financial support you have received for this project, INCLUDING THE AMOUNT:

• Please list any other financial support you have sought for this project, INCLUDING THE AMOUNT:

PAYMENT OF AWARD

Graduate Student Research Grants are processed through a departmental fund and cost center and are not paid directly to the recipient’s University account.

SIGNATURE OF AGREEMENT

By my signature in the space below, I affirm that I have truthfully completed this application as accurately and completely as possible. I also accept and acknowledge all conditions of the award for which I am applying, and acknowledge that I must meet all conditions of eligibility, including required enrollment, in order to receive an award from the Graduate Student Research Fund.

IMPORTANT: Please print off, sign, scan the signature page back into the application in order to include this page with your application. Electronic signatures are NOT permitted.

__________________________________________
Signature of Applicant

____________________________
Date
ATTACHMENTS
Label clearly and place in order. Narrative material may be single- or double-spaced but should not exceed the stated page limitations.

A: Project Description (4 pages maximum for this section, including references)
The description should include the following:
1. a brief description of your research project, including a statement of your primary objectives,
2. a background statement that places your project in context within your discipline, including a succinct summary of relevant works by others in the field and bibliographical references if appropriate (please provide references for all works cited—it is not necessary to provide your entire bibliography),
3. the methods, procedures, or techniques to be used to accomplish the research,
4. the significance of your research or creative activity and the results expected upon completion,
5. any peer-reviewed publications to which the research is expected to be submitted.

Please target your description to a general scholarly audience rather than to a specialist in your field. The Research and Travel Grants Review Committee is composed of faculty representing each of the University colleges, and of graduate student representatives. While the committee’s collective wisdom is extensive, it is not comprehensive regarding research processes within each of the disciplines represented in the University. Thus, the committee relies upon the information contained in your description to make funding determinations.

B: Resources Required to Complete Project (1 page maximum)
Describe staff, equipment, and software needs, as well as any other required services or resources. With regard to equipment, distinguish between new equipment being requested for the project and those resources available from other sources. Note that Graduate Student Research Grants cannot be spent to build college or departmental infrastructures.

C: Project Budget (1 page maximum)
Detail the entire cost of the project even if it exceeds the amount of funding requested. List all applicable resource costs that could be incurred by the project and indicate which items are being requested from the Graduate Student Research Fund. (For mileage expenses, use the current IRS mileage rate of $0.56/mile.)

D: Timeline to Completion (1 page maximum)
Describe in detail the timeline to complete the activities detailed in the project description.

E: Research Compliance Approval Letter on University Letterhead ONLY: If the HSIRB protocol has expired, also include a copy of the Final Report. Contact Julia Mays at 7. 8293. (IMPORTANT)

F: Letter of Support/Evaluation (in PDF format)
Please request that your advisor or another faculty member familiar with your project write a letter of support/evaluation for your project on University letterhead, and send it directly to graduate-center@wmich.edu in PDF format by the application deadline. DO NOT send the letter to Dr. Marianne Di Pierro.

The letter must clearly address the following elements:
1. The student’s name;
2. The purpose that the letter of support/evaluation is for an application for a Graduate Student Research Grant;
3. The significance of the project;
4. The feasibility of completing it in the stated time frame with the requested resources; and
5. The applicant’s qualifications for carrying out the project.
6. Department fund and cost center number.

IMPORTANT: Applications are routed automatically.

Label the PDF document AND the e-mail SUBJECT HEADING as follows:
GSRG-(Application or Letter)-Student’s FirstName LastName. See examples at the end of page 4.
GSRG Checklist

Note: It is the student’s responsibility to coordinate ALL requirements of this application. Please make sure all materials are organized in the exact order indicated below in the Checklist:

☐ Graduate Student Research Grant Application

Attachments
☐ A: Project Description
  ☐ A1
  ☐ A2
  ☐ A3
  ☐ A4
  ☐ A5

☐ B: Resources Required to Complete Project
☐ C: Project Budget
☐ D: Timeline to Completion
☐ E: Research Compliance Approval Letter and ALSO Final Report if HSIRB letter has expired

☐ Non-applicable  ☐ HSIRB  ☐ IACUC  ☐ IBC  ☐ RSC

☐ Attachments are clearly labeled
☐ Attachments are placed in the order specified in the Checklist

☐ Application and attachments are placed into ONE, SINGLE, PDF document

☐ Ensure that you request a letter of support/evaluation on University letterhead from your advisor or another faculty member as early as possible. (Faculty to send letters in PDF to graduate-center@wmich.edu in a separate document by the deadline. Please include the department fund and cost center number. See instructions in "Attachment F" section for e-mail subject heading.)

☐ E-mail subject heading is correct
☐ Ensure that your letter approving under enrollment (if applicable) is attached.
☐ Print off, sign, scan the signature pages, including the checklist page, back into the application. Electronic signatures are NOT permitted.

Signature of Applicant ___________________________ Date ________________

ATTENTION:
Only complete applications will be reviewed. In order for an application to be considered complete:
1. All attachments must be clearly labeled.
2. Placed into the same order indicated in the Check List.
3. Place entire application (pgs. 1-4), including attachments, into ONE, SINGLE, PDF document.
4. Send the ONE, SINGLE PDF document to graduate-center@wmich.edu by the deadline.

Label the PDF document AND the e-mail SUBJECT HEADING as follows:
GSRG-(Application or Letter)-Your First and Last Name
Example 1: GSRG-Application-Mary Jones,  Example 2: GSRG-Letter-Mary Jones

- 4 -
WESTERN MICHIGAN UNIVERSITY

THE GRADUATE COLLEGE

2016–17 GRADUATE STUDENT TRAVEL GRANTS

Purpose: The Graduate Student Travel Grants (GSTG) were established to support graduate students engaged in independent scholarly research, scientific inquiry, inventive technology, and artistic/creative activity. Graduate Student Travel Grants support graduate student travel to meetings or events sponsored by professional organizations for the purpose of reporting the results of their research, exhibiting or performing creative works, or otherwise disseminating results of their scholarly activity. GSTG do NOT cover conference attendance for other purposes (e.g., as a non-presenting attendee or workshop participant; to participate in a group performance; to undertake foreign study), nor to present the findings of another’s scholarly work. The applicant for a Travel Grant must have been the sole or principal investigator of the research project (PI) (but for purposes of research compliance, listed as student investigator), author, or performer of the artistic/creative activity, and must have been the individual invited or selected to make the presentation.

To be eligible for a GSTG, an applicant must be: (a) admitted to a graduate degree program; (b) in good academic standing; (c) enrolled full time in the semester the application is made; (d) the invited presenter; and (e) provide documentation of approval, on University letterhead, for any project involving regulatory oversight: human subjects, animals, biohazards, DNA, etc. APPLICATIONS WILL NOT BE CONSIDERED WITHOUT THIS DOCUMENTATION. (Please note: if your HSIRB protocol has expired, ALSO submit a copy of the Final Report with your application. Contact Julia Mays at 7. 8293.)

Grants will range up to $700 and up to $900 for travel to Alaska and Hawaii. Students may ALSO apply simultaneously for up to $600 of additional support for international travel. Any amount awarded will depend, in part, on the number of applications received and the budget available and, in part, on the priority given the application by the Review Committee. Not all applications may be selected for funding and not all applicants may receive the amount of funding requested. Note: students may apply for travel funding AFTER the travel has taken place but must do so in the VERY NEXT grant cycle following that travel. Grant applications that surpass this "next-cycle" procedure following the travel will not be accepted. An enrolled WMU graduate student may receive a maximum of two research or two travel grants per degree program, with grants being disbursed during the academic year in which they are awarded.

READ CAREFULLY: Applicants must use the interactive application available online. Except for the student’s signature, the application must NOT be hand written. Incomplete applications or applications on forms from previous academic years will be returned to the applicant without being reviewed. Unsuccessful applicants may submit another application for the same travel.

TO APPLY: Submit one signed original application (pages 1-5), including all attachments and the Checklist, to graduate-center@wmich.edu, before 5 p.m. on the deadline date given below. Do not include this information page. The letter of support/evaluation from your advisor or another faculty member should also be submitted on University letterhead by the deadline in a separate email to graduate-center@wmich.edu. Both the application and the letter of support/evaluation MUST be in PDF format. Submit questions or concerns to Dr. Marianne Di Pierro at marianne.dipierro@wmich.edu. DO NOT submit applications to her.

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</tr>
</tbody>
</table>

Applicants will receive confirmation regarding award status approximately six weeks after the application deadline date (not after the date the application is submitted).

Rev. 5/24/2016

You can find this on the Graduate College’s website (wmich.edu/grad/fellowships-grants): Look for the “Grants” section and then click on “Graduate student travel grant”
2015–16 Graduate Student Travel Grant Application

Please fill in all information requested (TYPE ONLY):

First Name: ____________________________ Last Name: ____________________________

Middle Name: ____________________________ WMU WIN Number: ______________________

Student Email Address: ____________________________

Email Address for Faculty writing letter of support: ____________________________

Degree level: ☐ master’s ☐ specialist ☐ doctoral

Were you previously awarded a research or a travel grant under your current degree level? ☐ yes ☐ no

Indicate the award deadline for which you are applying:

Year 2015–16 ☐ September 22, ☐ January 29, ☐ April 11

Indicate the number of credit hours in which you are currently enrolled: ____________________________

(If you are on an assistantship and under enrolled, be certain to secure documentation of approval for under enrollment; email, letter, etc.)

Graduate Program (Curriculum):

Department: ____________________________

Title of Project: ____________________________

• Indicate the type of activity(ies) in which you will engage:

☐ Panel Presentation
☐ Paper Presentation
☐ Poster Presentation
☐ Artistic Performance
☐ Artistic Demonstration
☐ Other (Please specify):

Please explain your responsibilities in the above activities and the length of time allocated for your presentation, performance, or exhibit.

• Has this project been submitted for review for research compliance: HSIRB/IACUC/ Recombinant DNA Safety Committee/ Radiation Safety Committee?

☐ Yes (If YES: check below which body reviewed the project. (See Checklist for more information.)

☐ HSIRB ☐ IACUC ☐ IBC ☐ RSC

☐ No
• Amount of grant support requested: $[ ] ($700 maximum) or $900 for travel to Alaska, Hawaii

• [ ] Apply for Graduate Student Association (GSA) supplemental grant up to $600 for international travel to present research. Indicate the amount for which you are applying: $[ ]

**Be sure to include these expenses in your budget in the section below.**

Please itemize your travel budget. Confirm costs with providers. Give all expenses for each category, even if the total exceeds the maximum grant amount.

**Allowable Expenses**

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation (airfare)</td>
<td>$[ ]</td>
</tr>
<tr>
<td>Transportation (ground)</td>
<td>$[ ]</td>
</tr>
<tr>
<td>Parking</td>
<td>$[ ]</td>
</tr>
<tr>
<td>Meals (maximum: 3 days at $45 per day)</td>
<td>$[ ]</td>
</tr>
<tr>
<td>Lodging (maximum: 2 nights and $400 limit)</td>
<td>$[ ]</td>
</tr>
<tr>
<td>Conference registration fee</td>
<td>$[ ]</td>
</tr>
</tbody>
</table>

**Total Budget** $[ ]

Use IRS mileage rate of $0.575/mile for use of personal vehicle for travel in 2015—rate will adjust for 2016.

The combination of support received from a Graduate Student Travel Grant and any other source(s) must not exceed the total expense.

Please list any other funding you have received for this travel, INCLUDING THE AMOUNT:

Please list any other funding you have sought for this travel, INCLUDING THE AMOUNT:

• Indicate the semester or session the travel will take place or has already taken place.
  - [ ] Fall
  - [ ] Spring
  - [ ] Summer I
  - [ ] Summer II

• Identify the name, place and dates of the conference/meeting where you will present/perform/exhibit.

• Please identify (give URL for) the official conference website.
PAYMENT OF AWARD

Graduate Student Travel Grants are paid directly to the recipient's University account unless the Graduate College determines that a grant be paid to a student's department. Expenses for academic research and travel are not considered tax-deductible "qualified educational expenses" (see IRS Publication 970, "Tax Benefits for Education," chapter 1). As such, any grant you receive may be reported to the IRS as taxable income. Also, if you have received student loans during the academic year in which you apply for this grant, any grant you receive may be partially directed to paying back your student loan(s) or may reduce the amount of loan received.

- Please indicate below whether or not you will have student loans during the semester of this application:
  □ yes □ no

- Please indicate below if you are currently receiving tuition and/or other educational expense support from a third party, including foreign governments:
  □ yes □ no

SIGNATURE OF AGREEMENT

By my signature in the space below, I affirm that I have truthfully completed this application as accurately and completely as possible. I also accept and acknowledge all conditions of the award for which I am applying, and acknowledge that I must meet all conditions of eligibility, including required enrollment, in order to receive an award from the Graduate Student Travel Fund.

IMPORTANT: Please print off, sign, scan the signature page back into the application in order to include this page with your application. Electronic signatures are NOT permitted.

__________________________  ________________________
Signature of Applicant       Date

ATTACHMENTS

Clearly label and place in order. Narrative material may be single-or-double-spaced but should not exceed the stated page limitations.

A: Submission Materials

1. Copy of the call for papers/performers/exhibitors (if necessary, contact the conference organizers to obtain this).

2. Copy of materials submitted to the sponsoring organization for selection.

3. Letter of invitation from the sponsoring organization to present/perform/exhibit. We must have proof that your participation in the sponsored event is confirmed at the time of application.

- 3 -
B: Description of Presentation/Performance/Exhibition (4 pages maximum for both B1 & 2, including references)

1. An abstract, program notes, or other concise description of your presentation, performance, or exhibition.*

2. A background statement that places your project in context within your discipline, including a summary of relevant works by others in the field and bibliographical references if appropriate (please provide references for all works cited).

*Your description should not simply replicate attachment A2. Instead, please target your description to a general scholarly audience rather than to a specialist in your field. The research and travel grants selection committee is composed of faculty representing each of the University’s colleges and graduate student representatives. While the committee’s collective wisdom is extensive, it is not comprehensive regarding each of the disciplines represented in the University. Thus, the committee relies upon the information contained in your description in making its funding determinations.

C: Research Compliance Approval Letter on University Letterhead ONLY: If the HSIRB protocol has expired, ALSO submit a copy of the Final Report with this application. Contact Julia Mays at 7. 8293.

D: Letter of Support/Evaluation (in PDF format)

Please request that your advisor or another faculty member familiar with your project write a letter of support/evaluation for your project on University letterhead, and send it directly to graduate-center@wmich.edu in PDF format by the application deadline. DO NOT send the letter to Dr. Marianne Di Pierro.

The letter must clearly address the following elements:

1. The student’s name;
2. The purpose that the letter of support/evaluation is for an application for a Graduate Student Travel Grant;
3. The significance of the project;
4. The student’s role in the project;
5. The significance of the conference or event where the project will be presented; and
6. Selectivity level of the conference or event (e.g., the main national conference in our field, highly competitive with less than half of submissions accepted, etc.).

IMPORTANT: Applications are routed automatically.
Label the PDF document AND the e-mail SUBJECT HEADING as follows:
GSTG-(Application or Letter)-Your First and Last Name.

Labeling Examples:

Labeling the APPLICATION document as: GSTG-Application-Mary Jones

Labeling the LETTER OF SUPPORT document as: GSTG-Letter-Mary Jones
GSTG Checklist

Note: It is the student’s responsibility to coordinate all requirements of this application. Please make sure all materials are organized in order as indicated below:

☐ Graduate Student Travel Grant Application

Attachments

☐ A: Submission Materials
  ☐ A1  ☐ A2  ☐ A3

☐ B: Description of Presentation/Performance/Exhibition
  ☐ B1  ☐ B2

☐ C: Research Compliance Approval Letter AND Final Report if HSIRB letter has expired.
  ☐ Non-applicable  ☐ HSIRB  ☐ IACUC  ☐ IBC  ☐ RSC

☐ Attachments are clearly labeled

☐ Attachments are placed in the order specified in the Checklist

☐ Application and attachments are placed into ONE, SINGLE, PDF document

Ensure that you request a letter of support/evaluation on University letterhead from your advisor or another faculty member as early as possible. (Faculty to send letters in PDF to graduate-center@wmich.edu as a separate document by the deadline. See instructions in "Attachment D" section for e-mail subject heading.)

☐ E-mail subject heading is correct

☐ Attach letter of approval for under enrollment, if applicable.

☐ Print off, sign, scan the signature pages, including the checklist page, back into the application. Electronic signatures are NOT permitted.

☐ CHECK LIST COMPLETE

Signature of Applicant ___________________________ Date ___________________________

ATTENTION:
Only complete applications will be reviewed. In order for an application to be considered complete:
1. All attachments must be clearly labeled.
2. Placed into the same order indicated in the Check List.
3. Place entire application (pgs. 1-5), including attachments into ONE, SINGLE, PDF document.
4. Send the ONE, SINGLE PDF document to graduate-center@wmich.edu by the deadline.

Label the PDF document AND the e-mail SUBJECT HEADING as follows:
GSTG-(Application or Letter)-Your First and Last Name
Example 1: GSTG-Application-Mary Jones, Example 2: GSTG-Letter-Mary Jones
2016-17 Gwen Frostic Doctoral Fellowship

NOTE: THIS APPLICATION HAS CHANGED

Deadline: 5:00 p.m., Monday, November 14, 2016

The Graduate College announces the Fall 2016 competition for the Gwen Frostic Doctoral Fellowships, which are funded generously from an endowment made possible by the late poet, artist, and naturalist, Gwen Frostic, a WMU alumna, Class of 1929. Awards are given to assist recipients with the completion of doctoral dissertations in ALL disciplines at WMU.

Eligibility:

Nominees must have a Dissertation Proposal Approval Form (NOT THE PROPOSAL) filed with the Graduate College, and must be (a.) in good academic standing; (b.) an enrolled student; (c.) will have met the residency requirement, if applicable; be enrolled full time in two consecutive semesters in an academic year; enrollment in both summer sessions is equivalent to one semester; and (d.) demonstrate progress toward degree completion.

Selection Criteria:

Proposals are competitive and should reflect a significant contribution to the field; should place the research within the context of current literature; demonstrate how the scholarship advances the field; represents sound methodology, scope, theoretical framework; and be well written for review by a general audience.

Award:

Frostic Doctoral Fellowships of up to $4,000 will be disbursed to recipients for defraying education expenses, including (a.) tuition and fees; (b.) cost of research materials, and travel. Funds must be spent in the calendar year (365 days) following disbursement of the award, which terminates when the doctoral degree has been conferred upon an award recipient.
Western Michigan University  
2016–17 Gwen Frostic Doctoral Fellowship

Faculty Nomination Process:

The student is nominated by the dissertation advisor OR the department/graduate program advisor OR the department chair via ONE Letter of Nomination (on University letterhead) indicating: (a.) significance of the dissertation research as it is situated in the respective discipline; (b.) the student’s academic/scholarly accomplishments; (c.) the scholarly scientific promise of the student; and (d.) any other elements that will distinguish the student's nomination. The letter should also include the name of ONE additional faculty member who may be contacted during the application process. Send letters directly in PDF to graduate-center@wmich.edu. Label as follows:

Letter-Frostic-STUDENT’S FIRST AND LAST NAME

Repeat this information in the Subject Heading of your email. Please do not send letters to Dr. Di Pierro.

Student Nominee Process:

It is the student’s responsibility to coordinate all requirements of this application. Please make sure all materials in the student nominee process - Parts A, B, and C (Sections 1-6) - are organized in order as indicated below.

Do not include the instruction pages in your application. Nominees must submit ONE, SINGLE PDF file including: (A) the Application Form, (B) the Dissertation Proposal Approval Form, and (C) Sections 1-6. NOTE: Sections 1-3 must NOT exceed 8 pages in length double-spaced, INCLUDING REFERENCES. Use 12-point font, Times New Roman or Calibri. Each respective section should address the following:

Section 1: His/Her qualifications for the Fellowship
Section 2: The venue in which the research has been or will be presented or recognized in publications, presentations, and by awards, etc.
Section 3: A summary of the proposal/prospectus, suitable for an audience of non-experts or for a general readership. This summary, which must be clearly labeled and placed in order, should include the following elements:

3-a. A statement of the problem
3-b. Purpose of the research
3-c. Significance/Innovativeness of the research
3-d. Description of the method
3-e. Description of the project within the disciplinary context and relevant literature
3-f. Brief statement that addresses why the project is worthy of the award
3-g. A budget for expenses directly related to the dissertation
3-h. Timeline to completion of the utilization of funding

Section 4: A current curriculum vitae
Section 5: Letter from Research Compliance, on University letterhead only, if research involves human subjects, hazardous materials, DNA, animals, etc.
Section 6: Checklist (with student’s signature: do NOT type your signature)

Submission Instructions: Please assemble ALL materials (Parts A, B, and C) into ONE, SINGLE PDF file and send electronically ONLY to graduate-center@wmich.edu by 5:00 p.m. on Monday, November 14, 2016. Please do not send applications to Dr. Di Pierro.
Western Michigan University
2016–17 Gwen Frostic Doctoral Fellowship

Application

First Name: 

Last Name: 

Middle Initial: 

WMU WIN Number: 

Student’s WMU E-mail Address: 

Current GPA: 

Total of 7300 Hours Enrolled: 

Department: 

Degree Program Name: 

Title of Dissertation: 

E-mail Address of Faculty Writing Letter of Nomination: 

Date of Admission to Your Doctoral Program: 

Date of First Enrollment in 7300 Hours: 

1. Will you be able to complete the dissertation during the award period (Fall 2016 - Fall 2017)? 

2. Has this project been submitted for review for research compliance: HSIRB/ IACUC/ Recombinant DNA Safety Committee/ Radiation Safety Committee? 

3. If Yes: Check below which body reviewed the project. (See checklist for information).

☐ HSIRB ☐ IACUC ☐ RDSC ☐ RSC ☐ N/A 

4. Have you received departmental funding (NOT a DA, DGA or GA) for your dissertation research? 

5. If yes, indicate the amount. Put N/A if not applicable. 

6. Do you currently hold a DA, DGA or GA position? 

Western Michigan University
2016–17 Gwen Frostic Doctoral Fellowship

7. Have you previously received any other source of funding for your dissertation research?

8. If yes, indicate the name(s) of the source(s) and the amount(s) awarded. If no, put N/A.

ATTENTION:

Only complete applications will be reviewed. In order for an application to be considered complete:

1. All attachments must be clearly labeled.

2. All attachments must be placed into the same order indicated in the Check List.

3. Place the Application Form, the Dissertation Proposal Approval Form, and Sections 1-6 into ONE, SINGLE PDF document.

4. Send the ONE, SINGLE PDF document to graduate-center@wmich.edu by the deadline.

Label the PDF document as follows:
Application - Frostic - Student's FIRST AND LAST NAME
Repeat this information in the Subject Heading of your email.
PAYMENT OF AWARD:

The Gwen Frostic Doctoral Fellowship monies are paid directly to the recipient's University account. Expenses for academic research and travel are not considered tax-deductible "qualified educational expenses" (see IRS Publication 970, "Tax Benefits for Education," chapter 1). As such, any grant you receive may be reported to the IRS as taxable income. Also, if you have received student loans during the academic year in which you apply for this grant, any grant you receive may be partially directed to paying back your student loan(s) or may reduce the amount of loan received.

Please indicate below whether or not you will have student loans during the semester of this application:

☐

Please indicate below if you are currently receiving tuition and/or other educational expense support from a third party, including foreign governments:

☐

SIGNATURE OF AGREEMENT:

I have truthfully completed this application as accurately and completely as possible. I also accept and acknowledge all conditions of the award for which I am applying, and acknowledge that I must meet all conditions of eligibility, in order to receive an award from the Gwen Frostic Doctoral Fellowships.

IMPORTANT: Please print off, sign, scan the signature page back into the application in order to include this page with your application. Electronic signatures are NOT permitted.

Signature of Nominee: ___________________________ Date: ___________________________
Western Michigan University
2016–17 Gwen Frostic Doctoral Fellowship

Gwen Frostic Doctoral Fellowship Checklist

☐ A) The Gwen Frostic Doctoral Fellowship Application Form
☐ B) The Dissertation Proposal Approval Form
☐ Section 1: His/Her qualifications for the Fellowship
☐ Section 2: The venue in which the research has been or will be presented or recognized in publications, presentation, and by awards, etc.
☐ Section 3: A summary of the proposal/prospectus that includes the following elements:
  3-a. A statement of the problem
  3-b. Purpose of the research
  3-c. Significance/Innovativeness of the research
  3-d. Description of the method
  3-e. Description of the project within the disciplinary context and relevant literature
  3-f. Brief statement that addresses why the project is worthy of the fellowship
  3-g. A budget for expenses directly related to the dissertation
  3-h. Timeline to completion of the utilization of funding
☐ Section 4: A current curriculum vitae.
☐ Section 5: Letter from Research Compliance, on University letterhead only, if applicable
☐ Section 6: Checklist (with student’s signature: do NOT type your signature)
  ☐ Attachments are clearly labeled
  ☐ Attachments are placed in the order specified in the Checklist
  ☐ Application and attachments are placed into ONE, SINGLE PDF document
  ☐ Ensure Letter of Nomination is sent to graduate-center@wmich.edu by deadline (on University letterhead)
  ☐ Letter of Approval or other document (e.g. email, etc.) for under enrollment, if applicable
☐ CHECK LIST COMPLETE
☐ APPLICATION COMPLETE

Signature of Nominee: ___________________________ Date: ___________________________
2017 Dissertation Completion Fellowship Application

NOTE: THIS APPLICATION HAS CHANGED
Deadline: 5:00 p.m., Monday, March 13, 2017

The Graduate College offers Dissertation Completion Fellowships to WMU doctoral students for up to one year (two semesters and two sessions). This is awarded in open competition on the basis of superior scholarly achievement and quality of proposed dissertation project, to assist full-time doctoral students with the completion of their dissertations.

The Fellowship pays a stipend up to the equivalent of a Doctoral Associateship (\$20,956 per year) and also pays the Fellow's tuition for 1-6 hours per semester and 1-3 hours per session, depending on how many hours of 7300 the Fellow has yet to complete.

1. One-year Fellowships typically begin in Summer II and extend through the following Summer I.

2. If the Fellow graduates during the fellowship period, the award terminates upon graduation.

3. Fellows may not hold additional employment external to WMU of more than 10 hours per week during the period of the fellowship.

Rev. June/2016

You can find this on the Graduate College's website (wmich.edu/grad/fellowships-grants): Look for the "Fellowships" section and then click on "Graduate College dissertation completion fellowship"
Eligibility:

Recipients must be full-time doctoral candidates within one year of graduation who can demonstrate at the time of application the completion of the following requirements:

1. Superior academic achievement

2. Admission to Doctoral Candidacy: The designation of "candidacy" means that students have an approved dissertation committee; approved dissertation proposal; completed all courses and program requirements, with the exception of the dissertation; completed all research tools; completed all qualifying or comprehensive examinations.

Faculty Nomination Process:

The student is nominated by the dissertation advisor OR the department/graduate program advisor OR the department chair via ONE Letter of Nomination (on University letterhead) indicating: (a.) significance of the dissertation research as it is situated in the respective discipline; (b.) the student’s academic/scholarly accomplishments; (c.) the scholarly/scientific promise of the student; (d.) any other elements that will distinguish the student’s nomination; and (e.) a specific time line for each chapter of the dissertation that indicates the percentage of completion for the following elements: research; writing; committee review; and a time line for completion of the dissertation leading to date of defense and date of graduation. The letter should include the name of ONE additional faculty member who may be contacted during the application process. Send letters in PDF directly to graduate-center@wmich.edu. Please DO NOT send letters to Dr. Di Pierro.

Label the PDF letter of nomination document as follows:
Letter-DCF-STUDENT’S FIRST AND LAST NAME
Repeat this information in the Subject Heading of your email.
Western Michigan University
2016–17 Dissertation Completion Fellowship

Student Application Process:

It is the student's responsibility to coordinate all requirements of this application. Please make sure all materials - Parts A, B, C, and D (Sections 1-6) - are organized in order as indicated below.

Do not include the instruction pages in your application. Applicants must submit ONE, SINGLE PDF file including: (A) the Application Form, (B) the Dissertation Proposal Approval Form, (C) Candidacy Form, and (D) Sections 1-6. NOTE: Sections 1-3 must NOT exceed 8 pages in length double-spaced, INCLUDING REFERENCES. Use 12-point font, Times New Roman or Calibri. Each respective section should address the following:

Section 1: His/Her qualifications for the Fellowship
Section 2: The venue in which the research has been or will be presented or recognized in publications, presentations, and by awards, etc.
Section 3: A summary of the proposal/prospectus, suitable for an audience of non-experts or for a general readership. This summary, which must be clearly labeled and placed in order, should include the following elements:

3-a. A statement of the problem
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3-g. Timeline to completion of the utilization of funding

Section 4: A current curriculum vitae
Section 5: Letter from Research Compliance, on University letterhead only, if research involves human subjects, hazardous materials, DNA, animals, etc.
Section 6: Checklist (With Student’s Signature: do NOT type your signature)

Submission Instructions: Please assemble ALL materials (Parts A, B, C, and D) into ONE, SINGLE PDF file and send electronically ONLY to graduate-center@wmich.edu by 5:00 p.m. on Monday, March 13, 2017. Please do not send applications to Dr. Marianne Di Pierro. You may direct questions or concerns to Dr. Marianne Di Pierro, Director, Graduate Center for Research and Retention via phone at 7.8249 or via email: marianne.dipierro@wmich.edu.

Label the PDF application document as follows:

Application-DCF-STUDENT'S FIRST AND LAST NAME

Repeat this information in the Subject Heading of your email.
# Western Michigan University

## 2016-17 Dissertation Completion Fellowship

### Application

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Last Name:</th>
<th>Middle Initial:</th>
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<tr>
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<table>
<thead>
<tr>
<th>WMU WIN Number:</th>
<th>Student's WMU E-mail Address:</th>
<th>Current GPA:</th>
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<table>
<thead>
<tr>
<th>Total of 7300 Hours Enrolled:</th>
<th>Department:</th>
<th>Degree Program Name:</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Title of Dissertation:</th>
</tr>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>E-mail Address of Faculty Writing Letter of Nomination:</th>
</tr>
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<table>
<thead>
<tr>
<th>Date of Admission to Your Doctoral Program:</th>
<th>Date of First Enrollment in 7300 Hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Will you be able to complete the dissertation during the award period (Summer II '17 - Summer I '18)?

   [ ]

2. Has this project been submitted for review for research compliance: HSIRB/ IACUC/ Recombinant DNA Safety Committee/ Radiation Safety Committee?

   [ ]

3. If Yes: Check below which body reviewed the project. (See checklist for information).

   [ ] HSIRB  [ ] IACUC  [ ] RDSC  [ ] RSC  [ ] N/A

4. Have you received departmental funding for your dissertation research?

5. If yes, indicate the amount. Put N/A if not applicable.

   [ ]
6. Have you previously received any other source of funding for your dissertation research?

7. If yes, indicate the name(s) of the source(s) and the amount(s) awarded. If no, put N/A.

ATTENTION:

Only complete applications will be reviewed. In order for an application to be considered complete:

1. All attachments must be clearly labeled.
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3. Place the Application Form, the Dissertation Proposal Approval Form, and Sections 1-6 into ONE, SINGLE PDF document.
4. Send the ONE, SINGLE PDF document to graduate-center@wmich.edu by the deadline.

Label the PDF application document as follows:
Application-DCF-Student's FIRST AND LAST NAME
Repeat this information in the Subject Heading of your email.

SIGNATURE OF AGREEMENT:

I have truthfully completed this application as accurately and completely as possible. I also accept and acknowledge all conditions of the award for which I am applying, and acknowledge that I must meet all conditions of eligibility, in order to receive an award from the Dissertation Completion Doctoral Fellowships.

Signature of Nominee: ___________________________ Date: ___________________________
Western Michigan University
2016–17 Dissertation Completion Fellowship

Agreement:

Your signature below indicates your agreement to the following conditions should you be selected to receive a WMU Dissertation Completion Fellowship.

Conditions of Fellowship

* Register each term for 1 to 6 hours of 7300 as specified by the Graduate College according to the terms of this award. The tuition award provided by the fellowship may not be used to cover enrollment other than in 7300.

* Accept no other University appointment (fellowship or assistantship) or University employment during the period of the WMU Dissertation Completion Fellowship without the knowledge and consent of the Graduate College.

* Accept no external appointment (fellowship or assistantship) during the period of the WMU Dissertation Completion Fellowship without the knowledge and consent of the Graduate College.

* Undertake no other external gainful employment outside of Western Michigan University requiring more than 10 hours of service per week without the knowledge and consent of the Graduate College.

* Arrange a progress meeting with the graduate dean near the end of each session or semester to discuss progress to date.

I have truthfully completed this application as accurately and completely as possible. I also accept and acknowledge all conditions for acceptance of the Dissertation Completion Fellowship.

Signature of Nominee:  

Date:
Checklist:

☐ A) The Dissertation Completion Fellowship Application Form
☐ B) The Dissertation Proposal Approval Form
☐ C) Candidacy Form
☐ Section 1: His/Her qualifications for the Award
☐ Section 2: The venue in which the research has been or will be presented or recognized in publications, presentation, and by awards, etc.
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   3-a. A statement of the problem
   3-b. Purpose of the research
   3-c. Significance/Innovativeness of the research
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   3-g. Timeline to completion of the utilization of funding
☐ Section 4: A current curriculum vitae.
☐ Section 5: If applicable, letter from Research Compliance (on University letterhead only)
☐ Section 6: Checklist (With Nominee’s Signature: do NOT type your signature)
☐ Attachments clearly labeled
☐ Attachments are placed in the order specified in the Checklist
☐ Application and attachments are placed into ONE, SINGLE PDF document
☐ Ensure Letter of Nomination is sent to graduate-center@wmich.edu by deadline
☐ Letter of Approval or other document (e.g. email, etc.) for under enrollment, if applicable
☐ CHECK LIST COMPLETE
☐ APPLICATION COMPLETE

Signature of Nominee: ____________________________________________________________
Date: ________________________________________________________________________
GOOD TO KNOW
### Western Michigan University

#### 2016 – 2017 Calendar

<table>
<thead>
<tr>
<th>FALL SEMESTER 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 1 - 2</td>
</tr>
<tr>
<td>September 5</td>
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<td>September 6</td>
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<td>November 23</td>
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<td>November 28</td>
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<tr>
<td>December 12 - 16</td>
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<td>December 17</td>
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<td>December 20</td>
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<table>
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<th>SPRING SEMESTER 2017</th>
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<tbody>
<tr>
<td>January 5 - 6</td>
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<td>January 9</td>
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<td>January 16</td>
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<td>March 3</td>
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<tr>
<td>March 6 - 10</td>
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<td>March 13</td>
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<tr>
<td>April 24 - 28</td>
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<tr>
<td>May 2</td>
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<table>
<thead>
<tr>
<th>SUMMER I SESSION 2017</th>
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<tbody>
<tr>
<td>May 8</td>
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<td>May 29</td>
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<tr>
<td>June 28</td>
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<td>June 24</td>
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<tr>
<td>July 5</td>
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<table>
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<th>SUMMER II SESSION 2017</th>
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<tbody>
<tr>
<td>June 29</td>
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<tr>
<td>July 4</td>
</tr>
<tr>
<td>August 18</td>
</tr>
<tr>
<td>August 22</td>
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<table>
<thead>
<tr>
<th>2016 – 2017 DAYS CLASSES MEET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2016</td>
</tr>
<tr>
<td>Mon – 14</td>
</tr>
<tr>
<td>Tues – 15</td>
</tr>
<tr>
<td>Thurs – 14</td>
</tr>
<tr>
<td>Fri – 14</td>
</tr>
<tr>
<td>72</td>
</tr>
<tr>
<td>Sat – 13</td>
</tr>
</tbody>
</table>

Approved August, 2014

You can find this on the Registrar’s website (wmich.edu/registrar/calendars/university)
## Academic Year 2016 ~ 2017

*Calendars are subject to change.* Dates and events are added or changed as information becomes available.

<table>
<thead>
<tr>
<th>Item</th>
<th>Fall - 2016</th>
<th>Spring - 2017</th>
<th>Summer - 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course offerings open for viewing</td>
<td>Feb 22</td>
<td>Sep 25</td>
<td>Jan 23</td>
</tr>
<tr>
<td>Registration begins*</td>
<td>Mar 14</td>
<td>Oct 10</td>
<td>Feb 6</td>
</tr>
<tr>
<td>Advising Days</td>
<td>Sep 1 - 2</td>
<td>Jan 5 - 6</td>
<td>N/A</td>
</tr>
<tr>
<td>One-Stop Convenience Center</td>
<td>Aug 29 - Sep 9</td>
<td>Jan 9 - 11</td>
<td>N/A</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Sep 6</td>
<td>Jan 9</td>
<td>May 8</td>
</tr>
<tr>
<td>Tuition and fees due</td>
<td>Aug 30</td>
<td>Jan 9</td>
<td>May 8</td>
</tr>
<tr>
<td>Last day to drop/add classes</td>
<td>Sep 12</td>
<td>Jan 13</td>
<td>May 12</td>
</tr>
<tr>
<td>Census</td>
<td>Sep 13</td>
<td>Jan 17</td>
<td>May 15</td>
</tr>
<tr>
<td>$100 Late Add fee begins</td>
<td>Sep 14</td>
<td>Jan 18</td>
<td>May 16</td>
</tr>
<tr>
<td>Begin recording withdraw as “W” on transcript</td>
<td>Sep 14</td>
<td>Jan 18</td>
<td>May 16</td>
</tr>
<tr>
<td>Last day to withdraw from classes</td>
<td>Nov 7</td>
<td>Mar 20</td>
<td>June 5</td>
</tr>
<tr>
<td>Final Exam Week</td>
<td>Dec 12 - 16</td>
<td>Apr 24 - 28</td>
<td>N/A</td>
</tr>
<tr>
<td>Semester Ends</td>
<td>Dec 17</td>
<td>Apr 29</td>
<td>June 28</td>
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<tr>
<td><strong>Refunds</strong></td>
<td></td>
<td></td>
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<tr>
<td>Last day to receive 100% refund</td>
<td>Sep 12</td>
<td>Jan 13</td>
<td>May 12</td>
</tr>
<tr>
<td>Last day to receive 90% refund for a complete withdrawal</td>
<td>Sep 15</td>
<td>Jan 19</td>
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<tr>
<td>Last day to receive 50% refund for a partial withdrawal</td>
<td>Sep 19</td>
<td>Jan 23</td>
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<tr>
<td>Last day to receive a 50% refund for a complete withdrawal</td>
<td>Sep 30</td>
<td>Feb 6</td>
<td>May 19</td>
</tr>
<tr>
<td>Last day to receive a 25% refund for a complete withdrawal</td>
<td>Oct 26</td>
<td>Mar 3</td>
<td>June 2</td>
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<tr>
<td><strong>Grades</strong></td>
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<td></td>
<td></td>
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<tr>
<td>First work grades due</td>
<td>Sep 26</td>
<td>Feb 13</td>
<td>N/A</td>
</tr>
<tr>
<td>Midterm grades due</td>
<td>Oct 24</td>
<td>Mar 13</td>
<td>N/A</td>
</tr>
<tr>
<td>Final grades due**</td>
<td>Dec 20</td>
<td>May 2</td>
<td>July 5</td>
</tr>
<tr>
<td><strong>Graduation</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day to apply for graduation</td>
<td>Aug 1</td>
<td>Dec 1</td>
<td>Feb 1</td>
</tr>
<tr>
<td>Commencement</td>
<td>Dec 17</td>
<td>Apr 29</td>
<td>June 24</td>
</tr>
<tr>
<td><strong>Holidays and Recesses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor Day</td>
<td>Sep 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thanksgiving (begins at noon)</td>
<td>Nov 23</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Martin Luther King Jr. Day recess, convocation and activities</td>
<td>Jan 16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spirit Day</td>
<td>Mar 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring Break</td>
<td>Mar 6 - 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Memorial Day</td>
<td>May 29</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Independence day recess</td>
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</tbody>
</table>

You can find this on the Registrar's website (wmich.edu/registrar/calendars/academic)
* WMU uses a priority registration system. See http://www.wmich.edu/registrar/calendars/index.html

** Grades may be viewed online through the students GoWMU account after 5 PM on the due date.

Western Michigan University operates on a split trimester calendar. Fall and Spring semesters are each fifteen (15) weeks. Summer I and Summer II sessions are each seven and one-half (7 1/2) weeks.

Adding classes late

Approval to add a course after the drop/add period must be obtained from the instructor. A $100 late fee will be assessed per course if at least one course has not been registered prior to the end of the drop/add period.

Drop

During open registration students may drop one or more courses for 100% refund and the record of the class will not show on their transcript. Beginning the day after registration closes, students may no longer drop a course. Students now must "withdraw" to officially stop taking a course.

Partial withdrawal

A partial withdrawal means withdrawing from one or more courses but NOT the entire schedule. A "W" appears on the transcript for each course withdrawn. A "W" does not affect the grade point average.

Complete withdrawal

A complete withdrawal means withdrawing from all courses for the rest of the term. A "W" appears on the transcript for each course withdrawn. A "W" does not affect the grade point average.

Exception

If a class does not meet for the first time until after the last day to register then the student has a 24-hour grace period to drop the course for a full 100% refund. After that, a student must withdraw to officially stop taking the course.

Caution

Depending on the dates, students may receive a partial refund of tuition; however, even if they haven't paid anything they, are still financially responsible for their tuition.
Poster Printing Guidelines

As a learner centered, discovery driven and globally engaged research unit, the Department of Geosciences at Western Michigan University understands the importance of learning to present knowledge and research both locally and at regional, national and international conferences and symposiums by traditionally offering poster printing services to our students at little or no cost. The guidelines to have your poster printed by geosciences staff are outlined below.

SCHEDULING THE PRINTING OF YOUR POSTER

- Plan to get your poster prepared and printed at least one week before you leave for a meeting. We have large format printers but problems do arise.

- Check out the poster printing guidelines specific to each conference in advance of creating your poster. The department will provide to our students a maximum of one free poster printed for each conference or presentation a student attends.

- You and your advisor or colleague should review in great detail and with multiple sets of eyes, each poster with the aid of a projector and whiteboard at least two weeks in advance of the presentation. Geosciences staff are not responsible for mistakes contained in poster prints. Proofing is the sole responsibility of the requestor. Geosciences staff can provide proofreading assistance upon request if their schedule allows for it. If geosciences staff do provide assistance with proofreading the requestor should make an additional final check personally.

- Print requests must be made and posters finalized at least three days in advance of when the poster is needed. Poster requests received less than three days in advance of due date are printed for a fee of $25. Allow 1 to 2 business days for printing. Print requests must be submitted before 2 p.m. Monday through Thursday to be eligible for same-day printing if the current queue allows for it; otherwise the request will be printed as soon as it reaches the top of the queue. Posters submitted after 2 p.m. on a Friday or prior to a holiday or closure will be processed on the next business day.

You can find this on the department's website (wmich.edu/geology/resources/poster-guidelines)
• Posters charged to a grant or lab account will be assessed the full amount indicated on the order form. Pricing for additional posters or for extraneous requests are also listed on the order form.

• Requests will be fulfilled on a first-come, first-serve basis. Contact geosciences staff for current queue status.

SUCCESSFULLY CREATING A POSTER

• Use Microsoft PowerPoint, Publisher or similar software to create your poster. Final posters can be submitted in .ppt(x), .pdf, .jpg or .png formats; other file formats will not be accepted for printing. The following templates may be modified as needed and are designed to produce a 48" x 36" poster.
  ○ [PowerPoint poster template](#)
  ○ [PowerPoint poster template (2007)](#)

• The largest possible printable area is 42" by 96". You can use custom page sizing to make your poster half the final size. (e.g., page size set at 21" x 42" and ultimately prints at 200 percent).

• Use a minimum of 18pt font; 24 pt is preferred (choose either 9 or 12 pt if poster will print at 200%). If using PowerPoint, type the text in Microsoft Word or notepad and copy and paste it into PowerPoint as it can be somewhat tricky working with a huge page size.

• Use a plain white or light-colored background. Drawn boxes around text can be useful. The University provides specific guidelines when using its visual identity (logos).

• Sample poster guidelines: GSA Annual Meeting, Designing Conference Posters.

• The Department of Geosciences offers these services as a convenience to our students and others, but it should be noted that we are not a print shop and do not guarantee the availability of materials or staff resources. There are several commercial print shops nearby who can provide these services also.

ORDER YOUR POSTER

When your poster has been created and proofed, place the order three days before your deadline (which should be one week before your conference).
Poster Order Form

To order a poster from the Department of Geosciences at Western Michigan University, please submit your completed and proofed image. Refer to the printing guidelines for formatting and design specifications.

Name *

Email *

Phone number

Date needed *

Year  Month  Day  📅

Fund/cost center

Enter the fund and cost center if a sponsoring department or grant is covering the purchase of this poster.

Choose product

Below is the sizing and pricing for large format printing. Please choose a size and type of paper and refer to the printing guidelines for formatting and design specifications. For geosciences students, staff or faculty who are requesting more than one poster printed for each conference or presentation you are attending, the charges listed below will need to be paid. In addition, if the order is needed in a rush there will be additional charges. For outside orders or additional posters: $25 flat printing fee/poster + $5/square foot (flat paper); $6/square foot (glossy

You can find this on the department's website (wmich.edu/geology/poster-order)
A poster printed on flat paper that is 3 feet tall by 5 feet wide would cost: 15 square feet x $5/square foot = $75 + the $25 printing fee = $100 total. Request a quote at: http://www.wmich.edu/geology/directory/howe

Paper type *
- Select -

Paper height *
- Select -

Paper width *
- Select -

Poster file *
Browse... No file selected.

UPLOAD

PDF file type is preferred.
Files must be less than 30 MB.
Allowed file types: gif jpg png pdf pptx.