



New EECS Graduate Student Orientation

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Graduate Chairman and Associate Professor (Electrical Engineering)
School of Electrical Engineering and Computer Science

September 10, 2020, 6:00 pm-7:00 pm, online TEAMS

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Create for Good.



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Outline

- EECS Graduate Degree Programs
 - Degree Requirements
 - Advisor & Committee
 - Program of Study
 - Important Documents
- Financial Support
 - Types of Graduate Appointments
 - Administrative Requirements
- Fall Semester 2020
- Common Problems
- Communication
- Contact Information
- Questions?



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EECS Graduate Degree Programs

- Master of Science in Electrical Engineering (MSEE)
 - Degree Code: MS7253
 - Thesis and Project options

- Master of Science in Computer Science (MSCS)
 - Degree Code: MS7260
 - Thesis and Project options

- Doctor of Philosophy (PhD)
 - Degree Code: PH7267
 - Entry with either M.S. or B.S. degree



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MSEE Requirements

| Requirement | Thesis Option | Project Option |
|----------------------------------|---------------|----------------|
| Breadth Coursework | 6 | 6 |
| EE 6000-level Coursework | 6 | 9 |
| Total 6000-level Coursework | 9 | 12 |
| Technical Writing Seminar ET6020 | 1 | 1 |
| Graduate Research Seminar EE6981 | 2 | 2 |
| Total EE Coursework | 12 | 12 |
| Total Coursework | 24 | 27 |
| Thesis/Project EE6950/EE6943 | 6 | 3 |
| TOTAL | 33 | 33 |



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MSEE Requirements – Program of Study

School of Electrical Engineering and Computer Science Russ College of Engineering and Technology

Program of Study
Master of Science Degree in Electrical Engineering
EFFECTIVE FOR ENTRY TERM FALL SEMESTER 2012 -or- LATER

This form, along with the Program and Guidelines document, supersedes any other written documentation (including DARS).

NOTE: Submit form to the EECG Graduate Programs Office, October 31st, for Graduate Chair's approval and signature. A final copy will be forwarded to your OHIO email.

Student's area of interest: (choose from circuits/electronics, controls, optoelectronics, electromagnetics, power/energy/power electronics, digital systems, communications, sensors, or signal/image processing.) See Graduate Chair if questions arise.

Area of Interest _____

| Course Number | Course Title ¹ | Credit Hours |
|--|---------------------------|--------------|
| Breadth requirement: two EE courses outside the area of interest (some of these may fall into other categories) | | |
| | | |
| Total EE hours 6000 level and above (6 required for these options, 8 for project option) | | |
| | | |
| EE Courses 6000 Level and Above | | |
| | | |
| | | |
| Total EE hours 6000 level and above (6 required for these options, 8 for project option) | | |
| | | |
| Non-EE Courses 6000 Level and Above ² | | |
| | | |
| Total hours 6000 level and above (9 required for this option, 11 for project option) | | |
| | | |
| 5000 Level EE Courses | | |
| | | |

¹ Course titles must correspond to those printed on [grads.cpe.ohio.edu](#)
² Most courses in Computer Science, Mathematics, Physics, and other engineering disciplines are acceptable. Programming language courses are not acceptable.

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School of Electrical Engineering and Computer Science Russ College of Engineering and Technology

| | |
|--|--|
| 5000 Level Non-EE Courses ¹ | |
| | |
| Totals | |
| Total EE Hours (minimum 12 required) | |
| Total Formal Course Hours (24 required for this option, 27 for project option) | |

| | |
|---|---|
| Graduate Research Seminar | |
| EE 6905 | (2 hours required) |
| ET 6020 | Technical Writing Seminar (1 hour required) |
| EE 6943 | Project or Thesis (select one) (8 hours required) |
| EE 6950 | Thesis (6 hours required) |
| Total hours (13 required for both thesis and project options) | |

Student Name _____ Signature _____ Date _____

Student OHIO email address _____

Major Advisor Name _____ Signature _____ Date _____

EECS Committee Member Name _____ Signature _____ Date _____

EECS Committee Member Name _____ Signature _____ Date _____

EECS Graduate Chair _____ Signature _____ Date _____

¹MATHS 5200 is not acceptable.

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MSEE Requirements – Guidelines

<https://www.ohio.edu/engineering/eecs/academics/graduate/electrical-engineering>

School of Electrical Engineering and Computer Science Russ College of Engineering and Technology

Requirements and Guidelines
Master of Science Degree in Electrical Engineering
EFFECTIVE FOR ENTRY TERM FALL SEMESTER 2012 -or- LATER

This document, along with the Program of Study form, supersedes any other written documentation (including DARS).

I. Minimum Entrance Requirements

Admission to the M.S. Program in EECG is subject to final approval by the EECG Graduate Committee. The following are minimum requirements that are used by the EECG Graduate Committee in evaluating applications. Students meeting these guidelines will be selected on a competitive basis.

- a) Minimum Qualifications to Apply for Unconditional Admission
 1. Bachelor of Science degree in Electrical Engineering or Computer Engineering.
 2. Undergraduate GPA of 3.0/4.0 or equivalent.
 3. Graduation from an ABET-accredited program.
- b) Applicants for admission from non-accredited programs, or with an undergraduate GPA below 3.0, or with a non-EE major in a related area, will be more carefully evaluated for admission by the EECG Graduate Committee. Remedial work for such applicants may be required.

II. Degree Requirements

- a) **Breadth requirement**
On the Program of Study, the student will indicate his/her "research area of interest" from the list of areas provided (the major advisor must approve this selection). The breadth requirement states that you must take (and list on the Program of Study) two courses that fall outside your area. It is usually obvious whether a course falls inside or outside the area but consult the Graduate Programs Office for clarification if necessary.
- b) **Grade point average for graduation**
In order for the Master of Science degree to be awarded, a candidate must have earned a grade point average of no lower than 3.0 for all formal course work taken at Ohio University.
- c) **Additional Grade Standards**
No more than 14 (0) semester hours of grades at B-, C+, or C may be applied toward fulfilling degree requirements, i.e., for all course work used to fulfill the course requirements on the Program of Study in addition to hours below a grade of C, may be applied toward fulfilling degree requirements. More (0) or more semester hours below B- will result in the removal of the student from the M.S. program.
- d) **Probation Status**
A candidate having an overall grade point average below 3.0 will be placed on probation status.

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MSCS Requirements

| Requirement | Thesis Option | Project Option |
|----------------------------------|---------------|----------------|
| Foundation Requirement | 6 | 6 |
| Depth Requirement | 12 | 18 |
| Total Coursework | 18 | 24 |
| Graduate Research Seminar EE6981 | 2 | 2 |
| Technical Writing Seminar ET6020 | 1 | 1 |
| Thesis/Project CS6950/EE6943 | 9 | 3 |
| TOTAL | 30 | 30 |



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MSCS Requirements – Program of Study

School of Electrical Engineering and Computer Science, Russ College of Engineering and Technology

Program of Study
Master of Science in Computer Science

EFFECTIVE FOR ENTRY TERM FALL SEMESTER 2016 or LATER

This form, along with the Program and Guidelines document, supersedes any other written documentation (including DARS).

NOTE: Submit form to the EECSS Graduate Programs Office, Stecker 332, for Graduate Chair's approval and signature. A final copy will be forwarded to your OHIO email.

| Course Number | Course Title ¹ | Credit Hours |
|---|---------------------------------------|--|
| Prerequisites² | | |
| CS 50000 | Introduction to Discrete Structures | |
| CS 51000 | Organization of Programming Languages | |
| CS 6420 | Operating Systems I | |
| CS 64300 | OSII Structures | |
| Foundation Requirements³ | | |
| If you took the undergraduate equivalent, place an "X" in the box and list replacement course in the "Other Course" section. If you did not take the undergraduate equivalent, place a "3" in the credit hours box. | | |
| CS 5060 | Computation Theory | 3 |
| CS 6040 | Advanced Algorithms | 3 |
| | | Total hours in this section (6 required) |
| Depth Requirement⁴ | | |
| Choose 4 courses (thesis option) or 6 courses (project option). At least 4 courses must be at the 6000-level | | |
| | | |
| | | |
| | | Total hours in this section (12 required for thesis option, 18 for project option) |
| Other Course⁵ | | |
| | | |
| | | |

¹ Course titles must correspond to those printed on [OHIO 10000](#).
² Prerequisite courses do not count toward the M.S. degree.
³ Courses taken at the undergraduate level should not be repeated. Courses at the same level or higher must be substituted in their place.
⁴ See the latest version of Approved Courses for the MSCS Depth Requirement. Other courses must be approved in advance by the EECSS Graduate Chair.
⁵ List any other courses required for your program of study.

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| | | Total hours in this section |
|---------------------------------------|---------------------------|-----------------------------|
| EE 6981 | Graduate Research Seminar | (2 hours required) |
| ET 6020 | Technical Writing Seminar | (1 hour required) |
| Thesis or Project (select one) | | |
| CS 6950 | Thesis | (9 hours required) |
| EE 6943 | Project | (3 hours required) |
| | | Total hours (30) |

Student Name _____ Signature _____ Date _____

Student OHIO email address _____

Major Advisor Name _____ Signature _____ Date _____

EECS Committee Member Name _____ Signature _____ Date _____

EECS Committee Member Name _____ Signature _____ Date _____

EECS Graduate Chair _____ Signature _____ Date _____

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MSCS Requirements – Guidelines

https://www.ohio.edu/engineering/sites/ohio.edu.engineering/files/sites/engineering/MSCS-Guidelines-Fall-2016-or-Later_March-2016.pdf

School of Electrical Engineering and Computer Science Russ College of Engineering and Technology

Requirements and Guidelines
Master of Science Degree in Computer Science

EFFECTIVE FOR ENTRY TERM FALL SEMESTER 2016 or LATER

This document, along with the Program of Study form, supersedes any other written documentation (including DARS).

I. Minimum Entrance Requirements

Admission to the M.S. Program in EECS is subject to final approval by the EECS Graduate Committee. The following are minimum requirements that are used by the EECS Graduate Committee in evaluating applications. Students meeting these guidelines will be selected on a competitive basis.

a) Minimum Qualifications to Apply for Unconditional Admission:

1. Bachelor of Science or Bachelor of Arts degree in Computer Science, Computer Engineering, or a closely related discipline.
2. Undergraduate GPA of 3.0/4.0 or equivalent.

b) Applicants for admission from non-accredited programs, or with an undergraduate GPA below 3.0, or with degrees in a related area, will be carefully considered for admission by the EECS Graduate Committee. Remedial work for such applicants may be required.

II. Prerequisites

The following, or their 2000-level equivalents, are required for admission to the program. Students without credit in these courses or their equivalents should be prepared to obtain credit in all four (4) before continuing in the program.

| | |
|----------|---------------------------------------|
| CS 5000D | Introduction to Discrete Structures |
| CS 5000 | Organization of Programming Languages |
| CS 540D | Operating Systems |
| CS 5610D | Data Structures |

III. Degree Requirements

a) **Foundation requirement**

All students must take the following two (2) courses:

| | |
|---------|---------------------|
| CS 5096 | Computer Theory |
| CS 6040 | Advanced Algorithms |

These two courses provide the foundation for graduate-level work in computer science. Students must obtain a grade of B or better in these courses.

Ohio University graduates who have credit for the 4000-level version of the first course above may use this course to satisfy the foundation requirement provided the grade received was B or better. If the foundation course is not taken for this reason, another graduate-level CS course at the same or higher level must be taken to replace it.

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PhD Requirements

| Requirement | With M.S. | With B.S. |
|---|-----------|-----------|
| Breadth Coursework | 0 | 6 |
| EE/CS 6000-level Coursework | 12 | 15 |
| Math/Science 6000-level Coursework | 3 | 3 |
| Total 6000-level Coursework | 15 | 18 |
| Total EE/CS Coursework | 12 | 18 |
| Total Coursework | 15 | 27 |
| Graduate Research Seminar EE6981 | 2 | 3 |
| Technical Writing Seminar ET6020 | 1 | 1 |
| Dissertation | 54 | 54 |
| TOTAL | 72 | 85 |

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PhD Requirements – Program of Study

School of Electrical Engineering and Computer Science Russ College of Engineering and Technology

Program of Study
Doctor of Philosophy in Electrical Engineering and Computer Science

Effective for students who are beginning Fall 2012 or later.
This form, along with the Program and Guidelines document, supersedes any other written documentation (including DARS).

- Turn in to the Graduate Secretary in Stocker 331. After the Graduate Chair has signed your program of study, you will receive a copy in your EECS mailbox.

| Course Number | Course Title ¹ | Credit Hours |
|--|---------------------------|---------------------|
| EECS Courses 6000 Level and Above ² | | |
| | | |
| | | |
| | | |
| | | |
| Total EECS hours (6000 level and above min 9 required) | | |
| | | |
| Math and/or Science Courses 6000 Level and Above ³ | | |
| | | |
| | | |
| | | |
| Total Math/Science hours (6000 level and above min 6 required) | | |
| Total hours (6000 level and above min 15 required) | | |
| | | |
| Graduate Research Seminar | | |
| EE 6980 / CS 6980 | Technical Writing Seminar | (2 hours required) |
| EE 6990 | | (1 hour required) |
| EE 6991 | Dissertation | (54 hours required) |
| Total Hours (min 72 required) | | |

¹ Course titles must correspond to those printed on grade reports.
² To visit EE 6980 or CS 6980 Graduate Research Seminar here.
³ Most 6000 level courses in Mathematics, Physics, and Biology are acceptable.

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School of Electrical Engineering and Computer Science Russ College of Engineering and Technology

Student Name _____ Signature _____ Date _____

Student OHIO email address _____

Major Advisor Name _____ Signature _____ Date _____

EECS Committee Member Name _____ Signature _____ Date _____

EECS Committee Member Name _____ Signature _____ Date _____

EECS Committee Member Name _____ Signature _____ Date _____

EECS Graduate Chair _____ Signature _____ Date _____

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PhD Requirements – Guidelines

<https://www.ohio.edu/engineering/eecs/academics/graduate/phd>

School of Electrical Engineering and Computer Science Russ College of Engineering and Technology

Requirements and Guidelines
Ph.D. in Electrical Engineering and Computer Science

EFFECTIVE FOR ENTRY TERM FALL SEMESTER 2014 --> LATER.

This document, along with the Program of Study form, supersedes any other written documentation (including DARS).

I. Minimum Entrance Requirements

Admission to the Ph.D. program is considered for applicants who either, currently hold an M.S. degree or those who seek direct entry to the Ph.D. program with a B.S. degree.

Normally, an M.S. and/or B.S. degree in Electrical Engineering, Computer Engineering, or Computer Science is expected. Those with an M.S. and/or B.S. degree in a related field will be considered. In all cases, excellent academic performance at the M.S. and/or B.S. level is expected. The applicant's background should reflect an ability to carry out independent supervised research.

II. Definitions

The "graduate committee," or "EECSG," is a standing committee appointed annually by the School Chair and whose function is to administer the graduate programs of the school.

A student's "examining committee" is defined in Section IV C.

The two committees are separate and distinct bodies; however, in some cases there may be one or more members of the EECSG on a particular student's examining committee.

III. Degree Requirements

A. Coursework Requirements - Ph.D. with M.S.

a) At least 15 semester hours of formal coursework, at the 6000 level or above, is required. Additional coursework may be required in cases where the student's background is found to be insufficient. The need for additional coursework will be assessed by the examining committee. Independent Study or other informal coursework will not count toward the required 15 credit hours.

b) At least 9 semester hours of formal coursework must be in EE and/or CS at the 6000 level or above. At least 3 semester hours of formal coursework must be in mathematics or the natural sciences at the 6000 level or above in required exceptions must be pre-approved. The coursework must be arranged so that the major emphasis is in a single area of EECS (namely, the student's chosen area of specialization). All coursework to be applied to the Ph.D. degree requirements must be approved by the EECS faculty members on the student's examining committee and the Chair of the EECSG.

c) No credit hours below a grade of B may be counted toward the Ph.D. program requirements. More than 6 semester hours below a grade of B will automatically drop the student from the program. The student must maintain a 3.04 G grade point average to remain in the program. Students failing to maintain a 3.04 G grade point average may petition the EECSG to remain in the program for one additional semester, during which the student's grade point average must be corrected to at least 3.04 G. Only one such petition is allowed during the degree program.

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Advisor and Committee

- EECS graduate students are not assigned an advisor! and Dr.J will not do it.
 - Research faculty technical interests & specialties
 - Identify faculty member(s) whose research specialization matches your interests
 - Often a good idea to speak with multiple faculty members
 - Must be a member of the EECS Graduate Faculty
 - Ask the person to be your advisor (he/she has the right to decline!)



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Advisor and Committee

- Your advisor:
 - will help you select courses and plan your Program of Study
 - is responsible for directing (but not doing) your research
 - will determine who you should ask to serve on your committee & who should be your outside-the-college committee representative(s)
 - can require you to take courses beyond the stated minimum requirements
 - may provide financial support in the form of a Research Assistantship (RA)
- You:
 - maintain good academic standing (GPA, academic progress etc.)
 - should make contributions to your advisor's research program
 - should meet regularly with your advisor
 - should initiate meetings



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Program of Study (PoS)

- Lists courses you plan to take to fulfill degree requirements
 - Audited courses do not count
- **Must be on file during your second semester**
 - Having a Program of Study on file is necessary to be considered for a new graduate appointment (TA/GA) or to continued with one
- Program of Study must be signed by:
 - You
 - Your advisor & committee
 - Graduate Chairman (Dr.J)
- Programs of study can be changed
 - Course substitutions must be at an equal or higher level
 - Program of Study Change Form must be filed before substitute courses are taken



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Important Documents

- Degree (Program) Requirements and Guidelines
 - Specifies graduation requirements & related policies
- Program of Study
 - Clearly lists courses that you plan to take to meet degree requirements
- All EECS graduate program documents can be obtained from Dr. Jadwisienczak, EECS Graduate Chair, room #333 or jadwisie@ohio.edu
 - Certain forms related to graduation requirements may be requested from the Dean's office at russgradinfo@ohio.edu



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Important Documents

- Graduate Catalog
 - University requirements, guidelines & policies that apply to all degrees offered at Ohio University available at <https://www.catalogs.ohio.edu/index.php>
- Pages of interest on the Graduate College website
 - Graduate Appointments
<https://www.catalogs.ohio.edu/content.php?catoid=68&navoid=5609>
 - Thesis and Dissertation (TAD) Services
- **NOTE: If you approach the Graduate Chairman with a question regarding policies, requirements, etc., he will ask if you have read:**
 - Graduate Catalog
 - Requirements & Guidelines document for your program
 - Program of Study form for your program



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Financial Support

- Research Assistantships (RAs)
 - Awarded directly by a faculty member with sponsored research
 - Research duties defined by the faculty member making the award
 - Faculty member has the right to revoke the award
 - A good way to determine your thesis/dissertation research topic
- Stocker Research Assistantships (SRAs)
 - Awarded by the School of EECS using Stocker endowment funds
 - Research duties defined by the faculty advisor
 - Two academic years plus the intervening summer



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Financial Support

- Teaching Assistantships (TAs)
 - Awarded by the School of EECS through the operating budget every semester
(TA assistantship IS NOT automatically renewed!!!)
 - Lab or recitation instruction under the supervision of the instructor of record
 - Must demonstrate the ability to communicate orally in English by passing the OPIE SPEAK test or by having an acceptable score on the TOEFL/IELTS
 - The School has the right to revoke the award due to unsatisfactory performance
 - A good way to gain instructional experience

- Graduate Assistantships (GAs)
 - Awarded by the School of EECS through the operating budget every semester
(GA assistantship IS NOT automatically renewed!!!)
 - Grading and/or lab duties that do not involve instruction
 - The School has the right to revoke the award due to unsatisfactory performance
 - A good way to gain entry-level experience on the path to a TA



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Financial Support

- All (S)RA, TA, and GA appointments include a stipend and a full tuition scholarship
 - RA: stipends vary by faculty member (\$6,500 minimum)
 - Stocker RA: \$8,000 per semester
 - TA: \$6,000 per semester (requires 20 hrs/week of work)
 - GA: \$4,500 per semester (requires 20 hrs/week of work)

- All (S)RAs, TAs, and GAs must meet minimum graduate-level registration requirements each semester (starting spring 2021)
 - 18 credit hours for MS
 - 18 credit hours for PhD

- All (S)RAs, TAs, and GAs must file a Program of Study sometime during their second semester



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Financial Support

- Stocker RA and EECS TA/GA positions
 - All positions are currently filled
 - Should a position open, all EECS graduate students will automatically be considered
 - Applications may be solicited, email Dr. J expressing interest to be TA/GA
 - Selection criteria include academic credentials and suitability for the position
- RA positions
 - Individual EECS professors may have open RA positions
 - Students should contact faculty whose research interests match their own



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Financial Support

- If you have a graduate appointment as a (S)RA, TA, or GA:
 - Complete these forms **in person (?)** at the Graduate College or Payroll Office
 - Verification of Employment Eligibility and Identity (I-9)
 - Declaration Regarding Material (Non) Assistance to a Terrorist Organization
 - Glacier Enrollment for US Tax Compliance
 - Other forms returned to Graduate College
 - Request for Optional Exemption to OPERS
 - Personnel Data Profile
 - Employee's Withholding Allowance Certificate (IRS Form W-4)



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Fall Semester

- Preliminary Advising
 - YOU choose your research area
 - **EE:** avionics, computer architecture, communications, control systems, nanoelectronics, optoelectronics, etc.
 - **CS:** artificial intelligence, theory, computing, networks, medical imaging, bioinformatics, etc.
 - Identify faculty member(s) in your area of interest
 - Ask for assistance for course selections to complete a program of study
 - See Graduate Chairman for referral, if necessary



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Fall Semester

- See Fall 2020 Course Offerings on the Registrar's website
- Typical course load
 - Three courses (9 – 12 credit hours)
 - EE/CS, other engineering, math, or science (e.g., physics, biology)
- If you have been awarded a (S)RA, TA, or GA appointment, you must meet minimum graduate-level registration
 - 18 credit hours for MS / 18 credit hours for PhD (starting spring 2021)
 - Register for research hours:
 - EE 6940 (MSEE)
 - CS 6940 (MSCS)
 - EE 8940 (PhD)
 - Until you have an advisor, you can register under Dr. Wojciech Jadwisienczak, EECS Graduate Chairman



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Thesis and Dissertation Deadlines Academic Year 2020-2021

All deadlines are firm and apply to all written theses and dissertations for all colleges. Colleges, schools, and departments may have earlier and/or additional deadlines. Students need to confirm with their department/college that they have fulfilled all other graduation requirements.

- All students must be registered for a minimum of 1 credit hour in the current term to receive services.
- Students are encouraged to obtain a Pre-Defense Format Review and are required to meet the Post-Defense Format Review Deadline by emailing the content-final, advisor-approved document in Word format to tad@ohio.edu. Students working in LaTeX may submit a PDF.

| Semester | Year | Graduation Application Deadline | Oral Defense ^{1,2} | Post-defense Format Review Deadline | Final Clearance Deadline: TAD Process Complete |
|--|------|--|---|--|---|
| Fall Dissertation | 2020 | | Fri, October 23, 2020 | Fri, October 30, 2020 at 3 P.M. | Fri, November 13, 2020 at 3 P.M. |
| Fall Thesis | 2020 | Mon, September 28, 2020 | Fri, November 13, 2020 | Fri, November 20, 2020 at 3 P.M. | Fri, December 4, 2020 at 3 P.M. |
| Early for Spring ³ | 2021 | | Fri, December 18, 2020 | Fri, January 8, 2021 at 12 Noon | Fri, January 15, 2021 at 12 Noon |
| Spring Dissertation | 2021 | Mon, February 15, 2021 | Fri, March 12, 2021** | Fri, March 19, 2021 at 3 P.M. | Fri, April 2, 2021 at 3 P.M. |
| Spring Thesis | 2021 | | Fri, April 2, 2021 | Fri, April 9, 2021 at 3 P.M. | Fri, April 23, 2021 at 3 P.M. |
| Early for Summer ³ | 2021 | | Fri, April 23, 2021 | Fri, April 30, 2021 at 12 Noon | Fri, May 7, 2021 at 12 Noon |
| Summer | 2021 | Mon, July 12, 2021 | Fri, July 23, 2021 | Fri, July 30, 2021 at 3 P.M. | Fri, August 13, 2021 at 3 P.M. |
| Early for Fall ³ | 2021 | To be determined. | Fri, August 6, 2021 | Fri, August 13, 2021 at 12 Noon | Fri, August 20, 2021 at 12 Noon |
| All deadlines are firm. Exceptions cannot be granted by TAD Services. | | These deadlines are set by the registrar's office. | If you defend after this deadline, you will not graduate in your intended term. | The document's content must be final. Only formatting changes allowed after this date. | Students must meet the "Format Review Deadline" to qualify for this deadline. All steps in the TAD Process must be complete by this deadline. |

¹Patton College of Education students: An electronic copy of your document (following post-defense edits) must be submitted by your Committee Chair to The Patton College no less than two weeks before the Final Clearance Deadline. For this reason, please schedule your oral defense accordingly.

²College of Health Sciences and Professions students: Your document must be sent to Dr. Sally Marinelle (marinels@ohio.edu) for document edits and College approval no less than two weeks before the Post-Defense Format Review Deadline. For this reason, please schedule your oral defense at least two weeks earlier than the date shown in the table above.

³Early Filing: Deadlines cannot be moved. If you miss any deadline for your intended semester of graduation, you may avoid paying tuition and fees in the following semester if you meet the following requirements:

- You have no Visa restriction requiring you to be registered in the semester you graduate. (You can call International Student and Faculty Services at 740-593-4330 to confirm your eligibility.)
- You have no obligations to your home college (all coursework complete, all requirements met).
- You meet all posted "Early" deadlines.

** Please Note: University Offices are closed from December 25, 2020 through January 1, 2021 and will re-open January 4, 2021.

** Please Note: This deadline falls during spring break, please plan accordingly.



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Fall'20 Semester – Defenses

Until the university has returned to face-to-face instruction, the Russ College will be operating under modified rules for thesis/dissertation defenses and proposal defenses to accommodate virtual defenses.

1. Students should work with their primary advisor and the graduate chair of their degree program to determine if the defense needs to take place during the university's modified academic procedures. Although the traditional in-person format provides the best and most reliable format for defenses, the college will honor both the timeframe and virtual defense delivery modality that the student and advisor agree is the most appropriate given the deadlines imposed on the student, the committee makeup, and the health circumstances at the time
 - As an alternative, note that the "early for summer" defense deadline is Friday, April 24th. If you meet the "early for summer" dates, you would officially graduate in the summer instead, but would not need to register in the summer
2. Given current university and CDC guidelines, the expectation is that the defense will be held entirely remotely, with every participant in a different location.
3. Students should work with their primary advisor and the graduate chair to determine what technology is the most appropriate given the Internet resources and computing environment available to each remote committee member. The college recommends a video channel like Teams, Skype, or Zoom, but audio-only formats are acceptable if necessary
4. The college recommends that, if possible, the advisor (or another member of the defense committee) establish the teleconference, invite the student and other committee members, and monitor its status. This removes complexity for the student and will make it easier for the committee to mute the student after the defense to discuss the presentation and determine if the defense was acceptable



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Fall'20 Semester – Defenses

Continuation....

5. It is strongly recommended that the student test the infrastructure being used with each remote committee member several hours in advance of the defense to ensure that all parties can participate effectively
6. The student must inform Jyl Mullins (mullinsj@ohio.edu - (740) 593-1481) in the dean's office of the details of the location that the student will use to host the virtual defense, and what technology will be used for the defense at least 24 hours in advance of the defense. If those details change for the actual defense, the details of the changes must be provided after the defense
7. The student must provide an electronic copy of any presentation materials to all committee members at least 24 hours in advance of the defense
8. An emergency cell phone number should be provided to all committee members of someone in a position to help with connection problems (either the student or advisor's number would be appropriate)



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Applying for Graduation

GRADUATE FORMS CHECKLIST

Note to Student: It is the responsibility of the student to confirm the availability of each committee member prior to scheduling the Oral Examination. Typically all members of a graduate student's committee are expected to be present in person. Due to the Covid-19, remote access (telephone/skype/etc.) is permitted. **However, written approval prior to the defense from the Grad Chair and the Senior Associate Dean for Research and Graduate Studies must be obtained.** Explanation and approvals of exceptional cases must accompany the arrangement form when submitting.



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Applying for Graduation

PART 1: PRE-DEFENSE FORMS/PROCEDURE:

- *Statement of Originality
- *Arrangements for the Oral Thesis Examination/Dissertation Defense
- *PDF of Thesis/Dissertation Document for Review and Plagiarism Check

Statement of Originality Form

From Dean's Office.

- *Submit to provide your permission to run the plagiarism check on your thesis/dissertation/project document.
- *Complete form and email a PDF document to Jyl Mullins at mullinsj@ohio.edu, so she may run the plagiarism check for you.
- *This must be done and submitted to the Dean's Office TWO WEEKS BEFORE YOU PLAN TO DEFEND.
- *PLAGIARISM CHECKS ARE REQUIRED BEFORE YOU ARE PERMITTED TO DEFEND.

Arrangements for the Oral Thesis Examination/Dissertation Defense

From Graduate Student Services.

<https://www.ohio.edu/graduate/etd/oral-defense>

- *Signatures/Approvals from advisor and graduate chair are required
- *This must be done and submitted to the Dean's Office TWO WEEKS BEFORE YOU PLAN TO DEFEND.
- *THE ASSOCIATE DEAN FOR GRADUATE STUDIES MUST APPROVE THE ARRANGEMENT FORM BEFORE YOU ARE PERMITTED TO DEFEND.



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Applying for Graduation

PART 2: POST-DEFENSE FORMS/PROCEDURE:

- *Report on the Oral Thesis Examination/Dissertation Defense
- *PDF of Final Document for Review and Final Plagiarism Check

Report on the Oral Thesis Examination/Dissertation Defense

From Graduate Student Services.

<https://www.ohio.edu/graduate/etd/oral-defense>

- *Signatures/Approvals from ALL committee members are required.
- *This must be done and submitted to the Dean's Office after successful completion of the thesis/dissertation defense.
- *Submit the final document in PDF format to Jyl Mullins at mullinsj@ohio.edu to run the final plagiarism check on your thesis/dissertation/project document.
- *THE ASSOCIATE DEAN FOR GRADUATE STUDIES MUST APPROVE THIS REPORT.

TAD Deadlines

- *Review the Thesis and Dissertation Deadlines for the current academic year.



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Final Graduation Approval

RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY
GRADUATION APPROVAL FORM
 TERM/YEAR: Summer 2019-20

First Name _____ Last Name _____ PID# _____

Major/School Department: **Electrical Engineering and Computer Science**

This Section to be completed/verified by the DEPARTMENT/SCHOOL OFFICE:

Thesis/Dissertation Project Advisor

This is a: THESIS _____ DISSERTATION _____ PROJECT _____

Date of entry into program: _____

If time has expired, was extension requested and granted? _____

Extension granted until: _____

Overall/Cumulative GPA: _____ (must be 3.0)

Total Hours REQUIRED for degree: _____

Thesis/Dissertation Hours Earned: _____

Conditions to Complete Degree: _____

| | |
|---|---|
| <p>MS CHECKLIST:</p> <p>Official undergraduate degree transcript _____</p> <p>Required coursework completed _____</p> <p>Master's oral on thesis _____</p> <p>Thesis filed _____</p> <p>Hours this semester* _____</p> | <p>PHD CHECKLIST:</p> <p>Official MS degree transcript _____</p> <p>Required coursework completed _____</p> <p>Ph.D. residency requirement _____</p> <p>Ph.D. comprehensive exam _____</p> <p>Scholarly discipline completed _____</p> <p>Admitted to candidacy _____</p> <p>Ph.D. oral exam _____</p> <p>Dissertation filed _____</p> <p>Hours this semester* _____</p> |
|---|---|

*Master's and PhD candidates must be registered for 1 hour, unless no services or advice is being received from the University or faculty, in which case, write in "Not Required" and initial.

This Section to be completed/verified by the DEAN'S OFFICE:

TAD Notification for thesis/dissertation acceptance: _____

Report on the Oral Thesis/Dissertation Examination Defense: _____

Statement of Originality: _____

Minimum accumulated hours earned: _____

Minimum accumulated GPA: _____

APPROVAL
 This student will satisfy all departmental requirements for the degree by the end of this quarter. I will notify the Dean's Office if there is any change.

Graduate Committee Chairman Date

DISAPPROVAL
 This student will NOT meet requirements for graduation by the end of this quarter.

Graduate Committee Chairman Date

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Common Problems

- A 3.0 GPA must be maintained. Graduate courses may not be retaken.
- No Program of Study on file
- Not all courses on Program of Study have been taken
- No evidence that a presentation was made in the EECS Graduate Research Seminar (EE 6981)
- Attempt to use invalid courses (e.g., MATH 5200 or computer programming courses or too many independent studies) to satisfy degree requirements
- Not registered for minimum graduate-level hours (you will not get paid!)

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Common Problems

- Writing thesis/dissertation
 - Document preparation
 - Seminars offered by Thesis and Dissertation (TAD) Services
 - More info here <https://www.ohio.edu/graduate/etd>
 - English usage & grammar
 - Consider ELIP classes
 - More info here <https://www.ohio.edu/cas/linguistics/elip/graduate-courses>
 - Proper citation (plagiarism):
 - Final document will be electronically scanned
 - You will be required to sign a statement of originality
 - Technical Writing Seminar (ET 6020) helps, but be vigilant – when in doubt, ask your advisor
- **Leaving campus before completing ALL degree requirements is a bad idea**



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Communication

- E-mail
 - OHIO account (Exchange e-mail and calendar) assigned to all graduate students
 - You must set forwarding to other e-mail account(s) you prefer
 - Check frequently (at least daily)
 - We use e-mail for general announcements, as well as specifically contacting YOU
- EECS Graduate Programs Organization on Blackboard
 - Announcements
 - Document archive



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Contact Information

EECS Program Specific Information and Business

- Wojciech Jadwisieniczak, EECS Graduate Chairman
 - Contact info:
 - Office: Stocker 331/333
 - Phone: 593-1572
 - E-mail: jadwisie@ohio.edu



Contact the Grad Chair office if you have questions about:

- Classes and class conflict
- Instructors and project advisors
- EECS programs specifics and requirements, program of study
- Graduate committees
- MS/PhD thesis schedule and defenses
- TA/GA assignments
- Curricular Practical Training (CPT) & Optional Practical Training (OPT)
- Graduation check



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Communication

Graduate Program Specific Information and Business

Denise Cribben
Graduate Programs Administrator
cribden@ohio.edu
(no phone right now)



Jyl Mullins
Graduate Programs Administrator
mullinsj@ohio.edu
740-593-1481



Contact the Graduate Program if you have questions about:

- Graduate Programs Requirements
- Contracts
- Graduation Check
- Scheduling MS and PhD Defenses
- Plagiarism Check
- Final Graduation Check
- and much more.....

russgradinfo@ohio.edu



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Contact Information

Graduate Program Director

- Shawn D. Ostermann, Senior Associate Dean for Research and Graduate Studies
 - Contact info:
 - Office: Stocker 153
 - Phone: 593-1482
 - E-mail: osterman@ohio.edu



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Announcement (1)

Phase-2 re-opening for Athens campus

1. The Stocker/ARC is closed, as it has been since the start of the pandemic.
ONLY those graduate students who have been given permission to have or will be given swipe card access to the building can return to labs.
2. Due to the poor air circulation in Stocker/ARC Center and the extremely high density of the few graduate student office spaces in Stocker/ARC, it seems that the only way to provide the building access is to create alternate spaces for grad students to study and access Internet resources. The School plans to open the two large ARC classrooms as socially-distanced graduate spaces for Phase-2. Grad students will receive via email a survey soon informing about specifics. Until you received a confirmation/permission from the School you shall not return to Stocker/ART for study or TA/GA duties.



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Announcement (2)

All EECS graduate students will received communication from the Grad Chair regarding:

1. PoS on file:

If missed or outdated then students MUST submit a new approved PoS by Dec. 1, 2020
New students will submit PoS by deadline specified in the Guidelines

2. Reminder to provide updates on Graduation Check by Dec. 1, 2020 including:

Number of terms in the program (7-year limit, 10 or 12 terms for tuition waver)

Completed credits by end of fall 2020

Completed EE6981 Grad Seminar credits and presentation by end of fall 2020

Completed ET6020 Technical Writing Seminar credit

Completed EE6950/CS6950/EE8950 Thesis/Dissertation credits (54 CR)

MS students - External representative(s) selection, MS Thesis defense date

PhD students - Comprehensive exams Part A&B dates, external representative(s) selection

Dissertation Proposal defense date, PhD Dissertation defense date



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Create
for Good.



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