WELCOME TO
THE DEPARTMENT
OF GEOSCIENCES
Western Michigan University

Graduate Student Handbook 2015
September 11, 2015

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, we have a strong reputation in academics and in many of the high growth industry and environmental fields. It is a good time to be a geoscientist!

In this handbook, you will find requirements for completing each of the three graduate programs that we offer (MA Earth Science, MS Geosciences, PhD Geosciences). 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 (http://catalog.wmich.edu/index.php, view the “Graduate Catalog 2015-16” 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 Geosciences Department has requirements for your coursework and 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 (http://www.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, but also to help you navigate the paperwork and give you a hand with any problems you encounter. And please try not to bother Kathy too much!

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. Occasionally 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.

We have had several new policies take effect this year, especially related to Teaching Assistants (TAs), use of undergraduate coursework in graduate programs, internships, and advancement to doctoral candidacy. Please look over the handbook carefully and come see me if you have any questions.

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, Heather Petcovic
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269-387-5488
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NEED TO KNOW
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. Geosciences program.
2. Students must have successfully completed GEOS 1300, 1310, 3010 or 3350, and a field experience such as 4380 or 4390, 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.
Master of Science in Geosciences

Advisor:
Room 1121, 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 Petrology, 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.

Admission Requirements

1. Undergraduate major in geology or 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 4390 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. Applicants should have the original recommendation sent to WMU directly by the recommender and if they are coming from a faculty member at a college or university, the letter should be on that school’s letterhead. We recommend that letters be sent as PDF (not WORD) attachments to an email message.

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

Program Requirements

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

The student should complete three (3) hours of research (GEOS 6340) with this advisor in the preparation of a thesis proposal, choose a thesis committee composed of the primary advisor and at least two other Geosciences department faculty, and file the appropriate paperwork identifying the thesis committee, by the end of the third academic semester.
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 (Hydrology, Geochemistry and Petrology, Geophysics, and 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 Geoscience, 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.

In the second and each subsequent year in residence, the student must give a 12-minute seminar presentation. The thesis proposal defense or final thesis defense presentation, if completed during the academic year, will fulfill this requirement.

6. Satisfactory completion of the following:

- GEOS 7000 - Master’s Thesis Credits: 1 to 6 hours

7. At least one first-authored paper must be submitted for publication

In an approved refereed journal prior to graduation or at least one scientific presentation must be given in an approved external venue 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 Petrology; 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.

Within one year following matriculation, the student must choose a primary graduate advisor. Within one and a half years following matriculation, the student must choose a doctoral committee. This committee will be chaired by the student's primary advisor, and must include two other faculty from within the Geosciences Department, as well as a fourth committee member from outside the Geosciences Department. It is strongly recommended that the fourth 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.

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.

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 4390 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. Applicants should have the original recommendation sent to WMU directly by the recommender and if they are coming from a faculty member at a college or university, the letter should be on that school's letterhead. We recommend that letters be sent as PDF (not WORD) attachments to an email message.

4. Applicants must submit the results of the Verbal, Analytical, and Quantitative 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 Geology and from the Graduate College.

Program Requirements

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 grad credit hours of course work, 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.

Attend weekly departmental seminars.

In the second and each subsequent year in residence, the student must give a 12-minute seminar presentation. The proposal presentation, if completed during the academic year, will fulfill this requirement in that year of study. The dissertation defense presentation, if completed during the academic year, will fulfill this requirement in the final year of study.

Students must enroll in the following course for at least one semester.

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

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:

a. 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.

b. 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.

c. 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.

d. Mastering the design, repair or development of instrumentation used as part of an approved Geosciences course or in the doctoral research.

e. Acquiring appropriate research skill(s) in the Geosciences. This will be demonstrated by achieving a grade of “B” or better in an approved Geosciences graduate course.

f. 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.
Complete at least three research credit hours
directed toward preparing a dissertation research proposal, with primary graduate advisor by the end of the first full year of residence.

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

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 three of four core graduate courses. One graduate course in each of the four areas (Hydrology, Geochemistry and Petrology, 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.

Proposal Examination:

By the end of the second year, 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 submit written comments or questions.

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

Please note: 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.

Students must give at least one scientific presentation

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

Complete 15 hours of the following:

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

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 #8, 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.
Geosciences Graduate Program Frequently Asked Questions (FAQs)

1. What are the core courses?
   Introduction to Geochemistry (GEOS 5550)
   Introduction to Geophysics (GEOS 5600)
   Principles of Hydrogeology (GEOS 5120)
   Sed/Strat (choose one from GEOS 6110, 6450, 6560, 6550 or 6460)

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. 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.

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

7. 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.

8. 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.

9. Where do I find program deadlines and requirements?
The WMU Graduate Catalog lists the requirements and deadlines for each of our programs:
- MA Earth Science
- MS Geosciences
- PhD Geosciences

Program requirements may change, so be sure to check the requirements for the year in which you entered the program. In addition, you will receive an audit letter and progress report from the Graduate Advisor after each semester that you complete in the program.

10. Who signs what forms (and where do they get turned in)?
   - Admission to doctoral candidacy (indicates you have completed all doctoral program requirements except for dissertation credits and final defense) – signed by your dissertation chair and committee members. Turn in to the Geosciences main office.
   - Committee appointment (sets up your thesis/dissertation committee) – needs signatures of your thesis/dissertation advisor, each committee member, and the Graduate Advisor. Turn in to the Geosciences main office.
   - Dissertation or thesis proposal approval (indicates that you have passed your thesis/dissertation proposal) – signed by thesis/dissertation committee chair and all members. Turn in to the Geosciences main office.
   - Doctoral program of study – signed by Graduate Advisor. Turn in to Geosciences main office.
   - Graduate student permanent program (Masters) (program of study) – signed by Graduate Advisor. Turn in to the Geosciences main office.
   - Graduation audit – student signs, turn in to the Registrar's office
   - Permission to elect (permission to enroll in thesis, dissertation, or independent research) – signed by thesis or dissertation advisor, or by faculty member supervising the independent study. Turn in to the Geosciences main office.
   - Permission to elect undergraduate course (permission to use undergraduate coursework in a Masters program) – signed by Graduate Advisor. Turn in to Geosciences main office.

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 a seminar in another department, or by attending a student presentation (such as a thesis/dissertation proposal defense, or a thesis/dissertation defense). Attending a conference (such as GSA, AGU, AAPG, ILSG, etc.) also counts as a seminar.

12. How do I fulfill my 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 a copy of the program page showing the time and date of your presentation to the Graduate Advisor. These will be put in your graduate file.
13. Can I use undergraduate coursework in a graduate program?
PhD students are not permitted to use undergraduate credit hours toward a graduate degree program. Masters students may use up to 6 hours of undergraduate-level coursework toward their current degree program. Only new coursework at the 3000- or 4000-level taken while you are enrolled as a graduate student may be used in your program. You must earn a “B” grade or better for coursework to count in your program.

14. Can I transfer coursework from another university or other degree program?
Yes, coursework taken elsewhere or during another degree program 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. Courses that were used to fulfill degree requirements at WMU (for example, an undergraduate degree or Masters degree) may not be counted toward your current program.

The maximum amount of transfer credits allowed differs by degree program. MA students may transfer a total of 11 credit hours. MS students may transfer a total of 6 credit hours. PhD students may transfer a total of 15 credit hours. Thesis and dissertation credits may not be transferred.

15. 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 apply to the university. If you are switching from a 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.

16. My letter of admittance to the program indicates that I have course deficiencies. What does this mean?
If you are admitted to a graduate program with conditions, these will be noted in your admittance letter. 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.

Any conditional coursework at the undergraduate 1000- or 2000- level can be taken as a 5000- or 6000- level, 1-credit independent study course. PhD students may also take conditional coursework at the 3000- or 4000- level as a 5000- or 6000- level, 1-credit independent study course. MA and MS students should seek permission to use 3000- and 4000- level conditional coursework in their programs.
IMPORTANT FORMS
IMPORTANT GRADUATE FORMS
(AND WHERE TO FIND THEM)

THE GRADUATE COLLEGE’S FORMS PAGE
http://www.wmich.edu/grad/forms

1) Notification of Appointment to a Dissertation, Thesis or Specialist Project Committee
   Listed under “Committee signature forms” as “Committee Appointment”
   http://www.wmich.edu/sites/default/files/attachments/u67/2015/committee_appointment_0.pdf

   Listed under “Committee signature forms” as “Proposal Approval”
   http://www.wmich.edu/sites/default/files/attachments/u67/2015/proposal_approval_0.pdf

3) Dissertation, Specialist Project and Thesis Approval Forms
   Listed under “Committee signature forms” as “Final Dissertation/project/thesis approval”
   http://www.wmich.edu/grad/dissertation-approval

4) Admission to Doctoral Candidacy
   Listed under “Committee signature forms” as “Doctoral Candidacy”

5) Permission to Elect a 3000 or 4000 Level Course for Inclusion in a Master’s Degree Program
   Listed under “Program of study (registrar’s office)” as “Permission to Elect a 3000 or 4000 Level Course...”

6) Application for Permission to Elect (7000 level) & Research Involving Regulated Subjects
   Listed under “Dissertation, Specialist Project and Thesis” as “Permission to Elect Courses 7000, 7200 and 7300”
   http://www.wmich.edu/sites/default/files/attachments/u67/2015/permission.to_elect__1.pdf

7) Graduate Student Permanent Program—Master’s Level
   Listed under “Program of study (registrar’s office)” as “Graduate Student Permanent Program (Master’s level)”

8) Dissertation Defense Scheduling Form (no form needed for MA or MS degree)

9) 2015-16 Graduate Student Travel Grant Application
    Listed under “Grants” as “Graduate Student Travel Grant”

10) 2015-16 Graduate Student Research Grant Application
    Listed under “Grants” as “Graduate Student Research Grant”

THE REGISTRAR’S GRADUATE GRADUATION APPLICATION PAGE
http://www.wmich.edu/registrar/graduation-graduate

11) Application for Graduation Audit: Graduate Degree
    Listed under “Applying for Graduation” as “Graduate Degree”
12) Teaching Assistantship Evaluation Form
   http://wmich.edu/geology/ta

13) Declaration of Advisor Sheet
14) Authorization for Independent Study
15) Master of Science: Geosciences – Timetable
16) PhD in Geosciences – Timetable
17) Doctoral Program of Study
18) Exit Survey

COMING SOON:
ALL FORMS WILL BE ACCESSIBLE THROUGH THE GEOSCIENCES WEBSITE
WESTERN MICHIGAN UNIVERSITY
Master of Science: Geosciences - Timetable

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Deadline</th>
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</thead>
<tbody>
<tr>
<td>Advisor Selection Form</td>
<td>By the end of the second semester in residence</td>
</tr>
<tr>
<td>*Please obtain this form from the main office</td>
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<tr>
<td>Complete 3 Credits of GEOS 6340: Research with primary advisor</td>
<td>By the end of the second academic semester in residence</td>
</tr>
<tr>
<td>*Registration for M.S. are available in the main office</td>
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<tr>
<td>Thesis Committee Form</td>
<td>By the end of the third academic semester in residence</td>
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<tr>
<td>*Committee Appointment Form</td>
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<tr>
<td>Proposal Defense</td>
<td>By the end of the third academic semester in residence</td>
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<tr>
<td>*Proposal Approval Form</td>
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<tr>
<td>Thesis Completion Schedule Form</td>
<td>By the end of the third semester in residence</td>
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<td>*Please obtain this form from the main office</td>
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<tr>
<td>Application to Elect 7000</td>
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<td>Permission to Elect Form</td>
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<tr>
<td>Qualifying Course Requirement</td>
<td>Completed no later than the second full year in residence</td>
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<tr>
<td>BA or better in two of four core graduate courses: GEOS 5120, 5550, 5600 and selected 5000/6000 level sed/strat courses</td>
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<tr>
<td>Permanent Program Form</td>
<td>Before completion of final 15 credit hours</td>
</tr>
<tr>
<td>*Permanent Program - Master's Level</td>
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<tr>
<td>Application for Graduate Audit</td>
<td>Two semesters before anticipated degree completion</td>
</tr>
<tr>
<td>*Application for Graduate Audit Form</td>
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<tr>
<td>Graduate students must have at least one first-authored poster or paper presentation at an approved external venue OR must have one first-authored paper submitted for publication to an approved journal</td>
<td></td>
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<tr>
<td>Graduate students must attend weekly departmental seminars</td>
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</tr>
<tr>
<td>Thesis Defense</td>
<td>Please schedule with your committee and then come to the main office to schedule a room and have the defense advertised</td>
</tr>
<tr>
<td>Requirement</td>
<td>Deadline</td>
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<td>----------------------------------------------------------------------------</td>
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<tr>
<td>Advisor Selection Form</td>
<td>By the end of the first year in residence</td>
</tr>
<tr>
<td>*Please obtain this form from the main office</td>
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</tr>
<tr>
<td>Three Credits of GEOS 6340: Research with primary advisor</td>
<td>By the end of the first year in residence</td>
</tr>
<tr>
<td>*Registration forms for M.S. are available in the main office</td>
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<tr>
<td>Dissertation Committee Form</td>
<td>By the end of the first 1.5 years in residence</td>
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<tr>
<td>*Committee Appointment Form</td>
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</tr>
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<td>Thesis Proposal Approval Form</td>
<td>By the end of the first 1.5 years in residence</td>
</tr>
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<td>Application to Elect 7300</td>
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<td>Qualifying Course Requirement</td>
<td>Completed no later than the second full year in residence</td>
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<td>Average of BA or better in three of four core graduate courses: GEOS 5120, 5550, 5600 and selected 5000/6000 level sed/strat courses</td>
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<tr>
<td>Demonstrate proficiency in two appropriate research tools – one of which must be outside of the student’s declared core area of study.</td>
<td>By completion of program.</td>
</tr>
<tr>
<td>Proposal Defense</td>
<td>By the end of the second academic year in residence</td>
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<tr>
<td>*Proposal Approval Form</td>
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<td>Permanent Program Form</td>
<td>Prior to last 15 credits</td>
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<tr>
<td>*Doctoral Program of Study Form (pdf)</td>
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<tr>
<td>*Doctoral Program of Study Form (word)</td>
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<tr>
<td>Application for Graduate Audit</td>
<td>Two semesters before you graduate.</td>
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<td>*Application for Graduate Audit Form</td>
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<td>Graduate students must have at least one first-authored paper accepted for publication prior to graduation</td>
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<td>Graduate students must have present a first-authored paper or poster at an approved external venue prior to graduation</td>
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<tr>
<td>Graduate students must attend weekly departmental seminars – enrolling one time for one credit hour of GEOS 5010</td>
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<td>Dissertation Defense</td>
<td>Doctoral students must schedule their defense with The Graduate College 2 weeks prior to defending</td>
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<td>*Defense Scheduling Form</td>
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</table>
MA Earth Sciences Student Review:

Date of Review:

Student Information
Name:
Program of Study:
Date Enrolled into Program:
Admission Conditions:
Current GPA:

Summary Review Rating:
Continuation: __________
Continuation with Reservation: __________
Dismissal: __________
Comments:
<table>
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<th>Semester</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
<th>6th</th>
<th>7th</th>
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<tr>
<td></td>
<td>Graduate Credit Hours (Need 35 Total)</td>
<td>6000 &amp; 7000 Level Credit Hours</td>
<td>Graduate Credit Hours (Need 18 Total)</td>
<td>Graduate Credit Hours (Need 18 Total) in GEOS</td>
<td>GEOS 7100 Credits (up to 4 allowed)</td>
<td>GEOS 7120 Credits (up to 3 allowed)</td>
<td>Program Form (within 1 semester of grad)</td>
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<td></td>
<td>Comments:</td>
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</table>
MS Geosciences Student Review:

Date of Review:

Student Information
Name:
Program of Study:
Date Enrolled into Program:
Admission Conditions:
Current GPA:

Summary Review Rating:
Continuation: ____________
Continuation with Reservation: ____________
Dismissal: ____________
Comments:
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<tr>
<th></th>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>3rd Semester</th>
<th>4th Semester</th>
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<th>6th Semester</th>
<th>7th Semester</th>
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<tr>
<td>Choose Graduate Advisor &amp; File Form</td>
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<td>Choose MS Committee</td>
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<td>Complete 3 credits of GEOS 6340</td>
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<td>Core Courses-2 of 4(Enter course/grade)</td>
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<td>Written &amp; Oral Proposal Defense</td>
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<td>Attend Seminar</td>
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<td>Publication OR Presentation (Enter below)</td>
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<td>Total 6000/7000 Credits (15 req)</td>
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<td>Total GEOS grad credits (21 req)</td>
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<tr>
<td>GEOS grad credits, exclusive of 6340, 7100, 7120, 7000, 7350 (15 req)</td>
<td>Effective Fall 2014 (18 req)</td>
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<td>GEOS 7000 credits (6 req)</td>
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<td>Permanent Program Form (within 1 semester of grad)</td>
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<td>Defend Thesis</td>
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<td>Submit Thesis</td>
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</table>

Comments:
MS Program Requirements:

1. Choose a graduate advisor and file form by the end of the first semester.
2. Choose an MS committee and file form by end of second semester. Committee must be comprised of primary advisor and two other GEOS faculty.
3. Complete three credits of GEOS 6340 with primary advisor by the end of the second semester.
4. Core Course requirement: complete 2 of the 4 by the end of the second full year with an average grade of BA.
   - Introduction to Geochemistry (GEOS 5550)
   - Introduction to Geophysics (GEOS 5600)
   - Principles of Hydrogeology (GEOS 5120)
   - Sed/Strat (GEOS 6110, 6450, 6560, 6550 or 6460)
5. Complete a written/oral thesis proposal defense by the end of the 2nd semester.
6. Attend seminar.
7. Submit a first-authored publication OR present a paper at an approved external venue
   Publication/Presentation Information:
8. Complete 30 hours of graduate credits.
9. Complete 15 hours of graduate credits at 6000 or 7000 level.
10. Complete 21 hours of graduate work in GEOS.
11. Complete 15 hours of graduate work in GEOS, exclusive of GEOS 6340, 7100, 7120, 7000 or 7350.
12. Complete 6 hours of GEOS 7000.
13. File permanent program form within one semester of graduation.
PhD Geosciences Student Review:

Date of Review:

**Student Information**

Name:
Program of Study:
Date Enrolled into Program:
Admission Conditions:
Current GPA:

**Summary Review Rating:**

Continuation: __________
Continuation with Reservation: __________
Dismissal: __________
Comments:
<table>
<thead>
<tr>
<th>GEOS grad credits, exclusive of 6340, 7100, 7120, 7000, 7350 (18 req)</th>
<th>As of Fall 2014: exclusive of cores</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOS 5010 (1 credit)</td>
<td></td>
</tr>
<tr>
<td>GEOS 7300 credits (15 req)</td>
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<tr>
<td>Permanent Program Form (within 1 semester of grad)</td>
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<tr>
<td>Defend Dissertation</td>
<td></td>
</tr>
<tr>
<td>Submit Dissertation</td>
<td></td>
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</tbody>
</table>

Comments:
REQUIREMENTS

1. Declare primary advisor & file form within one year of starting the program.
2. Complete 3 credits of GEOS 6340 with primary advisor by end of first full year.
3. Choose a doctoral committee comprised of advisor, two GEOS faculty and at least one approved member from outside the department by end of 3rd semester of study (not counting summers) & file form.
4. Complete written and oral dissertation proposal by the end of the second year of study & file form.
5. Complete 60 graduate credit hours.
6. Complete 30 graduate credit hours at 6000 or 7000 level.
7. Complete 18 graduate credit hours in GEOS, exclusive of GEOS 6340, 7100, 7120, 7300, or 7350.
8. Complete 1 credit of GEOS 6600.
10. Have one first-authored paper accepted for publication.
    Publication information:

11. Complete a presentation (poster or talk) at an approved external venue:
    Presentation information:

12. Demonstrate proficiency in two research tools. Tool areas include: working knowledge of statistics (B in class or demonstrated ability); competency in computer science (B in class or programming application in research); proficiency in area related to research (math, bios, chem., geog, remote sensing, physics or engineering) via grade of B in grad course;
mastering design, repair, or development of instrumentation as part of course or research; other approved skills via B in course; reading competency in foreign language if related to research.

Tool one:

Tool two:

14. Complete 3 of 4 core courses with an average of BA by the end of the second full year.

Please fill in grades for core courses taken.

___ Introduction to Geochemistry (GEOS 5550)
___ Introduction to Geophysics (GEOS 5600)
___ Principles of Hydrogeology (GEOS 5120)
___ Sed/Strat (GEOS 6110, 6450, 6560, 6550 or 6460)

15. File a permanent program form within one semester of graduation.

Other comments:
DEPARTMENT OF GEOSCIENCES
Declaration of Advisor Sheet

Student Name ____________________________________________

Advisor Name __________________________________________

Expected general thesis/emphasis area/topic:

Signatures:
Student________________________________________________ Date__________

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

CURRENT DATE (select from drop down):  

DEGREE SOUGHT:  

STUDENT NAME:  

WIN:  

ADDRESS:  

Street  

City/Town  

State  

ZIP Code  

Country  

DEPARTMENT/PROGRAM:  

PROGRAM:  

Check One:  

- Initial Appointment  

- Revised Appointment (attach rationale for request)  

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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</tbody>
</table>

(Committee Chair)

Chairperson, Department  

Advisor of Graduate Program  

Dean, The Graduate College  

Date Requested  

Dean or Associate Dean of the Academic College  

(Required for dissertation only)  

Date Approved  

Approved Copies to: Major Advisor, Department Chair, Graduate Program Advisor

Notification of Appointment - jhk/MDP  

Revised 07/30/2009  

29
The Graduate College

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.
### 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

**STUDENT NAME:**

Last 

First 

M.I.

**PRESENT ADDRESS:**

Street 

City/Town 

State 

ZIP Code 

Country

**PERMANENT ADDRESS:**

Street 

City/Town 

State 

ZIP Code 

Country

**Phone Number:** 

**Email address:**

---

### PROSPECTUS

**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>
<tr>
<th>Country</th>
<th>From (mm/dd/yyyy)</th>
<th>To (mm/dd/yyyy)</th>
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</tbody>
</table>
COMMITTEE

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)

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:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Date of Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Subjects (HSIRB)</td>
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</tr>
<tr>
<td>Animal Subjects (IACUC)</td>
<td></td>
</tr>
<tr>
<td>Radioactive Materials (RSC)</td>
<td></td>
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<tr>
<td>Recombinant DNA (RDBC)</td>
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</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

Proposal Approve Form - IbmMDP
Revised Jan 2015

Page 2/2
WESTERN MICHIGAN UNIVERSITY
APPLICATION FOR PERMISSION TO ELECT

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Hours</th>
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<td>* 7000</td>
<td>Master's Thesis</td>
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<tr>
<td>7100</td>
<td>Independent Research</td>
<td>2-6</td>
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<tr>
<td>7120</td>
<td>Professional Field Experience</td>
<td>2-12</td>
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<tr>
<td>* 7200</td>
<td>Specialist Project</td>
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<tr>
<td>7250</td>
<td>Doctoral Research Seminar</td>
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<tr>
<td>* 7300</td>
<td>Doctoral Dissertation</td>
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<tr>
<td>7350</td>
<td>Doctoral Research</td>
<td>15</td>
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</table>

*(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>
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<th>Enrollment</th>
<th>Semester/Session</th>
<th>Year</th>
<th>Hours</th>
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<td>3rd</td>
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</tbody>
</table>

Name
Address
Email Address
Department
Phone
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
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 (RDNC). 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.
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


- 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 ______________________________________

________________________________________________________

________________________________________________________
Dissertation, Specialist Project and Thesis Approval Forms

APPROVAL FORM INSTRUCTIONS

- Choose the appropriate form from the menu below and save it to your hard drive or disk. You must have Adobe Acrobat Reader 3.0 or higher installed to proceed.

- Click in the "Date" field and type in the date of the defense, then tab to the next field. The signature spaces at the bottom will remain blank.

- In the next field, type your name exactly as you would like it to appear on your Thesis, Specialist Project, or Dissertation. The name and title on your manuscript must match the approval forms exactly.

- Your title will be inserted in the third field. Again, make sure that the title is typed exactly as it will appear in the manuscript. If your title exceeds the length of the first title line, place the rest of it on the second line by tabbing to or clicking on that field. If your title will not fit on two lines, please contact the Graduate College. Otherwise, tab twice to get to the Degree field. There are no quotation marks surrounding the title.

- The Degree field has a pop-up menu—simply click on the down arrow and select the correct response.

- The Department and Program fields that follow also have pop-up menus. Sometimes the program name is the same as the department name; sometimes it differs. Please fill in both fields. If your program name does not appear on the menu, please check with your department to verify the official program name—sometimes concentrations within programs are referenced within departments as "programs". If the verified department or program names still do not appear on the menus, please contact the Graduate College. You may also insert type into these fields.

- After inserting the department and program name, tab or click over to the spaces below the signature lines to insert the names of your committee members. List the name, then a comma and the abbreviation for the highest degree received, for example, Albert A. Michelson, Ph.D. Be sure to have the correct degree of your advisor.

- Your committee members will sign the forms upon their approval of the document. They should sign in black or blue ink. The signature and date spaces at the bottom of the form are left blank until final approval is granted by the dean of the Graduate College.

- Proofread carefully to ensure the forms are accurate before printing for signatures. Make sure that all fields are filled in, the student name and the title of the paper are exactly the same as they appear on the title page and abstract, and that the name of the department/program match the officially approved name of the department/program. Do not use correction fluid, ink, or erasers to correct errors on the forms—they must be retyped. If you have a question about filling out these forms that this page doesn't answer, please contact the Graduate College well in advance of your defense. Approval forms with errors or extraneous markings will be sent back to be re-signed and resubmitted, which could delay your graduation.

- This document must be printed on a laser (or similar quality) printer. If you would like to use a heavier paper type for the approval forms, this is acceptable. For master's theses and specialist projects, print two forms. For doctoral dissertations, print three forms.

DISSERTATION APPROVAL FORMS

- ☑ 3-Member Dissertation Committee
- ☑ 4-Member Dissertation Committee
- ☑ 5-Member Dissertation Committee
- ☑ 6-Member Dissertation Committee

SPECIALIST PROJECT APPROVAL FORMS

- ☑ 3-Member Project Committee
- ☑ 4-Member Project Committee

THESIS APPROVAL FORMS

- ☑ 3-Member Thesis Committee
- ☑ 4-Member Thesis Committee
- ☑ 5-Member Thesis Committee
THE GRADUATE COLLEGE
WESTERN MICHIGAN UNIVERSITY
KALAMAZOO, MICHIGAN

Date __________________________

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

________________________________________

Thesis Committee Member

________________________________________

APPROVED

________________________________________

Dean of The Graduate College

________________________________________

Date __________________________
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

______________________________________________

Dissertation Review Committee Member

______________________________________________

APPROVED ________________________________

Dean of The Graduate College

Date __________________________
GRADUATION CHECKLIST

MA-EARTH SCIENCE
☐ Graduate Student Permanent Program Form: Master's Level (before completion of final 15 credit hours)
☐ Application for Graduation Audit: Graduate Degree (two semesters before anticipated degree completion)

MS-GEOSCIENCES
☐ Declaration of Advisor Sheet (2nd semester)
☐ Notification of Appointment to a Dissertation, Thesis or Specialist Project Committee (3rd semester)
☐ Doctoral Dissertation, Thesis or Specialist Project Proposal Approval Form (3rd semester)
☐ Copy of journal article or abstract from external presentation (before graduation)
☐ Application for Permission to Elect (before taking thesis credits)
☐ Thesis Defense Completion (before graduation)
☐ Graduate Student Permanent Program Form: Master's Level (before completion of final 15 credit hours)
☐ Application for Graduation Audit: Graduate Degree (two semesters before anticipated degree completion)

PHD-GEOSCIENCES
☐ Declaration of Advisor Sheet (end of 1st year)
☐ Notification of Appointment to a Dissertation, Thesis or Specialist Project Committee (3rd semester)
☐ Dissertation Defense Scheduling Form (at least two weeks prior to scheduled defense)
☐ Doctoral Dissertation, Thesis or Specialist Project Proposal Approval Form (end of 2nd year)
☐ Admission to Doctoral Candidacy (after proposal approval and coursework—except dissertation credits—
complete; prior to graduation)
☐ Demonstration of two research tools (before graduation)
☐ Copy of 1st authored journal article (before graduation)
☐ Copy of abstract from external presentation (before graduation)
☐ Application for Permission to Elect (before taking dissertation credits)
☐ Dissertation Defense Completion (before graduation)
☐ Doctoral Program of Study (before completion of final 15 credit hours)
☐ Application for Graduation Audit: Graduate Degree (two semesters before anticipated degree completion)
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.

| Name: |
| Western Identification Number (WIN): |
| Permanent Address: |
| City: |
| State: |
| Zip: |
| Field of Graduate Study: |
| Concentration Area: |

<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>
</tr>
</thead>
</table>

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

Print
# Required Courses

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>COURSE NAME</th>
<th>HRS</th>
<th>GRADE</th>
<th>SEM/YR</th>
<th>INSTITUTION</th>
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# Master/Transfer Courses

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<tr>
<th>COURSE NO.</th>
<th>COURSE NAME</th>
<th>HRS</th>
<th>GRADE</th>
<th>SEM/YR</th>
<th>INSTITUTION</th>
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# Research

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<th>COURSE NO.</th>
<th>COURSE NAME</th>
<th>HRS</th>
<th>GRADE</th>
<th>SEM/YR</th>
<th>INSTITUTION</th>
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# Electives

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<tr>
<th>COURSE NO.</th>
<th>COURSE NAME</th>
<th>HRS</th>
<th>GRADE</th>
<th>SEM/YR</th>
<th>INSTITUTION</th>
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# Dissertation Hours

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<th>COURSE NO.</th>
<th>COURSE NAME</th>
<th>HRS</th>
<th>GRADE</th>
<th>SEM/YR</th>
<th>INSTITUTION</th>
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**TOTAL CREDIT HOURS:**

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**Identify Research Tools:**

<table>
<thead>
<tr>
<th>List Exams Scheduled/Passed</th>
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</table>

**Other Requirements (foreign language, DGE's, prelims, etc.):**

<table>
<thead>
<tr>
<th>Required Signatures</th>
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<tbody>
<tr>
<td>Student Signature</td>
</tr>
<tr>
<td>Program Advisor</td>
</tr>
<tr>
<td>Department Chair</td>
</tr>
</tbody>
</table>

For office use only

<table>
<thead>
<tr>
<th>Graduate College Dean</th>
<th>Date</th>
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*Original copy to Auditing, copies to student, advisors and department*
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>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>December 1</td>
<td>* No commencement ceremonies held in August. Summer II doctoral candidates participate in the Fall commencement ceremonies.</td>
</tr>
<tr>
<td>Summer I</td>
<td>February 1</td>
<td></td>
</tr>
<tr>
<td>Summer II*</td>
<td>February 1</td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td>August 1</td>
<td></td>
</tr>
</tbody>
</table>

- 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>
</table>

Maiden or other name(s) on file (if applicable): Western Identification Number:

<table>
<thead>
<tr>
<th>Address:</th>
<th>City:</th>
<th>State:</th>
<th>Zip Code:</th>
</tr>
</thead>
</table>

Phone Number (include area code): Email Address:

| Graduation Term: □ Fall  □ Spring  □ Summer I  □ Summer II Year: |
|-------------------|------------------|-----------------|------------------|

Degree Sought:

□ Master  □ Specialist  □ Doctoral

Program:

Student Signature: Date:

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

Please allow ten (10) weeks for processing.
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: _______________
WESTERN MICHIGAN UNIVERSITY

PERMISSION TO ELECT A 3000- OR 4000-LEVEL COURSE FOR INCLUSION IN A MASTER'S DEGREE PROGRAM

NOTE: Approval must be secured before the course is taken.

<table>
<thead>
<tr>
<th>Name of student</th>
<th>Western Identification number (WIN)</th>
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</thead>
<tbody>
<tr>
<td>Student's local address: Street</td>
<td>City</td>
</tr>
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</table>

<table>
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<tr>
<th>Student's program</th>
</tr>
</thead>
</table>

* Is the student on a graduate appointment for the term this course will be taken? Yes ☐ No ☐

We recommend that the above named student be permitted to include the following 3000-or 4000-level course in his or her master's degree program. It is understood that, although the course yields undergraduate and not graduate credit, and thus is not computed into the graduate point-hour ratio, it may be counted as part of the hours required for graduation with a graduate degree provided that it also is approved by the graduate dean and a grade of “B” or higher is earned in the course. Please note that undergraduate courses may not be included in doctoral programs.

<table>
<thead>
<tr>
<th>Department</th>
<th>Course number</th>
<th>Section designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of course</td>
<td>No. of credit hours</td>
<td></td>
</tr>
<tr>
<td>Instructor</td>
<td>Semester/Session</td>
<td>Year</td>
</tr>
<tr>
<td>Name of Department/Unit Chair</td>
<td>Signature of Department/Unit Chair</td>
<td></td>
</tr>
<tr>
<td>Name of Graduate Advisor</td>
<td>Signature of Graduate Advisor</td>
<td></td>
</tr>
</tbody>
</table>

ACTION BY THE GRADUATE COLLEGE

<table>
<thead>
<tr>
<th>Approved ☐</th>
<th>Disapproved ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature, Dean of the Graduate College</td>
<td>Date</td>
</tr>
</tbody>
</table>

Distribution by the Graduate College:
- Records Office
- Graduate Advisor
- Student
* Coordinator of Graduate Appointments (Graduate College) when student is on appointment

08/2013
(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?
WANT TO KNOW
Teaching Assistantships

The Department of Geosciences at Western Michigan University offers financial assistance in the form of teaching and research assistance.

To be eligible for a Department of Geosciences Teaching Assistantship award, a student must be fully admitted to either the MA Earth Sciences, MS Geosciences, or Ph.D. Geosciences program at Western Michigan University during the term(s) in which the award is given. The student must maintain good academic standing (a minimum GPA of 3.0) during the term of the assistantship.

Consideration for Teaching Assistantships is based on the following conditions:

- Teaching Assistantships are preferentially awarded to students enrolled in the Ph.D. Geosciences and the MS Geosciences programs.
- Grade point average is a criterion for selection. Teaching Assistantships are preferentially awarded to continuing graduate students with a GPA of 3.25 or above.
- The term for Teaching Assistantships in the Department of Geosciences is one academic year (fall semester and the following spring semester).
- The appointee must enroll in at least six graduate credit hours (5000 level or above) per semester.
- Students new to the program who are offered a Teaching Assistantship are guaranteed appointments for 2 academic years (Masters) or 4 academic years (Doctoral) from the date of enrollment in the program, pending satisfactory performance in teaching and satisfactory progress in the program of study.
- Future or additional appointment awards are neither promised nor guaranteed.
- To apply, complete the Teaching Assistantship application form.
- Fall semester application deadline is Feb. 15 and spring semester application deadline is Oct. 15. The department may consider late applications if positions are not filled.

Mail, email or fax the completed application to:
Kathy Wright
Department of Geosciences
Western Michigan University
1903 W. Michigan Ave.
Kalamazoo, MI 49008-5241
kathryn.wright@wmich.edu
Fax: (269) 387-5513

From http://wmich.edu/geology/ta
Updated 8-24-15
TA Policy Statement

Teaching Assistantships (TAs) are awarded by the Department of Geosciences in order to financially support graduate students and provide professional development in teaching and communication of science to undergraduate students. The TA consists of a salary and a tuition waiver as specified in the appointment letter. Hours and specific duties are also noted in the appointment letter.

Initial TA Award

The initial award of a TA is competitive based on the following criteria:

- Program of study. TAs are preferentially awarded to students enrolled in the Ph.D. Geosciences and the M.S. Geosciences programs.
- Grade point average. TAs are preferentially awarded to graduate students with a GPA of 3.25 or above.
- Prior teaching experience. TAs are preferentially awarded to students with prior experience teaching, especially TA positions with upper-level undergraduate courses.

Continuation of TA Award

Continuation of a TA award from semester to semester is contingent upon meeting the following performance criteria:

1. Satisfactory progress in the program of study

- A TA must receive a “satisfactory” evaluation in his/her audit letter for each semester of study for which the student is a TA.
- If a TA receives a “mostly satisfactory” or “unsatisfactory” audit, he or she will have one semester to attend to any outstanding items as 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 advisor is responsible for auditing the progress of all students at the end of each semester. Both the student and his/her advisor will receive a copy of the audit letter evaluating the student’s progress.

2. Satisfactory performance in teaching

- A TA must adhere to all University policies, regulations, directives, guidelines, and student codes.
- TAs are expected to attend and participate in all course-related meetings as required by the supervising course instructor and/or head TA.
- TAs are expected to attend and assist with class sessions (beyond the assigned lab sections), as required by the supervising course instructor and/or head TA.
- TAs should communicate any absences to the supervising course instructor and/or head TA, and arranging for a substitute should a class session need to be missed.
- TAs should start and end all class sessions on time.
- During class sessions, TAs are expected to interact with students in a positive, ethical, attentive, and professional manner.
- TAs should grade student work consistently and fairly, and return all work in a timely fashion.
- TAs are expected to post office hours and be available to help students at the stated office hours.
- TAs will conduct end-of-semester WMU-ICES course evaluations. Performance will be noted and taken into consideration in future awards.

The graduate advisor 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.

- A TA must receive a “satisfactory” or better teaching evaluation letter for each semester of study for which the student is a TA.
- TAs 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.

Updated 8-24-15

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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>
</tr>
</thead>
<tbody>
<tr>
<td>Adheres to all University policies, regulations, directives, guidelines, and student codes.</td>
<td>Outstanding  Satisfactory</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Needs improvement  Poor</td>
<td></td>
</tr>
<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</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Needs improvement  Poor</td>
<td></td>
</tr>
<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</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Needs improvement  Poor</td>
<td></td>
</tr>
<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</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Needs improvement  Poor</td>
<td></td>
</tr>
<tr>
<td>Starts and ends all class sessions on time.</td>
<td>Outstanding  Satisfactory</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Needs improvement  Poor</td>
<td></td>
</tr>
<tr>
<td>During class sessions, interacts with students in a positive, ethical, attentive, and professional manner.</td>
<td>Outstanding  Satisfactory</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Needs improvement  Poor</td>
<td></td>
</tr>
<tr>
<td>Grades student work consistently and fairly, and returns all work in a timely fashion.</td>
<td>Outstanding  Satisfactory</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Needs improvement  Poor</td>
<td></td>
</tr>
<tr>
<td>Posts office hours and is available to help students at the stated office hours.</td>
<td>Outstanding  Satisfactory</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Needs improvement  Poor</td>
<td></td>
</tr>
</tbody>
</table>

If a specific criteria does not apply to this course or TA assignment, please write NA in the comment box.

Updated 8-24-15
Teaching Assistants Union Membership Form
http://www.tauft.org/join-tau-now/

JOIN TAU NOW!

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.

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.
### FALL SEMESTER 2015

<table>
<thead>
<tr>
<th>September 3 – 4</th>
<th>Monday</th>
<th>Advising Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 7</td>
<td>Monday</td>
<td>Labor Day Recess</td>
</tr>
<tr>
<td>September 8</td>
<td>Tuesday</td>
<td>Classes begin at 8 a.m.</td>
</tr>
<tr>
<td>November 25</td>
<td>Wednesday</td>
<td>Thanksgiving Recess (noon)</td>
</tr>
<tr>
<td>November 30</td>
<td>Monday</td>
<td>Classes resume</td>
</tr>
<tr>
<td>December 14 - 18</td>
<td></td>
<td>Final examination week</td>
</tr>
<tr>
<td>December 19</td>
<td>Saturday</td>
<td>Semester ends – commencement</td>
</tr>
<tr>
<td>December 22</td>
<td>Tuesday</td>
<td>Fall grades due at noon</td>
</tr>
</tbody>
</table>

### SPRING SEMESTER 2016

<table>
<thead>
<tr>
<th>January 7 - 8</th>
<th>Monday</th>
<th>Advising days</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 11</td>
<td>Monday</td>
<td>Classes begin at 8 a.m.</td>
</tr>
<tr>
<td>January 18</td>
<td>Monday</td>
<td>Dr. Martin Luther King Jr. Day recess, convocation, &amp; activities</td>
</tr>
<tr>
<td>March 4</td>
<td>Friday</td>
<td>Spirit day</td>
</tr>
<tr>
<td>March 7 - 11</td>
<td>Monday</td>
<td>Spring break</td>
</tr>
<tr>
<td>March 14</td>
<td>Monday</td>
<td>Classes resume</td>
</tr>
<tr>
<td>April 25 - 29</td>
<td></td>
<td>Final examination week</td>
</tr>
<tr>
<td>April 30</td>
<td>Saturday</td>
<td>Semester ends – commencement</td>
</tr>
<tr>
<td>May 3</td>
<td>Tuesday</td>
<td>Spring grades due at noon</td>
</tr>
</tbody>
</table>

### SUMMER I SESSION 2016

<table>
<thead>
<tr>
<th>May 9</th>
<th>Monday</th>
<th>Classes begin at 8 a.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 30</td>
<td>Monday</td>
<td>Memorial Day recess</td>
</tr>
<tr>
<td>June 29</td>
<td>Wednesday</td>
<td>Session ends</td>
</tr>
<tr>
<td>June 25</td>
<td>Saturday</td>
<td>Commencement</td>
</tr>
<tr>
<td>July 5</td>
<td>Wednesday</td>
<td>Summer I grades due at noon</td>
</tr>
</tbody>
</table>

### SUMMER II SESSION 2016

<table>
<thead>
<tr>
<th>June 30</th>
<th>Thursday</th>
<th>Classes begin at 8 a.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 4</td>
<td>Monday</td>
<td>Independence Day recess</td>
</tr>
<tr>
<td>August 19</td>
<td>Friday</td>
<td>Session ends</td>
</tr>
<tr>
<td>August 23</td>
<td>Tuesday</td>
<td>Summer II grades due at noon</td>
</tr>
</tbody>
</table>

### 2015 – 2016 DAYS CLASSES MEET

<table>
<thead>
<tr>
<th>Fall 2015</th>
<th>Spring 2016</th>
<th>Summer I 2016</th>
<th>Summer II 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon – 14</td>
<td>Mon – 15</td>
<td>Mon – 7</td>
<td>Mon – 6</td>
</tr>
<tr>
<td>Tues – 15</td>
<td>Tues – 15</td>
<td>Tues – 8</td>
<td>Tues – 7</td>
</tr>
<tr>
<td>Thurs – 14</td>
<td>Thurs – 15</td>
<td>Thurs – 7</td>
<td>Thurs – 8</td>
</tr>
<tr>
<td>Fri – 14</td>
<td>Fri – 14</td>
<td>Fri – 7</td>
<td>Fri – 8</td>
</tr>
<tr>
<td>72</td>
<td>73</td>
<td>37</td>
<td>36</td>
</tr>
<tr>
<td>Sat – 13</td>
<td>Sat – 14</td>
<td>Sat – 7</td>
<td>Sat – 7</td>
</tr>
</tbody>
</table>

Approved August, 2014
# Academic Year 2015 ~ 2016

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Fall - 2015</th>
<th>Spring - 2016</th>
<th>Summer - 2016</th>
<th>I</th>
<th>II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course offerings open for viewing</td>
<td>Feb 23</td>
<td>Sep 28</td>
<td>Jan 25</td>
<td>Jan 25</td>
<td></td>
</tr>
<tr>
<td>Registration begins*</td>
<td>Mar 16</td>
<td>Oct 12</td>
<td>Feb 8</td>
<td>Feb 8</td>
<td></td>
</tr>
<tr>
<td>Advising Days</td>
<td>Sep 3 – 4</td>
<td>Jan 7 – 8</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>One-Stop Convenience Center</td>
<td>Aug 31 – Sep 11</td>
<td>8, 11 – 13</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Classes begin</td>
<td>Sep 8</td>
<td>Jan 11</td>
<td>May 9</td>
<td>Jun 30</td>
<td></td>
</tr>
<tr>
<td>Tuition and fees due</td>
<td>Sep 1</td>
<td>Jan 11</td>
<td>May 9</td>
<td>Jun 30</td>
<td></td>
</tr>
<tr>
<td>Last day to drop/add classes</td>
<td>Sep 14</td>
<td>Jan 15</td>
<td>May 13</td>
<td>Jul 7</td>
<td></td>
</tr>
<tr>
<td>Census</td>
<td>Sep 15</td>
<td>Jan 19</td>
<td>May 16</td>
<td>Jul 8</td>
<td></td>
</tr>
<tr>
<td>$100 Late Add fee begins</td>
<td>Sep 16</td>
<td>Jan 20</td>
<td>May 17</td>
<td>Jul 9</td>
<td></td>
</tr>
<tr>
<td>Begin recording withdraws as “W” on transcript</td>
<td>Sep 16</td>
<td>Jan 20</td>
<td>May 17</td>
<td>Jul 9</td>
<td></td>
</tr>
<tr>
<td>Last day to withdraw from classes</td>
<td>Nov 9</td>
<td>Mar 14</td>
<td>Jun 13</td>
<td>Aug 4</td>
<td></td>
</tr>
<tr>
<td>Final Exam Week</td>
<td>Dec 14 – 18</td>
<td>Apr 25 – 29</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Semester Ends</td>
<td>Dec 19</td>
<td>Apr 30</td>
<td>Jun 29</td>
<td>Aug 19</td>
<td></td>
</tr>
<tr>
<td><strong>Refunds</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day to receive 100% refund</td>
<td>Sep 14</td>
<td>Jan 15</td>
<td>May 13</td>
<td>Jul 7</td>
<td></td>
</tr>
<tr>
<td>Last day to receive 90% refund for a complete withdrawal</td>
<td>Sep 17</td>
<td>Jan 21</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Last day to receive 50% refund for a partial withdrawal</td>
<td>Sep 21</td>
<td>Jan 25</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Last day to receive a 50% refund for a complete withdrawal</td>
<td>Oct 2</td>
<td>Feb 8</td>
<td>May 20</td>
<td>Jul 12</td>
<td></td>
</tr>
<tr>
<td>Last day to receive a 25% refund for a complete withdrawal</td>
<td>Oct 28</td>
<td>Mar 7</td>
<td>Jun 3</td>
<td>Jul 25</td>
<td></td>
</tr>
<tr>
<td>Grades</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First work grades due</td>
<td>Sep 27</td>
<td>Feb 14</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Midterm grades due</td>
<td>Oct 25</td>
<td>Mar 13</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Final grades due**</td>
<td>Dec 22</td>
<td>May 3</td>
<td>Jul 5</td>
<td>Aug 23</td>
<td></td>
</tr>
<tr>
<td><strong>Graduation</strong></td>
<td></td>
<td></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>
<td>Feb 1</td>
<td></td>
</tr>
<tr>
<td>Commencement</td>
<td>Dec 19</td>
<td>Apr 30</td>
<td>Jun 25</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>Holidays and Recesses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor Day</td>
<td>Sep 7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thanksgiving (begins at noon)</td>
<td>Nov 25</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Martin Luther King Jr. Day recess, convocation and activities</td>
<td></td>
<td>Jan 18</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spirit Day</td>
<td>Mar 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring Break</td>
<td>Mar 7 – 11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Memorial Day</td>
<td></td>
<td></td>
<td>May 30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Independence day recess</td>
<td></td>
<td></td>
<td>Jul 4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
** 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.
Definitions of Academic Honesty Violations

Academic Honesty
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:

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
Example 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 intentionally, knowingly, or carelessly presenting the work of another as one’s own (i.e., without proper acknowledgement of the source). The sole exception to the requirement of
acknowledging sources is when the ideas, information, etc., are common knowledge. Instructors should provide clarification about the nature of plagiarism.

Clarification
1) **Direct Quotation:** Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged, in the text by citation or in a footnote or endnote.

2) **Paraphrase:** Prompt acknowledgement is required when material from another source is paraphrased or summarized, in whole or in part, in one’s own words. To acknowledge a paraphrase properly, one might state: “To paraphrase Locke’s comment,...” and then conclude with a footnote or endnote identifying the exact reference.

3) **Borrowed facts:** Information gained in reading or research which is not common knowledge must be acknowledged.

4) **Common knowledge:** Common knowledge includes generally known facts such as the names of leaders of prominent nations, basic scientific laws, etc. Materials which add only to a general understanding of the subject may be acknowledged in the bibliography and need not be footnoted or endnoted.

5) **Footnotes, endnotes and in-text citations:** One footnote, endnote, or in-text citation is usually enough to acknowledge indebtedness when a number of connected sentences are drawn from one source. When direct quotations are used, however, quotation marks must be inserted and acknowledgement made. Similarly, when a passage is paraphrased, acknowledgement is required.

Faculty members are responsible for identifying any specific style/format requirement for the course. Examples include but are not limited to American Psychological Association (APA) style and Modern Languages Association (MLA) style.

**COMPILCITY**

*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.

*(NOTE: 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.
WMU Department of Geosciences Poster Printing Guidelines 2014 – 15

As a learner centered, discovery driven and globally engaged research unit, the Department of Geosciences at WMU 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:

• 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. It is suggested that the student and their advisor or colleague 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 is 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 does 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. Poster requests received less than three days in advance of due date are printed for a fee of $25. Posters charged to a grant or lab account will be assessed the full amount indicated below. Pricing for additional posters or for extraneous requests are also listed below:

<table>
<thead>
<tr>
<th>Posters Standard Sizes</th>
<th>Paper Only</th>
<th>Gloss paper</th>
<th>Matte paper</th>
<th>Lamination</th>
<th>Add for Mounting Foamcore</th>
<th>Display board</th>
</tr>
</thead>
<tbody>
<tr>
<td>22&quot; x 28&quot;</td>
<td>$36</td>
<td>$46</td>
<td>$52</td>
<td>$69</td>
<td>$18</td>
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<td>24&quot; x 36&quot;</td>
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<td>$84</td>
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<td>$144</td>
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<td>$168</td>
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<td>$428</td>
</tr>
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<td>$178</td>
<td>$242</td>
<td>$358</td>
<td>$358</td>
<td>$438</td>
</tr>
</tbody>
</table>

• Print requests must be submitted via e-mail or in person. Posters may be attached to e-mail requests or on a USB thumb drive. Allow 1-2 business days for printing. Print requests must be submitted before 2 p.m. Monday-Friday 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 Friday will not be processed until the following Monday. If a poster is submitted after 2 p.m. prior to a holiday or closure it will be processed on the next business day.
• Requests will be fulfilled on a first come, first serve basis. Please plan accordingly. Geosciences staff will only be able to provide information on the current queue status at the time of questioning. They are not fortune tellers.
Tips for Successfully Preparing a Poster

• Use MS 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 by geosciences staff. The largest possible printable area is 42" by 96". One can utilize custom page sizing to make your poster ½ the final size (e.g. page size set at 21" x 42" and ultimately prints at 200%). For fonts use a minimum of 18pt. 24 pt. is preferred. (Choose either 9 or 12 pt., if one prints at 200%) Write the text in MS Word or notepad and paste it into PowerPoint. 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 college provides approved university logos and PowerPoint templates for departments to create publications at their convenience. A variety of options are offered for departments to use here: http://wmich.edu/arts-sciences/about/communications

• For design guidelines and other help, check out these websites:
  - http://www.swarthmore.edu/NatSci/cpurrin1/posteradvice.htm
Western Michigan University
The Graduate College
2015-16 Graduate Student Research Grants

This application was revised in May 2015

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 cost 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.dipierro@wmich.edu DO NOT submit applications to her.

<table>
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<th>Fall Deadline:</th>
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<td>Tuesday, Sept. 22, 2015</td>
<td>Friday, Jan. 29, 2016</td>
</tr>
<tr>
<td>Monday, Apr. 11, 2016</td>
<td></td>
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</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. May 2015
2015–16 Graduate Student Research 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

• Identify the semester(s)/session(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 □ RDSC □ 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? $_________ ($1,000 maximum).

• □ 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  ☐ RDSC  ☐ 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
2015–16 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; (c) the invited presenter; and (d) 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 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 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 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).
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  □ RDSC  □ 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.

<table>
<thead>
<tr>
<th>Allowable Expenses</th>
<th>$</th>
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<tbody>
<tr>
<td>Transportation (airfare)</td>
<td></td>
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<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 $400 limit)</td>
<td></td>
</tr>
<tr>
<td>Conference registration fee</td>
<td></td>
</tr>
<tr>
<td><strong>Total Budget</strong></td>
<td>$______</td>
</tr>
</tbody>
</table>

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

If yes, please provide proof of authorization to receive this award.

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.
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: Third Party Support

If applicable, attach proof of authorization to receive this award.

E: 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.

Example 1: GSTG-Application-Mary Jones, Example 2: 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 ☐ RDSC ☐ RSC

☐ D: Third Party Support: Authorization to receive award, if applicable

☐ 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 E” 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
Preparing for the Oral Defense of the Dissertation
by Marianne Di Pierro

For many doctoral students, the dissertation defense—the apex of doctoral study—resides in the distant future. But without warning, students find themselves bracing for the final hurdle. They wonder how or if they will manage to pull off this “last hurrah” as graduate students and enter into the scholarly realm as bona fide academics.

Students are never quite as prepared for this event as they would like to be. This rite of passage looms before them as a mysterious and unknown event, a gothic terror in its own right. It certainly should not be this way, and some forethought and preparation will go far in fostering confidence.

The following suggestions will help students take control of this nerve-wracking experience and transform it into the exciting, memorable and joyful event that it should be.

1. Attend dissertation defenses. The best way for graduate students to prepare for the dissertation defense is to regularly attend the defenses of their colleagues—those internal and external to their respective fields of expertise. They should be doing so throughout their programs, not just several weeks prior to their own defense.

2. Know the rituals. What happens at a dissertation defense? Students should discuss the intricacies of the defense with their advisors, as there are many variations. Generally, the dissertation chair reserves a conference room or meeting room for the defense. At some universities, dissertation defenses are held in the graduate college or graduate school. Attendees may or may not be invited to sit at the same table as committee members. After the presentation, the student and the attendees are usually dismissed from the room while the committee members deliberate. Then, the candidate and the attendees are brought back into the room and the candidate is congratulated and referred to by his or her new title for the first time. At this point the committee meets privately with the advisee to discuss revisions or other relevant matters.

3. Know the time allocated. Students should ascertain how much time their particular departments allocate to the complete oral defense, presentation and questioning, and should confer with their advisors. Most defenses last approximately two hours, including deliberation time for committee members.

4. Use PowerPoint. PowerPoint presentations is a professional approach that can do justice to the vast research that comprises the dissertation. PowerPoint slides should encapsulate the study and focus on its most salient findings. In preparing, students should ask these questions: “What do I want people to know about my dissertation? What is the most important information that I can present and talk about?” Presenters should consider the rules of chartmanship and create a goal-oriented presentation that navigates attendees through a logical, point-by-point sequence of information that builds to the conclusion in a clear and focused direction.

5. Be the authority figure. When presenting, students should think of themselves as authorities who best understand the information being presented and who stand in an ideal position to instruct attendees. The presentation should be instructional or expository, so they
should consider themselves as teachers—experts in their own right—informing the audience about the research findings. This perspective reverses the power differential and re-centers the student in a position of authority—one who has wisdom and knowledge and who teaches the committee the knowledge acquired.

6. Prepare slides. Prepare PowerPoint slides by using information in the dissertation’s first chapter (which actually is the overview of the dissertation) as a framework or outline that reflects the logical sequencing of information. However, substantive information in the entire dissertation should correspond with the slides and also with the notes (see suggestion 8). In essence, presenters are reducing their dissertation to a PowerPoint format. The amount of information presented should correspond to the time allocated for the defense presentation. Ensure the internal and external quality of the slides, and make certain there is integrity of information, as well as integrity in appearance of the slides. Slides should be readable and professional-looking. PowerPoint provides a framework for the presentation but it should not become the epicenter of the dissertation defense.

Slides should reflect the following:

- Title of the dissertation, including the presenter’s name, department and date.

- Department or program of study.

- Committee acknowledgment: Include the names of the dissertation advisor and committee members. Presenters should speak briefly about the contributions of each to the success of the work. It is appropriate to acknowledge the spouse, significant other, family members, friends and others who have lent support. Presenters may describe to the attendees why they chose their research and what informed that decision: attendees are naturally curious about how researchers arrived at their topics.

- Statement of the problem: Include a brief statement that draws researchers’ attention to a particular critical situation revealed in the scholarship. Presenters are encouraged to incorporate several slides that reflect statistics, data and information about the problem. Elements of the literature review should be included to provide a viable framework that stands as evidence that critical experts in a given field concur that there is merit in conducting the research, which fills a particular need for increased scholarship. (See “literature review,” below.)

- Significance of the research: Presenters should address the importance of the research to a wide pantheon of shareholders, from those most invested as beneficiaries to those least. This segment of the presentation focuses on the wider applications of the research to the community at large.

- Research question(s): List all of the research questions exactly as they appear in the text of the dissertation.
• Literature review: Presenters should provide an overview of salient critical studies. Such slides serve two functions: They delineate the current critical perspective and they justify that the research advances the scholarship through its research objective.

• Method: Such slides provide an overview of the application of particular methods through which research questions are answered. Presenters should include references to critical information that addresses the rationale for the selection of a particular method and addresses issues of validity and reliability.

• Results and analysis: Slides should reflect graphs, tables or charts that demonstrate critical elements of the research findings or outcomes. Presenters sometimes include their hypotheses and the corresponding results or analysis.

• Discussion: Presenters should list and discuss salient findings and their applicability to their field of expertise.

• Limitations of the study: Generally, limitations emerge out of the research process or after the research has concluded and draw attention to these questions: “If I had to do this study again, in what way would it differ? Would another approach affect outcomes, and if so, how?”

• Recommendations for future study: Where do students see the logical continuation of their work? This opens the pathway for future scholars and extends the opportunity to enter into the academic conversation.

The conclusion of the discussion, limitations and recommendations segments intersects naturally with the questioning phase of the dissertation defense. Presenters should anticipate the round of questions from committee members at this point.

7. **Provide PowerPoint handouts.** Prepare hard copies of the presentation for each committee member and attendees and distribute them before the defense—it may be useful to delegate this responsibility to a colleague (see No. 11). Send electronic copies to committee members who will attend the defense remotely.

8. **Prepare PowerPoint notes.** A notes section appears at the bottom of each slide and should reflect discussion points, culled from the text of the dissertation. Notes enable presenters to remain focused and on track in an organized manner that sets up a series of bullet points that jog the memory and help the presenters discuss additional details or elements of interest. The opportunity to elaborate may calm nerves and help presenters rise above the formality of the defense by dovetailing into interesting conversational elements that heighten audience interaction.

9. **Anticipate questions.** Successful graduate students are generally adept at anticipating test questions, as their years of experience bear out. Applying these skills to the dissertation defense will also keep them in good standing. Students should consider the
academic expertise of their respective committee members. In what areas would they most likely be focused? Advisees should be familiar with advisors’ theoretical or methodological penchant, the manner in which they think and reason, and the emphasis placed on certain elements of the dissertation as they conferr throughout the dissertation process. Exposure to committee members as they serve at other defenses provides excellent insight into how they work together as a group and as individuals. Anticipation informed by knowledge is an important tool in students’ dissertation defense tool kit.

10. **Conduct a dress rehearsal.** At some universities, it is common practice to schedule a pre-defense of the dissertation, an opportunity to field possible questions from committee members and other faculty. Students are not provided with the committee’s actual defense questions, but gain experience in responding to questions that relate to their research. This preparatory experience initiates students into the defense experience and inspires confidence. Several days prior to the actual defense, students should schedule a dress rehearsal in the same room reserved for the defense. Exposure to the surroundings ahead of time engenders comfort and reduces stress. Tech-smart rooms equipped with state-of-the-art technology make the setup for students somewhat easier. If tech-smart rooms are not a possibility, students should set up their own computer, projector and other equipment, such as phones, speakers or video conferencing for an offline committee member.

11. **Delegate.** Students should delegate to a trusted individual some of the smaller but important responsibilities of the defense well ahead of schedule. This chosen person could set up the equipment for the presentation, prepare the room on the day of defense, and prepare and distribute handouts.

12. **Consider the X factor.** While there are no guarantees of technological integrity or flawless appearances, having Plan B as a backup is a good thing. Handouts can save the day if technology fails, and an additional fresh shirt for a spilled coffee can be a salvation for the X factor.

13. **Dress for success.** The defense is a formal event in which the entire university community is invited. The event signals a critical rite of passage for most doctoral students and for the faculty who have supported them throughout a long and challenging process. While there are no general rules governing appropriate attire at most universities, the event should be regarded with dignity and respect. Presenters should dress as if they were delivering a paper at a conference or going to a job interview.

14. **Prepare the night before.** Keep everything as normal as possible, including sleeping and eating patterns. Save the heavy celebratory meals and desserts for a post-defense treat.

15. **Remember to laugh.** Despite our best efforts and planning, we do not have complete control. Laugh at what does not go according to plan and move on.

16. **Think about post defense.** After the defense, committee members may decide the dissertation requires revision and will refrain from signing off until adjustments have been implemented. Such revisions may include minor changes to the text that can be dealt with immediately. Other adjustments may require elaborate restructuring, and there may be additional work to do. Students should immediately address the committee’s concerns and
implement all changes. Students need to remain focused on graduation and complete the work that will take them there.

17. **Consider professional editing and formatting services.** The dissertation is not done until the monograph is in final form according to departmental or graduate college/school specifications. At the end of this process, students, as well as their budgets, are enervated. However, if budgets permit, it is advisable to secure the professional services of a formatter or editor who can put the document into final form.

The journey to the doctoral degree is long and often arduous, but knowing how to navigate the course will certainly sustain those who venture on the pathway to the Ph.D. The preparation of faculty and their advisees is key to the safe harbor of degree completion and graduation.

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WHEN THE CLIMBERS IN 1953 PLANTED THEIR FLAGS ON THE HIGHEST MOUNTAIN, THEY SET THEM IN SNOW OVER THE SKELETONS OF CREATURES THAT HAD LIVED IN THE WARM CLEAR OCEAN THAT INDIA, MOVING NORTH, BLANKED OUT. POSSIBLY AS MUCH AS TWENTY THOUSAND FEET BELOW THE SEAFLOOR, THE SKELETAL REMAINS HAD TURNED INTO ROCK.

THIS ONE FACT IS A TREATISE IN ITSELF ON THE MOVEMENTS OF THE SURFACE OF THE EARTH. IF BY SOME FIAT I HAD TO RESTRICT ALL THIS WRITING TO ONE SENTENCE, THIS IS THE ONE I WOULD CHOOSE: THE SUMMIT OF MT. EVEREST IS MARINE LIMESTONE.

John McPhee