



New EECS Graduate Student Orientation

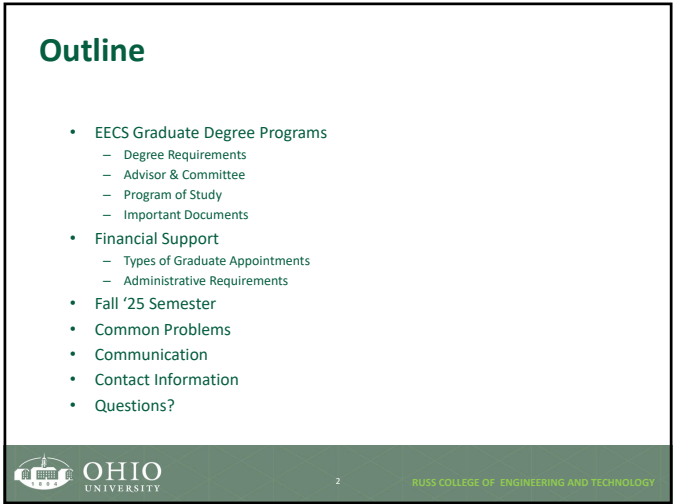
Wojciech Jadwisieniczak, Ph.D.
Graduate Chairman and Professor (Electrical Engineering)
School of Electrical Engineering and Computer Science

September 5, 2025, 4:00 pm, online TEAMS

RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY
Create for Good.




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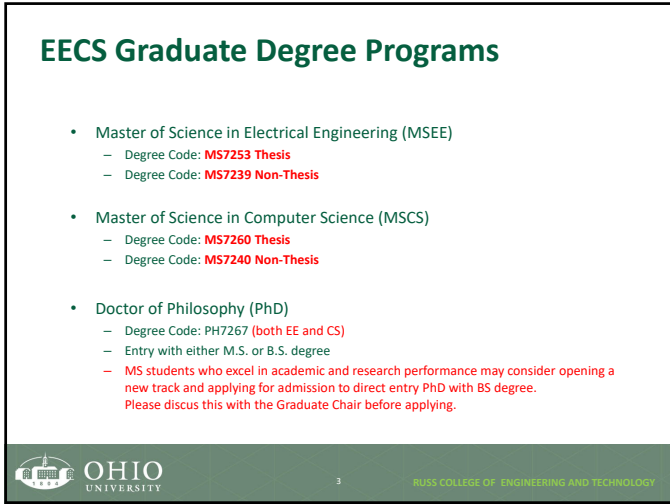


Outline

- EECS Graduate Degree Programs
 - Degree Requirements
 - Advisor & Committee
 - Program of Study
 - Important Documents
- Financial Support
 - Types of Graduate Appointments
 - Administrative Requirements
- Fall '25 Semester
- Common Problems
- Communication
- Contact Information
- Questions?




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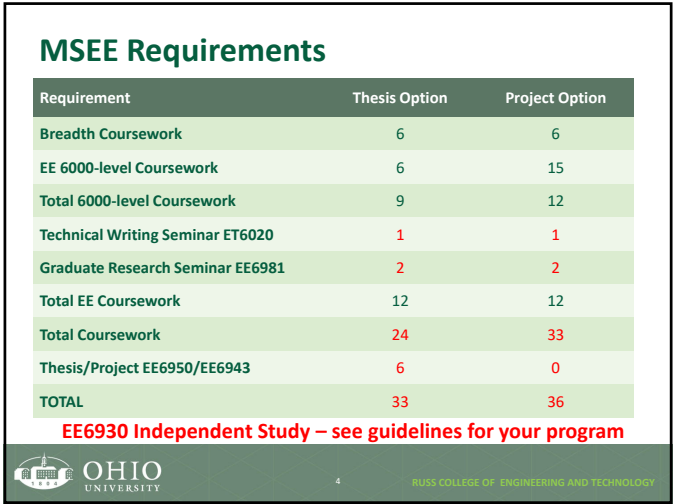


EECS Graduate Degree Programs

- Master of Science in Electrical Engineering (MSEE)
 - Degree Code: **MS7253 Thesis**
 - 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.




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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
TOTAL	33	36

EE6930 Independent Study – see guidelines for your program



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MSEE Requirements – Old & New Guidelines

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



New MSEE students follow the MS Guidelines approved in the fall 2024.

Requirements and Guidelines
Master of Science Degree in Electrical Engineering
EFFECTIVE FOR ENTRY FROM FALL SEMESTER 2012 ON LATER.

Minimum Entrance Requirements

Degree Requirements

Additional Grad Courses

Graduate Research Seminar

Thesis/Project

Graduate Committee

Graduate Advisor

Graduate Chair

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MSEE Requirements – Old Program of Study

Program of Study
Master of Science Degree in Electrical Engineering
EFFECTIVE FOR ENTRY FROM FALL SEMESTER 2012 ON LATER.

Minimum Entrance Requirements

Degree Requirements

Additional Grad Courses

Graduate Research Seminar

Thesis/Project

Graduate Committee

Graduate Advisor

Graduate Chair

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

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MSEE Requirements – New Program of Study

Program of Study
Master of Science Degree in Electrical Engineering (MS Thesis Track)
EFFECTIVE FOR ENTRY FROM FALL SEMESTER 2012 ON LATER.

Minimum Entrance Requirements

Degree Requirements

Additional Grad Courses

Graduate Research Seminar

Thesis/Project

Graduate Committee

Graduate Advisor

Graduate Chair

New MSEE students follow the MS Guidelines approved in the fall 2024.

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

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MSCS Requirements

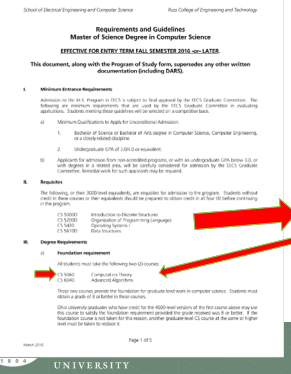
Requirement	Thesis Option	Project Option
Foundation Requirement	6	6
Depth Requirement	12	27
Total Coursework	18	33
Graduate Research Seminar EE6981	2	2
Technical Writing Seminar ET6020	1	1
Thesis/Project CS6950/EE6943	9	0
TOTAL	30	36

Independent study course – see guidelines for your program

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MSCS Requirements – Old Guidelines

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



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.

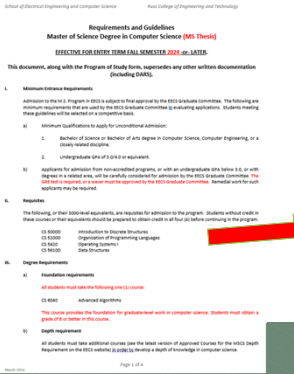
CS 5000D Introduction to Discrete Structures
CS 5200D Organization of Programming Languages
CS 5420 Operating Systems I
CS 5610D Data Structures

CS5060 is an Elective Course

New MSCS students follow the MS Guidelines approved in the fall 2024.

MSCS Requirements – New Guidelines

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

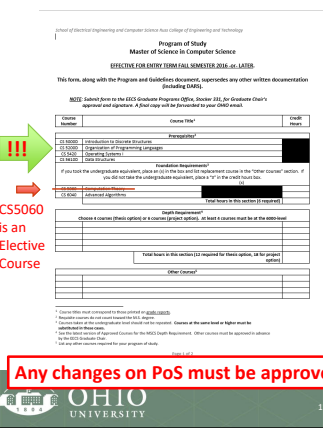


If a student took the requisite courses or their equivalents outside of OU, then must request a waiver. The School Graduate Committee will review a request for the requisite courses' waivers based on the MS7260 Guidelines.

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

New MSCS students follow the MS Guidelines approved in the fall 2024.

MSCS Requirements – Old Program of Study



!!!
CS5060 is an Elective Course

Table with columns for course number, name, and credit hours. Includes sections for 'Student Name', 'Advisor Name', and 'Signature'.

New MSCS students follow the MS Guidelines approved in the fall 2024.

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

MSCS Requirements – New Program of Study

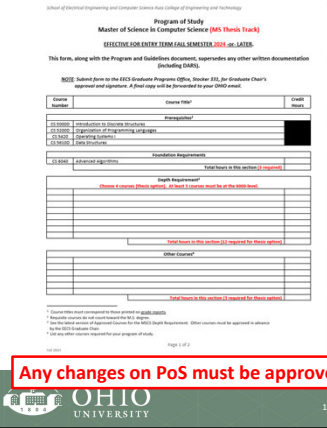



Table with columns for course number, name, and credit hours. Includes sections for 'Student Name', 'Advisor Name', and 'Signature'.

New MSCS students follow the MS Guidelines approved in the fall 2024.

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.**
 - Forward 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) **no later than the end of the second week of the semester** they are enrolled in the CS7260 program.



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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

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.



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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

No Independent study course is counted for PhD with MS



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PhD Requirements – Old & New Guidelines

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

New PhD students follow the MS Guidelines approved in the fall 2025.


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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 (**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

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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>

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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. Jadwisnyczak, EECS Graduate Chair office or jadwisie@ohio.edu
 - Certain forms related to graduation requirements may be requested from the Dean's office at russgradinfo@ohio.edu
 - Also available at
<https://www.ohio.edu/engineering/eecs/academics/graduate/documents>

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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
<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

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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 2026, talk to your advisor.**



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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, 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



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Financial Support

- Teaching Assistant
- You may conflate [the English policy for admission and basic funding](#) with the [Ohio law \(and subsequent policy\) about oral English proficiency for teaching assistants](#) who are non-native English speakers. You need to take either the Duolingo English Test or the Versant English Test in order to qualify for a TA contract.
- Please be advised that the DET results must be sent directly to the OU Graduate College graduate@ohio.edu, not to the Department.
- Otherwise, you can consider [VET \(Versant English Test\)](#). For the Versant English Test, contact Dr. Gerry Krzic (krzic@ohio.edu). For more information see here <https://www.ohio.edu/graduate/apply/international-students/english-proficiency>



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Financial Support

- Grader Assistantships (GAs) – available on the hourly basis (10hrs/week) or as a supplemental to RA
 - Awarded by the School of EECS through the operating budget every semester (it is not automatically renewed!!!)
 - Grading and/or lab duties that do not involve instruction and do not involve tuition waiver
 - 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

- **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.

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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 (\$6.5k for MS \$7k for PhD minimum), **tuition waiver is included**
 - Stocker RA: \$8,5k per semester, **tuition waiver is included**
 - GAANN/TA: \$10k per semester, **tuition waiver is included**
 - TA: \$6k for MS and \$6.5k for PhD per semester (**requires 18 hrs/week of work**), **tuition waiver is included**
 - TA: \$10k for PhD Instructor of Record, **tuition waiver is included**
 - GA: \$13/hr with up to 15hrs/week per semester or RA supplemental (\$1k-\$2k), **no tuition waiver**
- All (S)Ras and TAs must meet minimum graduate-level registration requirements **each** semester **18 credit hours**
- **All (S)RAs, TAs, and GAs must file PoS after collecting 6 credits of coursework**

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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 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

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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)

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Version: 07/18/2024
Graduate-Appointment-Guidelines

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)~~ — **EECS does not offer this**
- Resident Director (RD)

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

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

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Graduate-Appointment-Guidelines

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://jobiprd.oit.ohio.edu/analytics/saw.dll?b1eeehome>

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.

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](#)

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Graduate-Appointment-Guidelines

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](#)

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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](#)

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Version: 07/18/2024
Graduate-Appointment-Guidelines

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](#)

Version: 07/8/2024
Graduate-Appointment-Guidelines

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](#)

Version: 07/8/2024
Graduate-Appointment-Guidelines

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
Fall	September 15 & 30	September 15 100%
	October 15 & 31	
	November 15 & 30	
	December 15 & 31	
Spring	January 31	January 31 100%
	February 15 & 28 (29, if applicable)	
	March 15 & 31	
	April 15 & 30	
	May 15	
Summer	May 31 & June 15	May 31 100%
	June 30 & July 15	
	July 31 & August 15	

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

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Graduate-Appointment-Guidelines


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](#)

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Graduate-Appointment-Guidelines

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](#)

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 Version: 07/8/2024
Graduate-Appointment-Guidelines

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](#)

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Graduate-Appointment-Guidelines


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](#)

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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](#)



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Version: 07/8/2024
Graduate-Appointment-Guidelines

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.

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



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!!! 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 fall'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.**



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Mandatory Fraud Reporting Training

Mandatory Fraud Reporting Training

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.

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.

Watch for an email from Dr.J



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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)(ii)]. 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>



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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.**



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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.



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Fall & Spring 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.**



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Spring Semester

- See Fall 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 or TA 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](#))



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Thesis and Dissertation Deadlines Academic Year 2025-26

- 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 .5 credit hours 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.

Graduation					
Semester	Year	Application Deadline	Oral Defense Deadline ¹	Post-Defense Format Review Deadline ²	Final Clearance Deadline: TAD Process Complete
Fall Dissertation	2025		Friday, October 24 th	Friday, October 31 st , 3 p.m.	Friday, November 14 th , 3 p.m.
Fall Thesis	2025	9/29/2025	Friday, November 14 th	Friday, November 21 st , 3 p.m.	Friday, December 5 th , 3 p.m.
Early for Spring ³	2026		Friday, December 19 th	Friday, January 2 nd , 3 p.m.	Friday, January 9 th , 3 p.m.
Spring Dissertation	2026	2/16/2026	Friday, March 13 th	Friday, March 20 th , 3 p.m.	Friday, April 3 rd , 3 p.m.
Spring Thesis	2026		Friday, April 3 rd	Friday, April 10 th , 3 p.m.	Friday, April 24 th , 3 p.m.
Early for Summer ¹	2026		Friday, April 24 th	Friday, May 1 st , 3 p.m.	Friday, May 8 th , 3 p.m.
Summer	2026	7/13/2026	Friday, July 24 th	Friday, July 31 st , 3 p.m.	Friday, August 14 th , 3 p.m.
Early for Fall ¹	2026	9/28/2026	Friday, August 7 th	Friday, August 14 th , 3 p.m.	Friday, August 28 th , 3 p.m.

¹Early 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:

- 1) You have no Visa restriction requiring you to be registered in the semester you graduate. (You can contact the International Student Services office at iss@ohio.edu to confirm your eligibility.)
- 2) You have no obligations to your home college (all coursework complete, all requirements met).
- 3) You meet all posted "Early" deadlines.

²All deadlines are firm. Exceptions cannot be granted by TAD Services.

³This deadline is 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.



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Thesis and Dissertation (TAD)

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



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Thesis and Dissertation (TAD)

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

Overview of Summer Writing Group Meetings

Tuesday Online Writing Group Days - Fall 2025

Join us for dedicated writing time and community support during our Tuesday Virtual Writing Group sessions this summer. These sessions are open to all graduate and HTC students working on theses or dissertations. Please note that Alden Learning Lab 251 is reserved for quiet writing time every Saturday from 10:00 a.m. to 6:00 p.m. throughout the fall semester. The room is typically locked, but you can ask at the library front desk for the key if you need access.

DWSP Tuesday Afternoon Virtual Writing Group - Fall 2025

Time: 1:00-4:00 p.m. EST

- Dates:
- Aug. 5, 12, 19
 - Sept. 2, 9, 16, 23, 30
 - Oct. 7, 21, 28
 - Nov. 4, 11, 18
 - Dec. 2, 9, 16



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TAD Submission Form

The TAD Submission Form (the form students submit to tad@ohio.edu to initiate the conversation about their thesis/dissertation review) has been migrated to Microsoft Forms. On all Grad College webpages, the initial PDF form has been swapped out with the Microsoft Form. The Form is identical to the PDF, but students will still have the opportunity to submit the PDF form for this coming academic year if they prefer, by requesting it from TAD directly or receiving it from you. After that, the PDF will be fully phased out.

Here is the link to the Microsoft Form: <https://forms.cloud.microsoft/r/RH6h32AAJ> When a student fills out the form, they will have the option to receive an email receipt of what they filled out, and TAD will be notified immediately that a student has filled out the form. Please let me know of any questions you may have about this.


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Thesis and Dissertation (TAD) Submission Form

This form is required to begin the TAD Process. Please submit this form to tad@ohio.edu by the time of your first format review. TAD Services strongly recommends using the template designed for your college, which is pre-formatted to meet TAD guidelines. Formatting requirements, templates, video tutorials, deadlines, and TAD workshop dates can all be found at www.ohio.edu/tad.

Current Date: Student Name:
 FID #: Ohio Email:
 Expected Semester of Graduation: Semester Year
 Expected Date of Oral Defense: Phone Number:

Advisor's Name: Advisor's Email:
 College: Department:
 Program: Document Type: Select Document Type
 Keywords:

Current Address:
 Future Address:
 Future/Alternate Email:
 Future Phone Number:


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Russ College of Engineering and Technology Thesis Submission Checklist

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 (rusgradinfo@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 (rusgradinfo@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 (rusgradinfo@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, ICE, and ME Only)
- Submit a Report on Thesis Defense Proposal to the Russ College Graduate Program Administrators (rusgradinfo@ohio.edu) via email. (Chem, ICE, and ME Only)


Submit the following 3 items at the same time to the Russ College Graduate Program Administrators (rusgradinfo@ohio.edu) via email.

- Statement of Originality
- Your thesis for pre-defense plagiarism check by Russ College Graduate Program Administrators (rusgradinfo@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 (rusgradinfo@ohio.edu) via email.

After the Thesis Defense

- Submit your thesis for post defense plagiarism check by Russ College Graduate Program Administrators (rusgradinfo@ohio.edu) via email after any corrections or changes are completed.
- Submit Report on Final Thesis Defense to the Russ College Graduate Program Administrators (rusgradinfo@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 I: 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 meyrerr@ohio.edu](mailto:Rachel.Meyer@meyerr@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 [Rachel Meyer at meyers@ohio.edu](mailto:Rachel.Meyer@meyers@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

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 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: _____


M.S. CHECKLIST	PH.D. CHECKLIST
Official undergraduate degree transcript _____	Official MS degree transcript _____
Required coursework completed _____	Required coursework completed _____
Master's oral on thesis _____	Ph.D. readiness requirement _____
Thesis filed _____	Ph.D. comprehensive exam _____
Hours this semester* _____	Scholarly discipline completed _____
	Admitted to candidacy _____
	Ph.D. oral exam _____
	Dissertation filed _____
	Hours this semester* _____

*Master's and Ph.D. candidates must be registered for 1 hour, unless no section or advice is being received from the University or faculty, in which case, verify 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: _____


<p>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.</p> <p>Graduate Committee Chairman _____ Date _____</p>	<p>DISAPPROVAL This student will NOT meet requirements for graduation by the end of this quarter.</p> <p>Graduate Committee Chairman _____ Date _____</p>
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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 – 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.**


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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 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**


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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 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.



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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.



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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



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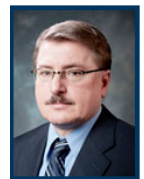
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Contact Information

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 (Pos)
- 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



Rachel Meyer

Graduate Program
Administrator
meyer@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



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Contact Information

Graduate Program Director

Dr. Eric P. Steinberg

Professor (CE),
Associate Dean for Research and Graduate
Education
steinber@ohio.edu
Stocker #153
740.593.1464



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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™](#)



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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≤ VET ≤69** and an approved English Proficiency waiver.
 - **110≤ DET ≤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.*



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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, Director of International Student Services, Dr. Gerry Krzic, krzic@ohio.edu, Director of Ohio Program of Intensive English.



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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, Dr. Wojciech Jadwisieniczak (Grad Chair), jadwisie@ohio.edu and Dr. Costas Vassiliadis (Associate Chair) 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.



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Lab Safety Training

Jared Schlicher

Laboratory Coordinator
Stocker Center 321B
Electrical Engineering and Computer Science
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>



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TA Application for Spring '26

TA applications will be accepted in December of 2025. Before you apply, 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 spring 2026
- Credits registered in spring 2026
- 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 December 1, 2025.

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RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY

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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>

