

# New EECS Graduate Student Orientation

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School of Electrical Engineering and Computer Science

January 17, 2025, 5:00 pm, online TEAMS

RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY

**Create for Good.**



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UNIVERSITY

# Outline

- EECS Graduate Degree Programs
  - Degree Requirements
  - Advisor & Committee
  - Program of Study
  - Important Documents
- Financial Support
  - Types of Graduate Appointments
  - Administrative Requirements
- Spring Semester 2025
- Common Problems
- Communication
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- Questions?



# EECS Graduate Degree Programs

- Master of Science in Electrical Engineering (MSEE)
  - Degree Code: **MS7253 Thesis**
  - Degree Code: **MS7239 Non-Thesis**
- Master of Science in Computer Science (MSCS)
  - Degree Code: **MS7260 Thesis**
  - Degree Code: **MS7240 Non-Thesis**
- Doctor of Philosophy (PhD)
  - Degree Code: PH7267 (both EE and CS)
  - Entry with either M.S. or B.S. degree
  - **MS students who excel in academic and research performance may consider opening a new track and applying for admission to direct entry PhD with BS degree. Please discuss this with the Graduate Chair before applying.**



# MSEE Requirements

Requirement	Thesis Option	Project Option
Breadth Coursework	6	6
EE 6000-level Coursework	6	15
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	33
Thesis/Project EE6950/EE6943	6	0
<b>TOTAL</b>	<b>33</b>	<b>36</b>

**EE6930 Independent Study – see guidelines for your program**



# 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 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 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 EECS 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 no lower than 3.0 for all formal course work taken at Ohio University.
- c) **Additional Grade Standards**

No more than six (6) 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, no hours below a grade of C may be applied toward fulfilling degree requirements. Nine (9) 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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**New MS Guidelines doc will be available in the spring of 2025.**



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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 EECS Graduate Programs Office, Stacker 331, 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, avionics, or signal/image processing.) See Graduate Chair if questions arise.

Area of Interest		
Course Number	Course Title <sup>1</sup>	Credit Hours
Breadth requirement: two EE courses outside the area of interest (some of these may fall into other categories)		
(6 hours required)		
EE Courses 6000 Level and Above		
Total EE hours 6000 level and above (6 required for thesis option, 9 for project option)		
Non-EE Courses 6000 Level and Above <sup>2</sup>		
Total hours 6000 level and above (9 required for thesis option, 12 for project option)		
5000 Level EE Courses		

<sup>1</sup> Course titles must correspond to those printed on [grade reports](#).  
<sup>2</sup> Most courses in Computer Science, Mathematics, Physics, and other engineering disciplines are acceptable. Programming language courses are not acceptable.

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5000 Level Non-EE Courses <sup>3</sup>		
Totals		
Total EE Hours (minimum 12 required)		
Total Formal Course Hours (24 required for thesis option, 27 for project option)		

Graduate Research Seminar		
EE 6981		(2 hours required)
Technical Writing Seminar		
ET 6020		(1 hour required)
Project <u>or</u> Thesis (select one)		
EE 6943	Project	(3 hours required)
EE 6950	Thesis	(6 hours required)
Total Hours (33 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 _____

New PoS form will be available in the spring of 2025.

<sup>3</sup> MATH 5200 is acceptable.

Any changes on PoS must be approved by the advisor and the Committee

# MSCS Requirements

Requirement	Thesis Option	Project Option
Foundation Requirement	6	6
Depth Requirement	12	27
Total Coursework	18	33
Graduate Research Seminar EE6981	2	2
Technical Writing Seminar ET6020	1	1
Thesis/Project CS6950/EE6943	9	0
<b>TOTAL</b>	<b>30</b>	<b>36</b>

**Independent study course – see guidelines for your program**



# MSCS Requirements – Guidelines

[https://www.ohio.edu/engineering/sites/ohio.edu.engineering/files/sites/engineering/MSCS-Guidelines-Fall-2016-or-Later\\_March-2016.pdf](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. Requisites**

The following, or their 3000-level equivalents, are requisites 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 5200D	Organization of Programming Languages
CS 5420	Operating Systems I
CS 5610D	Data Structures

**III. Degree Requirements**

a) **Foundation requirement**

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

CS 5060	Computation 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 versions 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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- If a student took the requisite courses or their equivalents outside of OU, then must request a waiver. The School Graduate Committee will review a request for the requisite courses' waivers based on the MS7260 Guidelines.

CS 5000D      Introduction to Discrete Structures  
CS 5200D      Organization of Programming Languages  
CS 5420      Operating Systems I  
CS 5610D      Data Structures

**New MS Guidelines doc will be available in the spring of 2025.**



# 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 EECS Graduate Programs Office, Stocker 331, for Graduate Chair's approval and signature. A final copy will be forwarded to your OHIO email.

Course Number	Course Title <sup>1</sup>	Credit Hours
<b>Prerequisites<sup>2</sup></b>		
CS 5000D	Introduction to Discrete Structures	
CS 5200D	Organization of Programming Languages	
CS 542D	Operating Systems I	
CS 5610D	Data Structures	
<b>Foundation Requirements<sup>3</sup></b>		
If you took the undergraduate equivalent, place an (x) in the box and list replacement course in the "Other Courses" section. If you did not take the undergraduate equivalent, place a "3" in the credit hours box.		
(x)		
<del>CS 5060</del>	<del>Computation Theory</del>	
CS 604D	Advanced Algorithms	
Total hours in this section (6 required)		
<b>Depth Requirement<sup>4</sup></b>		
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)		
<b>Other Courses<sup>5</sup></b>		

<sup>1</sup> Course titles must correspond to those printed on [grade reports](#).

<sup>2</sup> Requisite courses do not count toward the M.S. degree.

<sup>3</sup> Courses taken at the undergraduate level should not be repeated. **Courses at the same level or higher must be substituted in these cases.**

<sup>4</sup> See the latest version of Approved Courses for the MSCS Depth Requirement. Other courses must be approved in advance by the EECS Graduate Chair.

<sup>5</sup> List any other courses required for your program of study.

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		Total hours in this section
<b>Graduate Research Seminar</b>		
EE 6981		(2 hours required)
<b>Technical Writing Seminar</b>		
ET 602D		(1 hour required)
<b>Thesis or Project (select one)</b>		
CS 695D	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 _____

**New PoS form will be available in the spring of 2025.**

**Any changes on PoS must be approved by the advisor and the Committee**



# CSMS Program - Prerequisites


- Students with B.S. in areas other than Computer Science and admitted to the MS7260 or CS7240 program **should have all required courses completed before registering for advanced graduate courses**. Requisite courses:
  - CS5000D Intro to Discrete Structures
  - CS5200D Organization of Programming Languages
  - CS5420 Operating Systems I
  - CS5610D Data Structures
- Students who believe that took equivalent courses outside of OU and would like to be exempt from taking requisite courses at OU **must submit a request including:**
  - **B.S. transcript showing all CS courses taken up to date.**
  - **Detailed syllabus of the course you want to be recognized as a substitute for the required course.**
  - **Compare selected Requisite course outcomes with the equivalent course outcomes to determine if the courses are equivalent. Don't submit if they are not equivalent.**
  - **Written request for a waiver to the Grad Chair office**
- A complete request for a waiver must be submitted to the Grad Chair office ([jadwisie@ohio.edu](mailto:jadwisie@ohio.edu)) **no later than the end of the second week of the semester** they are enrolled in the CS7260 program.




# CSMS Program – Foundation Requirements And Elective Courses

For the current approved list of Electives see online

[https://www.catalogs.ohio.edu/preview\\_program.php?catoid=97&poid=31431&returnto=10014](https://www.catalogs.ohio.edu/preview_program.php?catoid=97&poid=31431&returnto=10014)



**Any changes on the submitted and approved PoS must be approved again by the advisor, the Committee and the Grad Chair before registering for the course.**



# 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
<b>TOTAL</b>	<b>72</b>	<b>85</b>

**No Independent study course is counted for PhD with MS**



# 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 -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 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 "EECSGC," 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 EECSGC 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 is 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 EECSGC.
- 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 3.0/4.0 grade point average to remain in the program. Students failing to maintain a 3.0/4.0 grade point average may petition the EECSGC to remain in the program for one additional semester, during which the student's grade point average must be corrected to at least 3.0/4.0. Only one such petition is allowed during the degree program.

**New PoS form will be available in the fall of 2025.**

# 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 <sup>1</sup>	Credit Hours
EE/CS Courses 6000 Level and Above <sup>2</sup>		
Total EE/CS hours 6000 level and above (min 9 required)		
Math and/or Science Courses 6000 Level and Above <sup>3</sup>		
Total Math/Science hours 6000 level and above (min 6 required)		
Total hours 6000 level and above (min 15 required)		
Graduate Research Seminar		
EE 6981 CS 6980		(2 hours required)
Technical Writing Seminar		
ET 6020		(1 hour required)
Dissertation		
EE 8950	Dissertation	(54 hours required)
Total Hours (min 72 required)		

<sup>1</sup> Course titles must correspond to those printed on [grade reports](#).

<sup>2</sup> Do not list EE 6981 or CS 6980 Graduate Research Seminar here.

<sup>3</sup> Most 6000 level courses in Mathematics, Physics, and Biology are acceptable.

School of Electrical Engineering and Computer Science

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_____ 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

**New PoS form will be available in the fall of 2025.**

**Any changes on PoS must be approved by the advisor and the Committee before taking the course**

# Incoming PhD Guidelines Changes

## PhD with MS

At least 12 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 can be in mathematics or the natural sciences at the 5000-level or above; exceptions must be pre-approved.

## PhD with BS

At least 18 semester hours of formal coursework at the 5000-level or above is required, of which at least 15 hours of coursework must be at the 6000 level or higher in EE and/or CS and 3 hours can be in mathematics or the natural sciences at the 5000 level or higher; exceptions must be pre-approved.

A three-part (Part A – written, Part B – oral, and Part C – PhD Dissertation Proposal) comprehensive examination must be passed. This is taken with the dissertation advisor's approval and Part A must be attempted within one (1) semester after completing the formal coursework listed on the student's approved Program of Study (as per in III.A.a or III.B.a). Exceptions must be approved in advance by the EECSGC (See Section IV.). Part B and Part C must be completed within one year of passing Part A. The examining committee can waive the Part B examination if no specific concerns regarding the student's performance on Part A were raised and communicated to the Grad Chair.

Part B may be attempted only one (1) time. A student failing Part B cannot proceed with Part C and will be dropped from the Ph.D. program.



# Advisor and Committee

- EECS graduate students are not assigned advisors! **and Dr. J will not do it.**
  - Consider research faculty technical interests and specialties
  - <https://www.ohio.edu/engineering/eecs/people/faculty>
  - 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!)
  - Student can change advisor if necessary





# 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 (**no less than GPA 3.00, academic progress etc.**)
  - should make contributions to your advisor's research program
  - should meet regularly with your advisor
  - should initiate meetings



# General Comments on PoS

- Lists courses you plan to take to fulfill degree requirements
  - Audited courses do not count, must obtain permission to audit UG and G courses
- **Must be on file during your second semester or after collecting 6 credits of formal coursework**
  - Having a Program of Study on file is necessary to be considered for a new graduate appointment (TA/GA) or to continue 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
  - Programs of study can be changed
  - Forms are available at

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



# 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 office or [jadwisie@ohio.edu](mailto:jadwisie@ohio.edu)
  - Certain forms related to graduation requirements may be requested from the Dean's office at [russgradinfo@ohio.edu](mailto:russgradinfo@ohio.edu)
  - Also available at <https://www.ohio.edu/engineering/eecs/academics/graduate/documents>



# 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  
<https://www.ohio.edu/graduate/current-students/thesis-dissertation-services>
- **NOTE: If you approach the Graduate Chair 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



# Financial Support

**The School is the initiator of all financial support; however, does not control all the graduate contract approval steps.  
Look for postings through the Grad College and HR.**

- 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
  - **The next call for SRA will be in the spring of 2025, talk to your advisor.**



# 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, Alternative Speak Test, Versant Test of English (VET). English approval process is not controlled by the School or Grad Chair's office. Please contact the Graduate College with questions.**
  - The School has the right to revoke the award due to unsatisfactory performance
  - A good way to gain instructional experience



# Financial Support

- Graduate Assistantships (GAs) – currently not offered
  - Awarded by the School of EECS through the operating budget every semester  
(GA/TA/RA assistantship ARE 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



# Financial Support

- **NEW!** Beginning January 1, 2024 forward, students pursuing the MS Non-Thesis option are not eligible for TA/GA support unless special circumstances occur
- **NEW!** Students pursuing the MS Non-Thesis option are eligible for RA support offered by faculty.





# Financial Support

- All (S)RA, TA, and GA appointments include a stipend and a full tuition scholarship
  - RA: stipends vary by faculty member (\$6.5k for MS \$7k for PhD minimum)
  - Stocker RA: \$8,5k per semester
  - GAANN/TA \$10k per semester
  - TA: \$6k for MS and \$6.5k for PhD per semester (**requires 18 hrs/week of work**)
  - TA: \$8k for PhD Instructor
  - GA: \$6k for MS, \$6.5k for PhD per semester (**requires 18 hrs/week of work**)
- All (S)RAs, TAs, and GAs must meet minimum graduate-level registration requirements each semester
  - **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**



# 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 are solicited each semester, email Dr. J expressing interest in being TA
    - 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



# Financial Support

- If you have a graduate appointment as (S)RA, TA, GA or GAANN:
  - Complete required employment forms **in person** at the Graduate College or Payroll Office  
<https://www.ohio.edu/hr/compensation-pay/payroll-services/payroll-services>
    - Verification of Employment Eligibility and Identity (I-9), **use only a form with OU letterhead**
    - 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 as soon as possible but no later than 30 days after the first day of employment**
    - Personnel Data Profile
    - Employee's Withholding Allowance Certificate (IRS Form W-4)





## Graduate Appointment Information and Policies

Please review all information contained in these guidelines and your Graduate Appointment award letter carefully. Your award letter outlines the specific financial support you are to receive. By accepting your appointment, you are agreeing to the terms outlined in these policies.

### Types of Graduate Appointments

- *Teaching Assistantship (TA)*
- *Research Assistantship (RA)*
- *Graduate Assistantship (GA)*
- *Resident Director (RD)*

These appointment types include a stipend for service work and may include a tuition scholarship.

**[FY25 Final Graduate Appointment Guidelines.pdf](#)**



### **Required Employment Paperwork for Returning Students:**

Students who have been employed by the university within the past year and are currently active in the payroll system are NOT required to complete new hire paperwork. To confirm if you are still active, go to:

<https://obiprd.oit.ohio.edu/analytics/saw.dll?bieehome>

Choose **Dashboard>Finance and Administration Dashboard>Employee Lookup**. If your name populates **and you are working in a different position than the previous semester**, you will need to complete the [Existing Student Employee Information Sheet](#) and email it to [uhr@ohio.edu](mailto:uhr@ohio.edu).

### **Required I-9 and Employment Paperwork for New Students:**

All new students will need to complete an I-9 and new hire employment paperwork, see the following [Human Resources web page](#).

*Please note, all employment paperwork must be completed **no later than your first day of employment or you will not be eligible to begin working.***

**[FY25 Final Graduate Appointment Guidelines.pdf](#)**



## Accessibility Assistance

Students seeking information about accessibility assistance can contact [Student Accessibility Services](#).

## Official University Communication and Notices

Appointment or Fellowship award letters, university account balance notifications, registration, grade reports, and other official university communications are sent to your Ohio University email account. You are responsible for any and all official correspondence sent to your Ohio University email account, so please check it regularly.

Throughout your academic career, please keep your mailing address current on your student record by visiting the following [web page](#). *Your employment record is separate from your student record, so please be sure to update your employment record by visiting the following [web page](#).*

## [FY25 Final Graduate Appointment Guidelines.pdf](#)

## Requirements to Maintain Your Graduate Appointment

**Maximum hours of total employment are 20 hours per week. Graduate appointment recipients may not accept other full-time employment, either within or outside of the University. Graduate students cannot have two full-time graduate appointments.**

### Registration Requirements

- Minimum registration requirements must be met in order to retain a graduate appointment and/or tuition scholarship. See Table 1.
- Courses numbered 5000 or above and carry graduate credit. Use care to register for the graduate level in dual-numbered courses.
- Hours taken for Audit and undergraduate courses cannot be used to meet the minimum graduate hour requirements. Note: if you are registering for undergraduate courses, your total registration hours are a combination of the undergraduate AND graduate credits. Be sure you are registered for the minimum graduate credits to satisfy your appointment requirements (see Table 1) before adding undergraduate credits.
- Some departments/schools may require more registration hours. Register during the posted registration times to avoid late registration fees. To receive/retain your tuition scholarship, you must be registered for the required number of graduate credit hours by the second Saturday of the academic term (thirteenth calendar day) during Fall and Spring semester (for summer, refer to the individual course registration schedule). Late registration to bring your registration to the minimum requirement will incur fees.
- Under unusual circumstances, limited exceptions to the minimum enrollment level may be granted. Requests for exceptions should be sent with the department/school and college approval to the Associate Dean of the Graduate College for consideration.
- Failure to comply with graduate appointment requirements, including registration for the required number of graduate hours, could result in the termination of the entire graduate appointment. This could result in the student being responsible for all tuition scholarship charges.
- Any registration hours exceeding 18 credit hours will incur an additional cost per credit hour to the student as determined by the Ohio Board of Trustees.
- Course hours dropped after the second Friday of the semester remain on your schedule as withdrawn. Withdrawn hours are counted in your total registration hours for the purposes of your graduate appointment registration requirement. (For summer registration dates, refer to the individual course registration schedule.)

**[FY25 Final Graduate Appointment Guidelines.pdf](#)**





## Registration Requirements

Table 1. Work Hour and Registration Requirements

Appointment Type	Work Hours	Fall / Spring Registration Requirements (per term)	Summer Registration Requirements
TA/RA/GA/RD stipend with tuition scholarship (full appointment)	15 to 20	12	9
Fellowship with tuition scholarship	0	15	9
TA/RA/GA/RD stipend with tuition scholarship (half appointment)	8 to 10	12	9
GRS (Available Fall and Spring Terms Only)	5	12	N/A
Stipend only	1 to 20	.5	.5
Tuition Scholarship only	0	15	9
Fellowship only	0	.5	.5

[FY25 Final Graduate Appointment Guidelines.pdf](#)





## Academic and Work Performance Standards

- You must have a cumulative GPA of 3.00 in all graduate courses and show satisfactory progress toward your degree, as defined by your program/department. Some programs may require a higher GPA to maintain a graduate appointment.
- You must perform graduate assistantship duties satisfactorily, as defined by the immediate supervisor or the department/school. Failure to perform duties satisfactorily may result in termination of the appointment.

Questions or problems concerning work assignments should be resolved within the employing department/school, whenever possible. Problems not resolved at the department/school level can be referred to the Graduate Student Appointment Grievance Board, Ohio University Policy and Procedure 28.102.

**[FY25 Final Graduate Appointment Guidelines.pdf](#)**



## English Proficiency Requirements

Non-native speakers of English must demonstrate English proficiency to be awarded a graduate appointment. For details regarding the English proficiency policy, please see the [Ohio University Graduate Catalog](#).

Teaching Assistants must meet oral English proficiency requirements as defined by the State of Ohio. These requirements apply to all teaching assistants with instructional responsibility regardless of the teaching assistant's native language. For details, please see the [Ohio University Graduate Catalog](#).

**[FY25 Final Graduate Appointment Guidelines.pdf](#)**

## Stipend and Fellowship Payment Information

Stipend payments and fellowship disbursements are disbursed according to the schedule in Table 2. Stipends are paid in semi-monthly installments, while fellowship awards disburse once per term, unless the department chooses another schedule.

***\*\*Please check with your department if you have been given a fellowship award for the disbursement schedule your department has elected, as it may be spread out over the semester rather than as a lump sum.***

Table 2. Payment and Disbursement Schedule by Semester

Semester	Stipend Payment Date	Fellowship Disbursements	
<b>Fall</b>	September 15 & 30	September 15	100%
	October 15 & 31		
	November 15 & 30		
	December 15 & 31		
<b>Spring</b>	January 31	January 31	100%
	February 15 & 28 (29, if applicable)		
	March 15 & 31		
	April 15 & 30		
	May 15		
<b>Summer</b>	May 31 & June 15	May 31	100%
	June 30 & July 15		
	July 31 & August 15		

[\*\*FY25 Final Graduate Appointment Guidelines.pdf\*\*](#)



**Payroll and the Office of the Bursar have two separate direct deposit setups. See below for details.**

Service stipend payments can be direct deposited or payable by check, mailed to a student's permanent mailing address. Pay slips can be viewed [online](#). The Enterprise Business System requires login with your Ohio ID and password. Click *My Personal Information* for pay slip, W-2, tax statements, and other documents.

Fellowship and loan funds are disbursed through the Office of Student Financial Aid and Scholarships and are posted to the student account. **Any outstanding balance in the student account will be paid prior to any excess credits being issued to the student.** Students can receive excess credit funds in the form of a direct deposit or check from the Office of the Bursar. Students can enroll in direct deposit through the My OHIO Student Center under the Finances section. If the student does not enroll in direct deposit through the My OHIO Student Center, excess credit funds will be issued in check form and mailed to the student's address in their student record. Paper checks are only mailed on Fridays from the Office of the Bursar. Additional information regarding direct deposit can be found at the following [Office of Bursar web page](#).

**Fellowship appointments and tuition scholarships are posted to student accounts AFTER the student is registered for the required number of graduate hours.**

**[FY25 Final Graduate Appointment Guidelines.pdf](#)**

## Term Limits for Tuition Scholarships

Eligibility for a tuition scholarship is based on the number of semesters in which a student has received such a scholarship at Ohio University. The rules set the MAXIMUM number of semesters in which a student could receive support. Colleges and programs may have more restrictive limitations than the university policy. The counting of semesters of eligibility does NOT include summer semesters. Any student who receives any tuition support from the University will be considered to have received a tuition scholarship.

A graduate level student with an awarded graduate level degree from ANOTHER institution can receive no more than 10 semesters of tuition scholarship from any department or combination of departments.

A graduate level student without an awarded graduate degree from another institution or one who has earned a graduate degree from Ohio University can receive no more than 12 semesters of tuition scholarship from any department or combination of departments.

Students who have reached the maximum number of semesters of tuition scholarship are NO longer eligible to receive a tuition scholarship from any Ohio University program or department. Students can continue to receive a stipend without a tuition scholarship.

[FY25 Final Graduate Appointment Guidelines.pdf](#)

## Notice of Renewal/Non-Renewal

Graduate students seeking continuation of stipend and scholarship support must follow all departmental policies and procedures pertaining to renewal of that support. Additionally, Graduate Council guidelines state that graduate students holding graduate appointments written for an academic year must receive notice of renewal or non-renewal of that appointment no later than the end of spring semester. This provision does not apply to appointments terminated early or not renewed for academic or service performance reasons. In such cases, no prior notification is required.

Graduate students holding graduate appointments written on a semester basis must receive notice of renewal or non-renewal of appointment at least one semester before the end of that appointment period. Graduate students holding spring semester appointments must be notified no later than the end of the spring semester of renewal or non-renewal for fall semester. This provision does not apply to appointments terminated early or not renewed for academic or service performance reasons. In such cases, no prior notification is required. Notification of summer semester appointments can be made as early as practicable.

[FY25 Final Graduate Appointment Guidelines.pdf](#)

## Withdrawal Policy for Graduate Appointments

**Please read this section !!!**

*Graduate Tuition Scholarship:* An awarded tuition scholarship is withdrawn from the student's account if the student withdraws within the first fifteen calendar days of the semester. The student is responsible for the full 20% withdrawal assessment. An awarded tuition scholarship remains on the student's account if the student withdraws after the first fifteen calendar days of the semester, provided the student was registered for the correct number of graduate credit hours at the time of withdrawal. The student is responsible for the balance of tuition and fees assessed, as well as any other charges incurred. (For summer, refer to the individual course registration schedule.)

*Stipends:* Students who withdraw from all classes are paid a pro-rated portion of their stipend award, based on the actual number of days worked prior to the withdrawal.

**Please read this section !!!**

**[FY25 Final Graduate Appointment Guidelines.pdf](#)**

## **Additional Information**

### **Spouse/Domestic Partner Education Opportunity**

The Education Opportunity is a partial tuition scholarship available to the spouse or domestic partner of a graduate student who holds an RA, GA, or TA appointment. The Education Opportunity benefit pays half of the eligible instructional fee (up to six credit hours) and non-resident surcharge (if applicable) for the student's spouse or domestic partner who is appropriately enrolled for credit at Ohio University. *There is no general fee credit and the value of the benefit for graduate level courses are taxable to the graduate student holding the graduate assignment.*

#### **Restrictions:**

Education Opportunity cannot be used to pay for OPIE-prefixed courses or courses taken for audit. Education Opportunity is available only for semesters in which your graduate appointment is in effect. Applications must be received by the deadline to be accepted. Education Opportunity scholarships must be requested each semester.

#### **Application Requirements:**

Application forms are available in the Graduate College or can be downloaded from the following [Graduate College web page](#). The completed application form and required documentation must be returned to the Graduate College by 5:00 pm on or before the second Friday of the semester for which the student is seeking the Education Opportunity scholarship. Application forms are not accepted after the deadline date.

### **Ohio Residency**

"Residency for Tuition Purposes" policy is outlined in the Graduate Catalog. The petition to change your resident status is linked off the [Graduate College web page](#).

## **FY25 Final Graduate Appointment Guidelines.pdf**





## **Employment Dates**

[Ohio University policy 41.004](#) outlines the effective dates of employment responsibilities for Graduate Assistants.

## **Websites**

- [Graduate Appointments](#)
- [Graduate Student Orientation](#)
- [Current tuition and fees](#)
- [Ohio University Ombudsperson Office](#)
- [University Policy & Procedure Manual](#)
- [Ohio University Graduate Catalog](#)
- [Stipend Pay slips](#) –The Enterprise Business System requires login with your Ohio ID and password. Click *My Personal Information* for pay slip, W-2, tax statements, and other documents.

Not all policies and procedures relating to graduate appointment recipients' rights and responsibilities are contained within this document. Policies and procedures are subject to change during the academic year.

If you have any questions regarding your graduate appointment, contact the Graduate College by calling (740) 593-2800 or by emailing [graduate.appointments@ohio.edu](mailto:graduate.appointments@ohio.edu).

## **FY25 Final Graduate Appointment Guidelines.pdf**

# !!! Request for Optional Exemption to OPERS !!!

- *OPERS Exemption:* Students who do not have a social security card, who wish to opt out of OPERS utilizing their student exemption, will need to contact **University Human Resources (UHR) at 740-593-1636**. When they call UHR, they will need to ask for their (the student's) unique identifier to complete the OPERS election process.
- *Please note that students only have 30 days from the start of their **spring'25 contract** to opt out of OPERS. Students must have their exemption completed regardless of when they receive the first email from OPERS by the designated deadline.*



# Mandatory Fraud Reporting Training

## Mandatory Fraud Reporting Training - watch for an email from Dr.J

Due to new state requirements, all Ohio University employees must complete a fraud reporting training program during the fall semester.

The video for the state-mandated training program takes less than 8 minutes to complete, and the training program as a whole will take less than 11 minutes to complete.

**[Student employees can take the training program here.](#)**

<https://ohiostudents-oh.vectorlmsedu.com/training/home>

The training is focused on the state of Ohio's fraud reporting system and provides information on the means of reporting fraud, waste, and abuse. All students receiving financial support from the EECS are required to complete the training by Oct. 29, 2024.



# CPT and OPT (1)

**Curricular Practical Training (CPT)** is defined by U.S. immigration regulations as “alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the schools.” [8CFR 214.2(f)(10)(i)]. If you are considering an unpaid internship, please read the section below on Unpaid Employment.  
<https://www.ohio.edu/international-student-scholar-services/current-student-f1-employment#CPT>

## **Pre- and Post-Completion Optional Practical Training (OPT)**

Optional Practical Training (OPT) is one year of employment authorization that is intended to allow students a chance to gain practical experience in their field of study. All work done under OPT must be related to the student’s degree studies. When OPT is approved by United States Citizenship and Immigration Services (USCIS), the student will receive an Employment Authorization Document (EAD) which authorizes employment for a specific time period. OPT may be used during the degree program or after graduation. If you are considering an unpaid internship, please read the section below on Unpaid Employment.  
<https://www.ohio.edu/international-student-scholar-services/current-student-f1-employment>



# Graduate Internship

**EE6910 Graduate Internship** This course is not required for any graduate programs in the School. It is available to qualified graduate students with permission only.

Interested students shall discuss their internship plans with advisors and submit a complete request including justification for the internship, advisor's support letter, job offer letter containing specifics on how the internship will enhance the student's research experience, academic training, and successful completion of the graduate program to the Grad Chair's office **at least 4 weeks before the internship start date.**



# Please Remember

- **Before requesting CPT or OPT**
  - The EECS does not require internships or industrial experience for the MS or Ph.D. graduate programs
  - Maintain good academic standing according to the relevant MS or Ph.D. Guidelines
  - Have current PoS on file
  - Discuss the need for CPT for the successful completion of an MS Thesis or Ph.D. Dissertation with advisor
  - Submit CPT/OPT completed form, CPT/OPT Supplemental form endorsed by an advising faculty, and written justification of how CPT is requested and how it will contribute to the MS/Ph.D. research project
  - **All grads pursuing CPT must register for 6910 Graduate Internship (by permission only)**
  - See the Grad Chair for advice if necessary.



# Fall & Springall Semesters

- Preliminary Advising (ASAP)
  - 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 Chair for referral, if necessary. All grads registering for 6940 under Dr.J for a given semester must report to the Grad Chair on the progress in selecting a research advisor before the end of an academic term.



# Spring Semester

- See Spring 2025 Course Offerings on the Registrar's website
  - <https://webapps.ohio.edu/classes/search>
- Typical course load
  - Three courses (9 credit hours)
  - EE/CS, other engineering, math, or science courses (e.g., physics, biology)
- If you have been awarded (S)RA, TA, or GA appointment, you must meet the minimum graduate-level registration
  - **18 credit hours for MS / 18 credit hours for Ph.D.**
  - Register for research hours:
    - EE6940 (MSEE)
    - CS6940 (MSCS)
    - EE8940 (PhD)
  - Until you **DO NOT** have an advisor, you can register, with permission, under Dr. Wojciech Jadwisienczak, EECS Graduate Chairman ([see previous slide](#))





# Thesis and Dissertation Deadlines Academic Year 2024-2025

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 0.5 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](mailto:tad@ohio.edu). Students working in LaTeX may submit a PDF.

Semester	Year	Graduation Application Deadline	Oral Defense <sup>1</sup>	Post-defense Format Review Deadline	Final Clearance Deadline: TAD Process Complete
Fall Dissertation	2024	Mon, September 23, 2024	Fri, October 25, 2024	Fri, November 1, 2024 at 3 P.M.	Fri, November 15, 2024 at 3 P.M.
Fall Thesis	2024		Fri, November 15, 2024	Fri, November 22, 2024 at 3 P.M.	Fri, December 6, 2024 at 3 P.M.
Early for Spring <sup>2</sup>	2024	Mon, February 17, 2025	Fri, December 20, 2024	Thur, January 2, 2025 at 12 Noon	Fri, January 10, 2025 at 12 Noon
Spring Dissertation	2025		Fri, March 14, 2025**	Fri, March 21, 2025 at 3 P.M.	Fri, April 4, 2025 at 3 P.M.
Spring Thesis	2025		Fri, April 4, 2025	Fri, April 11, 2025 at 3 P.M.	Fri, April 25, 2025 at 3 P.M.
Early for Summer <sup>2</sup>	2025	Mon, July 14, 2025	Fri, April 25, 2025	Fri, May 2, 2025 at 12 Noon	Fri, May 9, 2025 at 12 Noon
Summer	2025		Fri, July 25, 2025	Fri, August 1, 2025 at 3 P.M.	Fri, August 15, 2025 at 3 P.M.
Early for Fall <sup>2</sup>	2025	Mon, September 29, 2025*	Fri, August 8, 2025	Fri, August 15, 2025 at 12 Noon	Fri, August 22, 2025 at 12 Noon
<b>All deadlines are firm. Exceptions cannot be granted by TAD Services.</b>		These deadlines are set by the registrar's office. *This is tentative and will not be finalized until Feb/Mar 2025.	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.

<sup>1</sup> **College of Health Sciences and Professions students:** Your document must be sent to Dr. Sally Marion-Fetty ([marinels@ohio.edu](mailto: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.

<sup>2</sup> **Early 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 Scholar 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 23, 2024 through January 1, 2025 and will re-open January 2, 2025.

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

<https://www.ohio.edu/graduate/etd>



# Thesis and Dissertation (TAD)



[TAD Forms & Templates](#)



TAD Deadlines



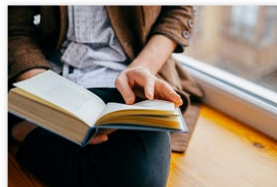
[Dissertation Writing Support Program](#)



[Schedule an Appointment \(Bookings\)](#) 



[Filing "Early For"](#)



[Copyright, Plagiarism, and Publishing Information](#)



[Timelines and Planning](#)




[TAD Testimonials](#)

<https://www.ohio.edu/graduate/current-students/thesis-dissertation-services>



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# Thesis and Dissertation (TAD)



The screenshot shows the Ohio University Graduate College website. The header includes the Ohio University logo and navigation links: Info for..., Quick Links, Apply, Give, and Search. Below the header, the Graduate College navigation menu includes About, Academic Programs, Admissions, Funding, Current Students, Faculty & Staff, and Give. The main content area features the text "Dissertation Writing Support Program" in a large, green font. To the right of the text is a photograph of a classroom or meeting room where several people are seated at tables, and a presentation is being displayed on a screen at the front of the room.

[OHIO](#) » [Graduate College](#) » [Current Students](#) » [Thesis and Dissertation Services](#) » [Dissertation Writing Support Program](#)

<https://www.ohio.edu/graduate/current-students/thesis-dissertation-services/writing-support-program>

## Overview of Weekly Writing Group Meetings

### Tuesday & Saturday Spring 2025 Writing Groups

#### Tuesday Online Writing Groups

These sessions take place every Tuesday from 1-4 p.m. during Spring 2025\*, starting on January 14th, 2025. These are structured writing sessions where you will write in a timed manner alongside your DWSP peers. Here is an overview of the virtual group structure:

- 1:00-1:15 PM - Check-In
- 1:15-2:00 PM - Quiet Writing
- 2:00-2:10 PM - Break
- 2:10-2:55 PM - Quiet Writing
- 2:55-3:00 PM - Closing Gratitude Practice

# Russ College of Engineering and Technology Thesis Submission Checklist

<https://www.ohio.edu/graduate/current-students/thesis-dissertation-services>

This checklist is in addition to the Graduate College Thesis and Dissertation (TAD) Process Checklist.

## First Year

### Recommended:

- Meet faculty members who are doing research that interests you and take their classes.
- Get advice on which courses to take.
- Search for funding and employment opportunities.
- Seek an advisor and work together to finalize a research topic.

### Required:

- Attend orientation session.
- By the end of your first year, submit a course of study to your graduate chair for approval.
- Submit the approved final course of study to the Russ College Graduate Program Administrators ([russgradinfo@ohio.edu](mailto:russgradinfo@ohio.edu)) via email.

## Second Year

- Take steps to develop and defend your thesis.
- Take the Russ College's graduate writing course.
- Select faculty members to serve on your thesis committee. Submit the MS Committee & External Representative form to the Russ College Graduate Program Administrators ([russgradinfo@ohio.edu](mailto:russgradinfo@ohio.edu)) via email for approval by the Associate Dean for Research and Graduate Education.

## Thesis Defense Preparation

- Submit Arrangement for Thesis Proposal Defense to the Russ College Graduate Program Administrators ([russgradinfo@ohio.edu](mailto:russgradinfo@ohio.edu)) via email for approval by the Associate Dean for Research and Graduate Education at least 14 days prior to the proposed defense date. (Chem, ISE, and ME Only)
- Submit a Report on Thesis Defense Proposal to the Russ College Graduate Program Administrators ([russgradinfo@ohio.edu](mailto:russgradinfo@ohio.edu)) via email. (Chem, ISE, and ME Only)

Submit the following 3 items at the same time to the Russ College Graduate Program Administrators ([russgradinfo@ohio.edu](mailto:russgradinfo@ohio.edu)) via email.

- Statement of Originality
- Your thesis for pre defense plagiarism check by Russ College Graduate Program Administrators ([russgradinfo@ohio.edu](mailto:russgradinfo@ohio.edu)) via email.
- Final Arrangement for Thesis Defense form for approval by the Associate Dean for Research and Graduate Education at least 14 days prior to the proposed defense date to Russ College Graduate Program Administrators ([russgradinfo@ohio.edu](mailto:russgradinfo@ohio.edu)) via email.

## After the Thesis Defense

- Submit your thesis for post defense plagiarism check by Russ College Graduate Program Administrators ([russgradinfo@ohio.edu](mailto:russgradinfo@ohio.edu)) via email after any corrections or changes are completed.
- Submit Report on Final Thesis Defense to the Russ College Graduate Program Administrators ([russgradinfo@ohio.edu](mailto:russgradinfo@ohio.edu)) via email for approval by the Associate Dean for Research and Graduate Education.

Upon completion of all Russ College of Engineering and Technology requirements the Russ College Graduate Program Administrators will submit your approved final thesis defense report along with a statement regarding your plagiarism check to the Graduate College, Thesis and Dissertation (TAD) Office.



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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 **Rachel Meyer at meyers@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.



# 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 **Rachel Meyer at [meyerr@ohio.edu](mailto:meyerr@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.



# Final Graduation Approval

\_\_\_\_\_  
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: \_\_\_\_\_

**MS CHECKLIST:**

Official undergraduate degree transcript \_\_\_\_\_  
Required coursework completed \_\_\_\_\_  
Master's oral on thesis \_\_\_\_\_  
Thesis filed \_\_\_\_\_  
Hours this semester\* \_\_\_\_\_

**PHD CHECKLIST:**

Official MS degree transcript \_\_\_\_\_  
Required coursework completed \_\_\_\_\_  
Ph.D. residency requirement \_\_\_\_\_  
Ph.D. comprehensive exam \_\_\_\_\_  
Scholarly discipline completed \_\_\_\_\_  
Admitted to candidacy \_\_\_\_\_  
Ph.D. oral exam \_\_\_\_\_  
Dissertation filed \_\_\_\_\_  
Hours this semester\* \_\_\_\_\_

\*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



# Common Problems

- A 3.0 GPA must be maintained. Graduate courses may not be retaken.
- No Program of Study on file – Student will be illegible for TA/GA assignment
- Not all courses in the Program of Study have been taken
- No evidence that a presentation was made in the EECS Graduate Research Seminar (EE6981)
- Attempt to use invalid courses (e.g., MATH5200 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!)
- Only courses in approved PoS can be counted toward the Program requirements.
- **If you want a course to be counted toward the Program requirements, you must obtain permission before registering.**





# Common Problems

- Writing thesis/dissertation
  - Document preparation
    - Seminars offered by Thesis and Dissertation (TAD) ServicesMore info here <https://www.ohio.edu/graduate/etd>
  - English usage & grammar
    - Consider ELIP classesMore info here <https://www.ohio.edu/cas/linguistics/elip/graduate-courses>
  - **Proper citation (plagiarism and ChatGPT):**
    - Final document will be electronically scanned
    - You will be required to sign a statement of originality
    - Technical Writing Seminar (**ET6020**) helps, but be vigilant – when in doubt, ask your advisor
- **Leaving campus before completing ALL degree requirements is a bad idea**



# International Students

The School was notified that the ISSS office is extremely short-staffed at this time due to the departure of Jennifer Nisevich and Andy Badii from the ISSS.

The situation may not be improved soon, therefore in the meantime, please be patient when requesting their assistance. Please allocate extra time to process any request or paper approval.

If you need something quickly, please send all the info to [iss@ohio.edu](mailto:iss@ohio.edu) so that they can route it properly.

Please note that ISSS is moving as quickly as possible and the EECS or Grad Chair's office will not be able to speed up your request if you do any business with ISSS at the last minute.



# Social Security Letters for International Students

All international students must apply for a social security number (SS#). Please request a letter from the Graduate Chair office printed on the school's letterhead, complete and sign the document in INK (SSA requires wet signatures) before you deliver it to the ISSS office.



# Communication

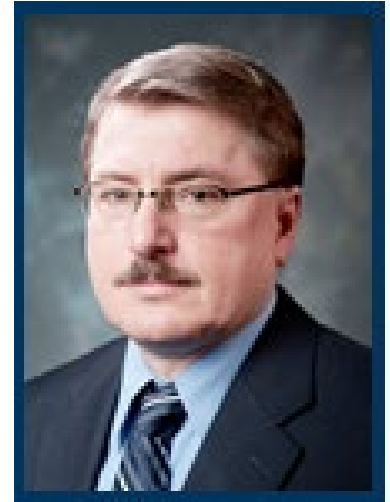
- E-mail
  - OHIO account (Exchange e-mail and calendar) assigned to all graduate students
    - You must set forwarding to other e-mail account(s) you prefer
  - Check frequently (at least daily)
    - We use e-mail for general announcements, as well as specifically contacting YOU



# Contact Information

## EECS Program Specific Information and Business

- Wojciech Jadwisienczak, EECS Graduate Chairman
  - Contact info:
    - Office: Stocker 331/333
    - Phone: 593-1572
    - E-mail: [jadwisie@ohio.edu](mailto: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 (PoS)
- Graduate committees
- MS/PhD thesis schedule and defenses
- TA/GA assignments
- Curricular Practical Training (CPT) & Optional Practical Training (OPT)
- Graduation check

# Communication

## Graduate Program Specific Information and Business



**Rachel Meyer**

Graduate Program  
Administrator  
meyerr@ohio.edu  
Stocker #183  
740.593.9487

### 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](mailto:russgradinfo@ohio.edu)

# Contact Information

Graduate Program Director

## Dr. Eric P. Steinberg

Professor (CE),

Associate Dean for Research and Graduate  
Education

[steinber@ohio.edu](mailto:steinber@ohio.edu)

Stocker #153

740.593.1464



# Post-Admission English Language Proficiency Testing

Individual academic programs may require on-campus English proficiency testing for any student for whom English is not a native language. Failure to achieve a passing score may result in dismissal from the program.

## Oral English Proficiency for Teaching Assistants

Ohio law requires all Teaching Assistants to demonstrate English proficiency prior to assuming instructional duties. Each department will work with the Graduate College to ensure that all graduate students with a Teaching Assistant appointment or any appointment whose duties involve oral instruction receive full or provisional clearance before beginning those instructional duties.

**[Application and Admission - Ohio University - Modern Campus Catalog™](#)**





## Oral English proficiency must be demonstrated in one the following ways:

- Native speakers of English: Have received an undergraduate degree from an English medium university or college and have been interviewed by the academic program.
- Non-native speakers of English may be fully cleared to serve as a Teaching Assistant or other Graduate Appointment where the student is responsible for instruction if any of the following are met:
  - **IBT:** ≥80 Composite, ≥24 Speaking, ≥17 all other section scores
  - **IELTS:** ≥6.5 Composite, ≥7.0 Speaking, ≥6.5 all Bands
  - **VET:** ≥69 and an approved English Proficiency waiver.
  - **DET (Duolingo English Test):** ≥115 (overall and “conversation” subscore) and an approved English Proficiency waiver.
- Non-native speakers Of English may be provisionally cleared to serve as a Teaching Assistant or other Graduate Appointment where they are responsible for instruction if they achieve any of the following scores and concurrently enroll [OPIE 5715D - Oral Communication in University Classes](#):
  - **IBT:** ≥80 Composite, 21-23 Speaking, ≥17 all other sections
  - **IELTS:** ≥6.5 Composite, ≥6.5 Speaking, ≥6.5 all Bands
  - $58 \leq \text{VET} \leq 69$  and an approved English Proficiency waiver.
  - $110 \leq \text{DET} \leq 114$  (overall and “conversation” subscore) and an approved English proficiency waiver.

Applicants who wish to be considered for teaching appointments and who must demonstrate Oral English Proficiency through testing are advised to submit an official TOEFL iBT or IELTS score with their application. Admitted students who opt to demonstrate proficiency through the DET or VET are encouraged to complete testing *before arriving on campus to prevent delays in assigning graduate appointments.*



# English Proficiency Test

## VET

Beginning spring'22, students who are not cleared for oral English proficiency will normally be asked to take the Versant Test of English (VET), a Pearson product. The VET test is not administrated by the Department, and it must be approved by the International Student Services. This is an approximately 25-minute online test, with a fee. This test has been piloted and carefully validated by the OPIE program.

For the moment, students who need to take the test should contact Dr. Andy Ray, [raya@ohio.edu](mailto:raya@ohio.edu), Director of International Student Services, Dr. Gerry Krzic, [krzic@ohio.edu](mailto:krzic@ohio.edu), Director of Ohio Program of Intensive English.



# Class and Lab Safety

Ohio University provides a safe and secure environment within which students can successfully pursue their academic and personal goals. Occasionally, students exhibit behavior or communicate in a fashion that raises concern - for the student's welfare or for the welfare of others in the community. In order to best respond to such occurrences, the Office of the Dean of Students maintains and coordinates the activities of the Student Review and Consultation Committee (SRCC).

For more info see here <https://www.ohio.edu/student-affairs/dean-of-students/reporting-concerns-about-student>

When students exhibit behavior or communicate in a fashion that raises concern shall be reported to the School directly Dr. Avinash Karanth (Chair) [karanth@ohio.edu](mailto:karanth@ohio.edu), Dr. Wojciech Jadwisienczak (Grad Chair), [jadwisie@ohio.edu](mailto:jadwisie@ohio.edu) and Dr. Costas Vassiliadis (Associate Chair) [vassilia@ohio.edu](mailto:vassilia@ohio.edu).

If TA is performing unsupervised class or lab activities feels the situation warrants immediate attention, shall approach immediately:

- The course instructor
- The School authorities listed above
- In case of not being able to communicate with the above contacts:
  - Office of the Dean of Students directly at 740-593-1800
  - Ohio University Police Department at 740-593-1911.



# Lab Safety Training

## Jared Schlicher

Laboratory Coordinator

Stocker Center 321B

[Electrical Engineering and Computer Science](#)

✉ [schliche@ohio.edu](mailto:schliche@ohio.edu)

☎ [740.593.1564](tel:740.593.1564)



For Ohio University laboratory safety guideline see  
<https://www.ohio.edu/facilities/safety/radiation-safety/lab>

# TA Application for Fall '25

TA applications will be accepted in May of 2024. Before submitting an application, please collect the following information:

**Number of terms in the program (6 or 7-year limit, 10 or 12 terms for tuition waiver)**

**Completed credits by the end of fall 2024**

**Credits registered in spring 2024**

**Completed EE6950/CS6950/EE8950 Thesis credits / Dissertation credits**

**MS students with PoS approved - External representative selection, MS Thesis defense date**

**Ph.D. students with PoS approved - Comprehensive exams Part A&B dates, external representative(s) selection, Dissertation Proposal defense date, Ph.D. Dissertation defense date**

**International students – confirm English Proficiency status and eligibility for TA, complete VET test if necessary.**

**Confirm that you are eligible for TA ( English Proficiency and funding eligibility)**

**Please comply with the above requirements before submitting an TA application by July 1, 2025.**

**!!!**



# Announcement

## International Travel

- All international travel must be approved in advance by the Russ College
  - Only if you've travelling for academic purposes (attend a workshop, present a paper, conduct research, etc.)
- Rules for international travel
  - Depending on where you are travelling, we may require a small amount of training
    - Personal safety
    - Protection of intellectual property
  - **No unencrypted laptops or tablets should leave the country!**



## Graduate Appointments, Employment, and Benefits

In addition to awards administered by individual colleges or programs, Ohio University offers several awards and fellowship opportunities to outstanding graduate students across the institution. The following opportunities are available for the 2024 - 2025 academic year. For more info see

<https://www.ohio.edu/graduate/funding/awards-fellowships>



## Original Work Grant and Travel Award

The Graduate College, in collaboration with the Graduate Student Senate, offers current graduate students two grant opportunities to support their research, scholarship and creative activities. For more info see

<https://www.ohio.edu/graduate/funding/awards-fellowships>





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