

New EECS Graduate Student Orientation

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

August 28, 2026, 4:10 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 '26 Semester
- Common Problems
- Communication
- Contact Information
- 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 a BS degree.
Please discuss this with the Graduate Chair before applying.



MSEE Requirements

Requirement	MS7253 Thesis	MS7239 Non-Thesis
	Thesis Option	Project Option
Breadth Coursework	6	6
EE 6000-level Coursework	6	15
Total 6000-level Coursework	6	9
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



MSEE Requirements – New Guidelines

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

**New MSEE students follow the
MS Guidelines approved in the fall 2024.
Download from Russ College website in Sep.'26**

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.

School of Electrical Engineering and Computer Science

Russ College of Engineering and Technology

Requirements and Guidelines Master of Science Degree in Electrical Engineering (MS Thesis) EFFECTIVE FOR ENTRY TERM FALL SEMESTER 2024 -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. **The GRE test is required, or a waiver must be approved 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 coursework 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 coursework 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.

e) Retention in Program

Should a candidate's grade point average fall below 3.0 after 15 or more hours of formal coursework has been accumulated, one semester on probation status will be permitted. Failure to raise the grade point average to 3.0 or above at the end of that semester will result in the removal of the student from the program.

f) Grade Point Calculations

The grade point average is based on all applicable work on the Program of Study, excluding transfer credits.

MSEE Requirements – New 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 (MS Thesis Track)

EFFECTIVE FOR ENTRY TERM FALL SEMESTER 2024 -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.

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 ¹	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)

Non-EE Courses 6000 Level and Above ²		
		Total hours 6000 level and above (6 required for thesis option)

5000 Level EE Courses		

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

² Most courses in Computer Science, Mathematics, Physics, and other engineering disciplines are acceptable. Programming language courses are not acceptable.

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

5000 Level Non-EE Courses ¹		

Totals	
Total EE Hours (minimum 12 required)	
Total Formal Course Hours (24 required for thesis option)	

Graduate Research Seminar		
EE 6981		(2 hours required)
Technical Writing Seminar		
ET 6020		(1 hour required)
Thesis		
EE 6950	Thesis	(6 hours required)

Total Hours (33 required for thesis option)	
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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 Graduate Chair _____ Signature _____ Date _____

New MSEE students follow the MS Guidelines approved in the fall 2024. Download from Russ College website in Sep.'26

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

MSCS Requirements

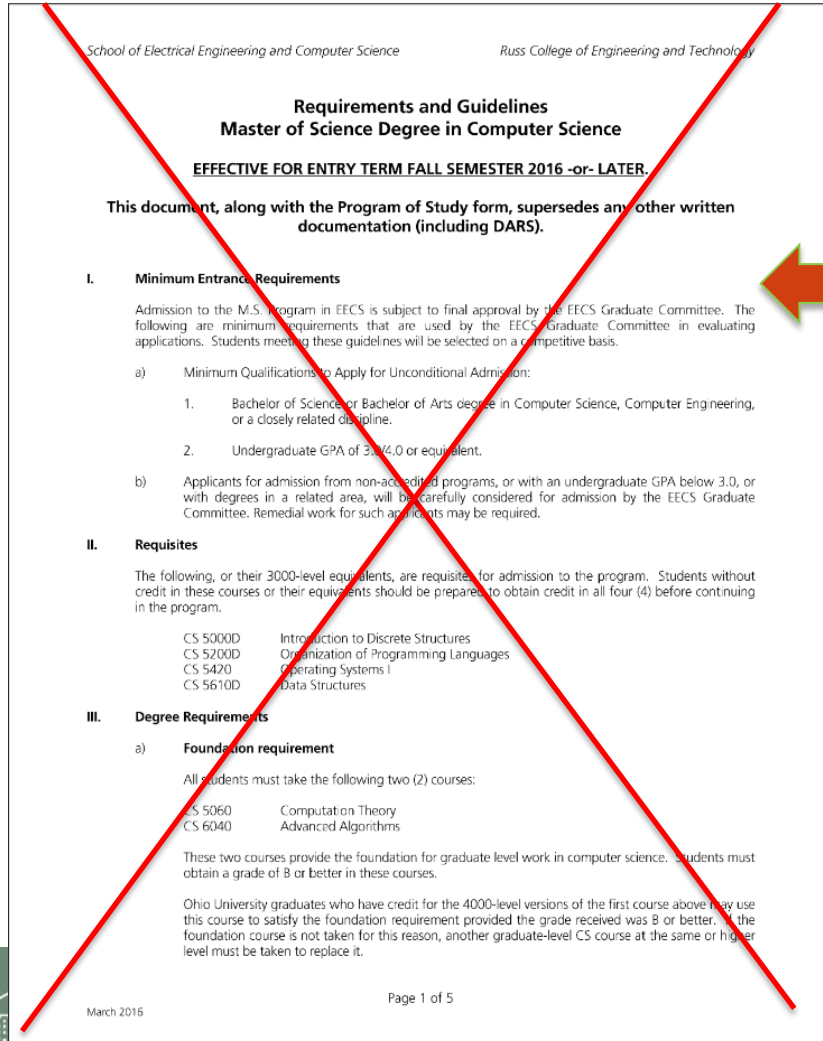
Requirement	Thesis Option	Project Option
Foundation Requirement	6	6
Depth Requirement	12	27
Total Coursework	18	33
Graduate Research Seminar EE6981	2	2
Technical Writing Seminar ET6020	1	1
Thesis/Project CS6950/EE6943	9	0
TOTAL	30	36

Independent study course – see guidelines for your program



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



Don't use this doc!!!

**New MSEE students follow the
MS Guidelines approved in the fall 2024.
Download from Russ College website in Sep.'26**

MSCS Requirements – New Guidelines

Requirements and Guidelines Master of Science Degree in Computer Science (MS Thesis)

EFFECTIVE FOR ENTRY TERM FALL SEMESTER 2024 -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. **The GRE test is required, or a waiver must be approved 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 requirements

All students must take the following one (1) course:

CS 6040	Advanced Algorithms
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This course provides the foundation for graduate-level work in computer science. Students must obtain a grade of B or better in this course.

b) Depth requirement

All students must take additional courses (see the latest version of Approved Courses for the MSCS Depth Requirement on the EECS website) in order to develop a depth of knowledge in computer science.

- 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 MSEE students follow the
MS Guidelines approved in the fall 2024.
Download from Russ College website in Sep.'26**

MSCS Requirements – New 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 (MS Thesis Track)

EFFECTIVE FOR ENTRY TERM FALL SEMESTER 2024 -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 ¹	Credit Hours
Prerequisites²		
CS 5000D	Introduction to Discrete Structures	
CS 5200D	Organization of Programming Languages	
CS 5420	Operating Systems I	
CS 5610D	Data Structures	
Foundation Requirements		
CS 6040	Advanced Algorithms	
Total hours in this section (3 required)		
Depth Requirement³		
Choose 4 courses (thesis option). At least 3 courses must be at the 6000-level.		
Total hours in this section (12 required for thesis option)		
Other Courses⁴		
Total hours in this section (3 required for thesis option)		

¹ Course titles must correspond to those printed on grade reports.

² Requisite courses do not count toward the M.S. degree.

³ See the latest version of Approved Courses for the MSCS Depth Requirement. Other courses must be approved in advance by the EECS Graduate Chair.

⁴ List any other courses required for your program of study.

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

Graduate Research Seminar	
EE 6981	(2 hours required)
Technical Writing Seminar	
ET 6020	(1 hour required)
Thesis or Project (select one)	
CS 6950	Thesis (9 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 MSEE students follow the MS Guidelines approved in the fall 2024. Download from Russ College website in Sep.'26

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

CSMS Program - Prerequisites

- Students with a B.S. in areas other than Computer Science and admitted to the MS7260 or CS7240 program **should have all prerequisite 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 they have taken equivalent courses outside of OU and would like to be exempt from taking prerequisites at OU **must submit a request including:**
 - **B.S. transcript showing all CS courses taken to date.**
 - **Detailed syllabus of the course you want to be recognized as a substitute for the prerequisite course.**
 - **Compare selected prerequisite 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's office**
- A complete request for a waiver must be submitted to the Grad Chair's office (jadwisie@ohio.edu) **no later than the end of the second week of the semester**, they are enrolled in the CS7260 program.



PhD Requirements

Requirement	With M.S.	With B.S.
Breadth Coursework	0	6
EE/CS 6000-level Coursework	9	12
Math/Science /6000-level Coursework/optional or another EE/CS 6000-level Coursework	3	3
Total 5000/6000-level Coursework	15	18
Total EE/CS Coursework	12	18
Total Coursework	15	27
Graduate Research Seminar EE6981	2	3
Technical Writing Seminar ET6020	1	1
Dissertation	54	54
TOTAL	72	85



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No Independent study course is counted for PhD with MS

RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY

PhD Requirements – Old & New Guidelines

**New PhD students follow the
MS Guidelines approved in the fall 2025.
Download from Russ College website in Sep.'26**

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.

- 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.
- 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.
- 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.

March 2015

Page 1 of 5

Requirements and Guidelines for the Ph.D. Degree in Electrical Engineering and Computer Science

Effective for students who are beginning Fall 2025 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.

Students with degrees from programs that are not accredited by the ABET engineering or computing commissions must submit scores from the Graduate Record Examination (GRE) general test. For applicants whose native language is not English, scores from the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) are also required. A minimum grade point average (GPA) of at least 3.25/4.00 is expected for students with an M.S. degree and an GPA of at least 3.80/4.00 is expected for students with B.S. degree. Admission and support (tuition scholarships, research, and teaching assistantships) are competitive. Letters of recommendation, transcript, GPA, GRE, and TOEFL scores are all considered when determining admission and financial support. It is required that students identify prospective major faculty research advisors before admission to the Ph.D. program.

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.

- At least 15 semester hours of formal coursework, at the 5000-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.
- 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. The coursework must be arranged so that the major emphasis is on 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 students' examining committee and the Chair of the EECSGC.
- 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

PhD Requirements – New Program of Study

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

Doctor of Philosophy in Electrical Engineering and Computer Science

EFFECTIVE FOR STUDENTS WITH M.S. FOR ENTRY TERM FALL SEMESTER 2025 -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.

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

Area of Interest

Course Number	Course Title ¹	Credit Hours
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EE/CS Courses 6000 Level and Above ²		
	Total EE/CS hours 6000 level and above (min 12 required)	

EE and/or CS and Math and/or Science Courses 5000 Level and Above ³					
		Total hours 5000 level and above (min 3 required)			
		Total hours 5000 level and 6000 level (min 15 required)			

¹ Course titles must correspond to those printed on grade reports.

² Do not list EE 6981 Graduate Research Seminar here.

³ Most 5000 level courses in Mathematics, Physics, and Biology are acceptable.

Graduate Research Seminar		
EE 6981		(2 hours required)
Technical Writing Seminar		
ET 6020		(1 hour required)
Dissertation		
EE 8950	Dissertation	(54 hours required)
		Total Hours (min 72 required)

Student Name _____ Signature _____ Date _____

Student OHIO email address

Major Advisor Name	Signature	Date
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EECS Committee Member Name	Signature	Date
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EECS Committee Member Name	Signature	Date
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EECS Committee Member Name	Signature	Date
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EECS Graduate Chair	Signature	Date
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New PhD students follow the MS Guidelines approved in the fall 2025. Download from Russ College website in Sep.'26

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

New 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.



NEW!!! - Doctoral Milestones Implementation Information

Grad College is beginning the initial roll out of the Doctoral Milestones Forms Project. **Doctoral Milestones Forms ‘go live’ on January 1, 2026, for all current PhD forms.** The online forms will be used to capture PhD milestone completion and necessary approvals. Additionally, it will provide an easily accessible record for tracking PhD students’ progress to degree.

**Required
for
EECS**

Form	Initiator	
MILESTONE 1: Approval of Doctoral Planning*	Program Director/Graduate Chair	Must submit approved PoS
MILESTONE 2: Foundational Coursework Completed	Program Director/Graduate Chair	Must complete PoS coursework
MILESTONE 3: Qualifying Exams Completed	Program Director/Graduate Chair	
MILESTONE 4: All Coursework Completed*	Program Director/Graduate Chair	
MILESTONE 5: Knowledge & Skills Assessment	Program Director/Graduate Chair	Comprehensive Exams
MILESTONE 6: Selection of Dissertation Committee*	Student	Parts A,B
MILESTONE 7: Dissertation Proposal Defense	Student	
MILESTONE 8: Admission to Candidacy*	Program Director/Graduate Chair, Associate Dean	Exam Part C
MILESTONE 9: Dissertation Defense*	Student	
MILESTONE 10: Completing TAD Process*	Managed by TAD Office	



College Lists for Doctoral Milestones

Faculty 

[Overview of Milestone Tracking Project](#)

[First Time Milestone Access for Faculty](#)

[Faculty Initiated Actions for Milestones](#)

[Milestone 1: Approval of Doctoral Planning Form](#)

[Milestone 2: Foundational Coursework Completed](#)

[Milestone 3: Qualifying Exams Completed](#)

[Milestone 4: All Coursework Completed](#)

[Milestone 5: Knowledge and Skills Assessment](#)

[Milestone 6- Faculty Actions](#)

[Milestone 8: Admission to Candidacy](#)

[College Lists for Doctoral Milestones](#)

Student 

View College Lists (College Reporting Dashboard)

Each college's Associate Dean for Research should now have access to an individual SharePoint URL that will take you to the content displayed on this webpage. If you cannot find this link, or believe it was not sent to you, please contact hallman@ohio.edu and blackburnn@ohio.edu for troubleshooting.

Clicking **View College Lists** opens a screen showing a dropdown list of available reports for the user's college.

Available lists:

- Student Committees List
- Milestones Completed List

Student Committees List

Patton College of Education Lists								
Student Committees								
Title	Student Name	Student Email	PID	School	ProgramCode	ProgramName	Advisor	Comments
Updated Student ...			P000000000		PH6269	Curriculum and L...		
Updated Student ...			p000000000	Educational Studi...	PH6225	Instructional Tech...		

<https://www.ohio.edu/graduate/current-students/college-lists-doctoral-milestones>



<https://www.ohio.edu/graduate/current-students/college-lists-doctoral-milestones>

[OHIO](#) > [Graduate College](#) > [Current Graduate Student Resources](#) > Faculty Overview of the Graduate College Milestone Tracking Project

Faculty Overview of the Graduate College Milestone Tracking Project

Faculty ▾
Overview of Milestone Tracking Project
First Time Milestone Access for Faculty
Faculty Initiated Actions for Milestones
Milestone 1: Approval of Doctoral Planning Form
Milestone 2: Foundational Coursework Completed
Milestone 3: Qualifying Exams Completed
Milestone 4: All Coursework Completed
Milestone 5: Knowledge and Skills Assessment
Milestone 6- Faculty Actions
Milestone 8: Admission to Candidacy
College Lists for Doctoral Milestones
Student ▾

Milestone Dashboard >

The College User Interface of the Graduate College Milestone Tracking app allows Graduate Chairs, Program Directors, Program Coordinators, and Associate Deans to complete doctoral program milestones on behalf of students, track student progress, and view college-specific reporting lists.

College users only see forms relevant to their role and their assigned programs. Please note as well that only faculty that serve in the roles of Associate Deans, Graduate Chairs, or Program Directors/Coordinators can initiate milestones. Faculty that do not serve in these roles will be unable to access the milestone dashboard.

Student ▲
Overview for Doctoral Milestone Tracking
Milestone First Time Access for Students
Required Milestones by Program
Milestone 6: Selection of Dissertation Committee
Milestone 7: Arrangements for Proposal Defense
Milestone 9: Arrangements for Dissertation Oral Defense
Check Your Milestone Progress

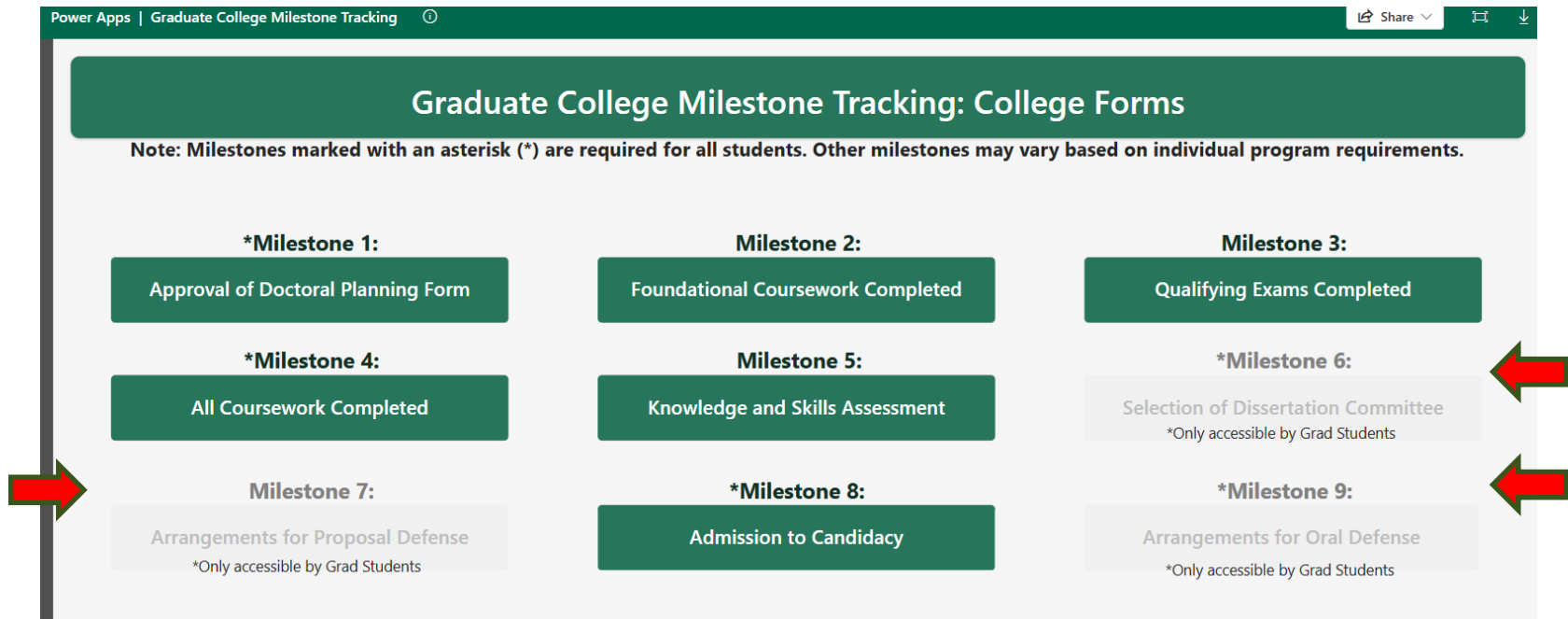
PhD students are responsible for these milestones



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RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY

Milestone Dashboard



<https://www.ohio.edu/graduate/current-students/college-lists-doctoral-milestones>



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Approval of Doctoral Planning: Milestone 1

*** Select Student from Drowdown**

Start typing last name to search for a student and select from results

*** Student's PID**

Enter PID (Example: P123456789)

Completion Date

1/14/2026



*** Select College**

Russ College of Engineering and Technology



School/Department

*** Select Program Name**



Shows only programs where you are listed as Director or Coordinator.
Contact the Graduate College if a program is missing.

*** Program Code**

Program Director Name

Program Director Email

Select Advisor from Dropdown (Optional)

Start typing to search for Advisor and select from results

Clear Form

Submit



OHIO
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RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY

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

EECS faculty serving on MS/PhD Committees must hold the Grad Faculty Status approved by the Dean's office (ask for a confirmation).



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
 - **Download froms Russ College website in Sep.'26**



General Comments on PoS

- All requests for MS programs and PhD program requirements waivers submitted to the Grad Chair's office for consideration must:
- Be submitted at least 2 weeks before the anticipated deadline. **No exceptions**. This policy will be reinforced immediately.
- A waiver request must be supported by a sufficient explanation/reasoning and supporting documents
- All waiver requests must be consulted and approved by an advisor before submitting them to the Grad chair's office for consideration
- The PoS must be on file, approved, and current



Important Documents

<https://www.ohio.edu/engineering/student-resources/forms/graduate-forms>

MS Student Forms:

- [DARS Exception Request](#) 
- [MS Committee & External Representatives](#) 
- [MS Committee Change Form](#) 
- [MS Arrangement for Thesis Proposal Defense](#) 
- [MS Arrangement for Final Thesis Defense](#) 
- [MS Arrangement for Non-Thesis Project Presentation](#) 
- [MS Statement of Originality](#)
- [MS Thesis Checklist](#)
- [Report on MS Thesis Proposal Defense](#)

PhD Student Forms:

- [Ph.D. Committee & External Representatives](#) 
- [Ph.D. Committee Change Form](#) 
- [Ph.D. Arrangement for Dissertation Proposal Defense](#) 
- [Ph.D. Arrangement for Final Dissertation Defense](#) 
- [Ph.D. Statement of Originality](#) 
- [Report on PhD Dissertation Proposal Defense](#)
- [Report on PhD Final Dissertation Defense](#)
- [Ph.D Dissertation Checklist](#)

New form

**It will include
AI/ChatGPT
declaration**

Currently available

**It will change soon due to new EECS MS and PhD
Programs Guidelines and PoS**



OHIO
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RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY

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



Class Permission

If a student is trying to register for a class and is not able to get into it via the [MyOHIO Student Center](#), they might be able to request permission to get into the class. Generally, they must first attempt to register for the class before requesting permission, after which time they will see a "Request Permission" link. After the student completes the request, the instructor is notified to approve or deny the request. If approved the student will be notified to finish enrolling using the [MyOHIO Student Center](#). The entire process is online.

Things to Remember

- The process will not bypass waitlists, holds, enrollment appointment times, or other restrictions.
- Students need to **ACE** the process:
 - **A SK** . Request permission through MyOHIO Student Center.
 - **C HECK** . Check email for approvals.
 - **E NROLL** . Confirm registration after approval - students are **not** automatically registered.

EECC grad students must submit class permission requests via online portal at <https://www.ohio.edu/registrar/how-register/class-permission>

Please contact Hunter, Tiffany at huntert1@ohio.edu request assistance before sending request to the Grad Chair's office at jadwisie@ohio.edu



Important Documents

Graduate College Forms | Ohio University



Info for... ▾ Quick Links ▾ Apply Give 🔍 Search

Graduate College

About ▾ Academic Programs Admissions ▾ Funding ▾ Current Students ▾ Faculty & Staff ▾ Give

[OHIO](#) » [Graduate College](#) » [Current Graduate Student Resources](#) » Graduate College Forms

Graduate College Forms

Applications

Degree Seeking >

Non-Degree Seeking >

Re-Enrolled Students

For students who were previously enrolled and wish to return at the same level.

Re-Enrollment Form >

Policies

Parental Paid Leave of Absence >

Basic Leave of Absence & Continuous Enrollment >



Important Documents

Current Students

Please contact Nathan Blackburn at blackburnn@ohio.edu for access to any of the below forms that are not housed on this website.

Current Graduate Students

- [Request for Transfer Credit Form \(PDF ADA\)](#)
- [Graduate Students Seeking Undergraduate Course Registration Request Form](#)
- [Add Additional Certificate/Application for Update of Graduate Program \(ADA\)](#)
- [Graduation Application Information](#)
- Dual/Second Degree Form

Current Undergraduate Students

- [Senior for Graduate Credit Form \(PDF ADA\)](#)
- Early Admission for Graduate Study
- Biomedical Engineering Affiliate for Graduate Credit
- Honors Tutorial College Combined Degree & Honors Tutorial College Undergraduate Application for Graduate Credit

Educational Opportunities Request

Please contact graduate.appointments@ohio.edu for access to both of these forms, which must be completed together.

- Request for Spousal/Domestic Partner Waiver
- Domestic Partnership Affidavit

Thesis and Dissertation

- [Oral Defense Forms for Each College](#)
- [Publication Delay Form \(PDF ADA\)](#)
- [TAD Submission Form](#)

Miscellaneous Students

- [Change of Address](#)
- [Tuition Appeals and Late Drops](#) — Use this form for tuition appeals or to petition to drop a class **after the tenth week of a semester.**
- **Certificate of Good Standing Form**- please reach out to Nathan Blackburn at blackburnn@ohio.edu to request a PDF of this form.

New Hires with a Graduate Appointment

All NEW graduate students holding a graduate appointment will need to complete employment paperwork. Refer to your **appointment letter** for instructions on how to complete all necessary paperwork with University Human Resources.



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) – **No available TA appointments currently**
 - 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.

Financial Support

EECS is implementing a new TA appointment policy for MS and PhD students starting in the fall of 2026, limiting the number of terms each grad student will be permitted to serve as a TA during the entire graduate program at OU.

- *MS student can be awarded TA not more than 3 times.
- *PhD student can be awarded TA not more than 6 times.

*Subject to change without notice pending TA funds availability or the Russ College policy change.



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

- 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>



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



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), **tuition waiver included**
 - Stocker RA: \$8,5k per semester, **tuition waiver included**
 - TA: \$6k for MS and \$6.5k for PhD per semester (**requires 18 hrs/week of work**), **tuition waiver included**
 - TA: \$11k for PhD Instructor of Record, **tuition waiver 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 and be current on their grad program timeline.**

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

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

[FY26 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.

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.***

FY26 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](#).*

[FY26 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.)

[FY26 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

[FY26 Final Graduate Appointment Guidelines.pdf](#)

International students must consult with the ISSS and observe all immigration policy requirements. See here <https://www.ohio.edu/international-student-scholar-services/resources/immigration-information>



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.

[FY26 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
Fall	September 15 & 30	September 15th, 100%
	October 15 & 31	
	November 15 & 30	
	December 15 & 31	

[FY26 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.

[FY26 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.

[FY26 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.

FY26 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 !!!

[FY26 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](#).

FY26 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.

FY26 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 **fall'26 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

Ohio University requires all employees, including faculty, staff, and student workers, to complete state-mandated Fraud Reporting Training.  Ohio University

Training Overview & Requirements

Step1

- **Source:** Delivered via Canvas or Vector Solutions/[OHIO Compliance Training](#).
- **Time Commitment:** The training video takes under 8 minutes, and the total program takes less than 11 minutes.
- **New Hires & Students:** Must complete the module within 30 days of their hire date.
- **Recurrence:** Required by the state of Ohio to be repeated **every 4 years** for general employees, alongside university-wide annual compliance campaigns.  Ohio University +4

How to Access the Training

Step2

1. Log in to your university portal or check your email for automated instructions from **Ohio University Compliance Training**.  Ohio University
2. If it does not appear on your default dashboard, navigate to **Canvas** or select **Extra Training** in your training portal and search for "Fraud".  Ohio University +1
3. For reporting suspected misconduct outside of training, you can contact the [Office of Audit, Risk, and Compliance](#) or call the Ethics Hotline at 1-866-294-9591.  Ohio University

Step3 <https://www.ohio.edu/audit-risk-compliance/compliance/partnerships-projects/ohio-compliance-training> **Must complete the training before Sep.24, 2026**

EECS Graduate TA Application Process

Beginning Fall 2026, the EECS Department will implement a revised Teaching Assistant (TA) screening and selection process. All interested and qualified EECS graduate students must complete the entire application process. Only students who complete all required steps will be considered for a TA appointments.

Application Steps

Step 1: Complete the online, self-guided **EECS Teaching Assistant Training Course** available through Canvas:

<https://ohio.instructure.com/enroll/R3BHGK>

(You may also use the QR code provided below.)

All Module quizzes must be completed with 100% scores achieved, see the Canvas TRAINING_EECS_TA_2025 / Grades for your scores. Submitted TA applications with less than 100% overall score will not be considered for TA assignment and will be rejected without further notice from the School.



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>

International graduate students must consult with the ISSS before applying for CPT and OPT



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.



Fall Semester

- See Spring 2026 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 as needed:
 - EE6940 (MSEE)
 - CS6940 (MSCS)
 - EE8940 (PhD)
 - Until you **DO NOT** have an advisor, you can register, with permission, under Dr. Wojciech Jadwisieniczak, EECS Graduate Chairman ([see previous slide](#))

!!! PhD students can register for EE8950
Dissertation only after being admitted to PhD
Candidacy (after completing Part A&B
comprehensive exams and PhD Dissertation
Proposal defense).



Thesis and Dissertation Deadline Academic Year 2026-2027

Semester	Year	Graduation Application Deadline	Oral Defense Deadline ¹	Post-defense Format Review Deadline ¹	Final Clearance Deadline: TAD Process Complete
Fall Dissertation	2026	Mon, September 28, 2026	Fri, October 23, 2026	Fri, October 30, 2026 at 3 P.M.	Fri, November 13, 2026 at 3 P.M.
Fall Thesis	2026		Fri, November 13, 2026	Fri, November 20, 2026 at 3 P.M.	Fri, December 4, 2026 at 3 P.M.
Early for Spring	2027		Fri, December 18, 2026	Fri, January 1, 2027 at 3 p.m.	Fri, January 8, 2027 at 3 P.M.
Spring Dissertation	2027	Mon, February 15, 2027	Fri, March 12, 2027	Fri, March 19, 2027 at 3 P.M.	Fri, April 2, 2027 at 3 P.M.
Spring Thesis	2027		Fri, April 2, 2027	Fri, April 9, 2027 at 3 P.M.	Fri, April 23, 2027 at 3 P.M.
Early for Summer	2027	Mon, July 13, 2027	Fri, April 23, 2027	Fri, April 30 2027 at 3 P.M.	Fri, May 7, 2027 at 3 P.M.
Summer	2027		Fri, July 23, 2027	Fri, July 30, 2027 at 3 P.M.	Fri, August 13, 2027 at 3 P.M.
Early for Fall	2027	Mon, September 27, 2027*	Fri, July 30, 2027	Fri, August 6, 2027 at 3 P.M.	Fri, August 20, 2027 at 3 P.M.
All deadlines are firm. Exceptions cannot be granted by TAD Services.		These deadlines are set by the registrar's office.	If you defend after this deadline, you will not graduate in your intended term.	The document's content must be final . Only formatting changes allowed after this date.	Students must meet the "Format Review Deadline" to qualify for this deadline. All steps in the TAD Process must be complete by this deadline.

¹Early Filing and

Completion: 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.

*To be determined.

** If the deadlines fall during spring break and/or holidays, please plan accordingly.

<https://www.ohio.edu/graduate/thesis-dissertation-deadlines>

ChatGPT and AI Tools

- In general, OU requires that all assignments submitted for courses should represent individual student own thinking and effort and should be prepared by a student. AI-generated submissions are not permitted and will be treated as plagiarism.
- Any use of generative AI at any stage of submitted work is considered a violation of course policy and the Ohio University Student Code of Conduct. There may be times when the use of AI-generated text or images would be appropriate in a selected course, but student should obtain advanced permission from the instructor for any use of generative AI technologies.
- For more information, see here <https://www.ohio.edu/center-teaching-learning/generative-ai-statements-syllabi>



Generative Artificial Intelligence (GAI) Thesis/Dissertation Policy for Russ College of Engineering and Technology

Generative Artificial Intelligence (GAI) Thesis/Dissertation Policy for Russ College of Engineering and Technology

Various generative artificial intelligence (GAI) tools (Chat GPT, CoPilot, Bard, etc.) are available and are rapidly progressing. These tools are often also referred to as Large Language Models (LLM). Students and faculty advisors often have questions on the usage of such tools in the production of a thesis/dissertation document. This policy is to act as guidance to those questions. The policy is meant to be flexible and account for the rapid change in technology of GAI tools and technology. It should be noted that various entities where research is published vary on guidelines of GAI usage and should be considered during thesis/dissertation preparation to allow for further publication in outside journals and conferences¹.

The thesis/dissertation is **original work** by the student under advisement of the thesis/dissertation committee. The following policy applies to all thesis/dissertations in the Russ College of Engineering and Technology.

1. GAI/LLM tools may be utilized in the development of thesis/dissertations. However, the thesis/dissertation still must be original work.
 2. Any usage of GAI/LLM tools must be noted for transparency on the statement of originality. This information must include the tool utilized, the purpose of usage and the places in the document where it was used including appendices.
 3. References and resources utilized by GAI/LLM tools must be verified.
 4. Usage of material from GAI/LLM tools must be checked as many of these models have potential for plagiarism from references and resources.
 5. Identify and correct potential gaps, bias, and errors in knowledge.
 6. Any inaccuracies, errors, or inconsistencies must be corrected. They become the sole responsibility of the author of the document.
- In addition to usage of GAI/LLM in a thesis/dissertation, production of final presentation for a defense should follow the same guidelines.

A faculty advisor, Department, or School may have more restrictive rules on GAI/LLM tool usage. Such policies should be documented and well understood by the advisor and the student.

This policy will change due to the rapid change in GAI/LLM tools. Please assure you have the most recent version.

¹ Various engineering publication entities vary on the usage of GAI for manuscript preparation. For instance, the American Automatic Control Council (AACC) recommended the usage of light editing of the authors text for spelling/grammar errors. The Transportation Research Board (TRB) is allowing usage of GAI/LLMs for publication during its 2025 Annual Meeting. However, they note that must disclose usage of such tools and specify which tools were used and for what purpose. Both entities remind authors that material must be thoroughly reviewed as the correctness and accuracy of the material for publication is ultimately the author(s) responsibility.



Thesis and Dissertation (TAD)

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

The screenshot shows the Ohio University Graduate College website. At the top is a dark green navigation bar with links: Info for..., Quick Links, Apply, Give, and a search icon. Below this is the Ohio University logo and the text 'Graduate College'. A secondary navigation bar lists: About, Academic Programs, Admissions, Funding, Current Students, Faculty & Staff, and Give. The main content area features a large banner image of a spiral notebook and books. Overlaid on the banner is the text 'Thesis and Dissertation Services' in a large, white, serif font. Below the banner are three green buttons with white text: 'TAD Process Checklist >', 'TAD Deadlines >', and 'TAD Forms and Templates >'.

Fall 2026 Deadlines

- **Graduation Application Deadline:**
Mon, September 28, 2026
- **Fall Dissertation Oral Defense Deadline:** Fri, October 23, 2026
- **Fall Dissertation Post-defense Format Review Deadline:**
Fri, October 30, 2026 at 3 P.M.
- **Fall Dissertation Final Clearance Deadline:**
Fri, November 13, 2026 at 3 P.M.
- **Fall Thesis Oral Defense Deadline:**
Fri, November 13, 2026
- **Fall Thesis Post-defense Format Review Deadline:**
Fri, November 20, 2026 at 3 P.M.
- **Fall Thesis Final Clearance Deadline:**
Fri, December 4, 2026 at 3 P.M.

Early for Fall 2026 Deadlines*

- **Graduation Application Deadline:**
Mon, September 28, 2026
- **Oral Defense Deadline:** Fri, August 7, 2026
- **Post-defense Format Review Deadline:** Fri, August 14, 2026 at 3 P.M.
- **Final Clearance Deadline:** Fri, August 28, 2026 at 3 P.M.

*These deadlines apply to both theses and dissertations



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Thesis and Dissertation (TAD)



TAD Forms &
Templates



TAD Deadlines



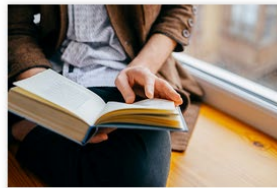
Dissertation
Writing Support
Program



Schedule an
Appointment
(Bookings) 



Filing "Early For"



Copyright,
Plagiarism, and
Publishing
Information



Timelines and
Planning



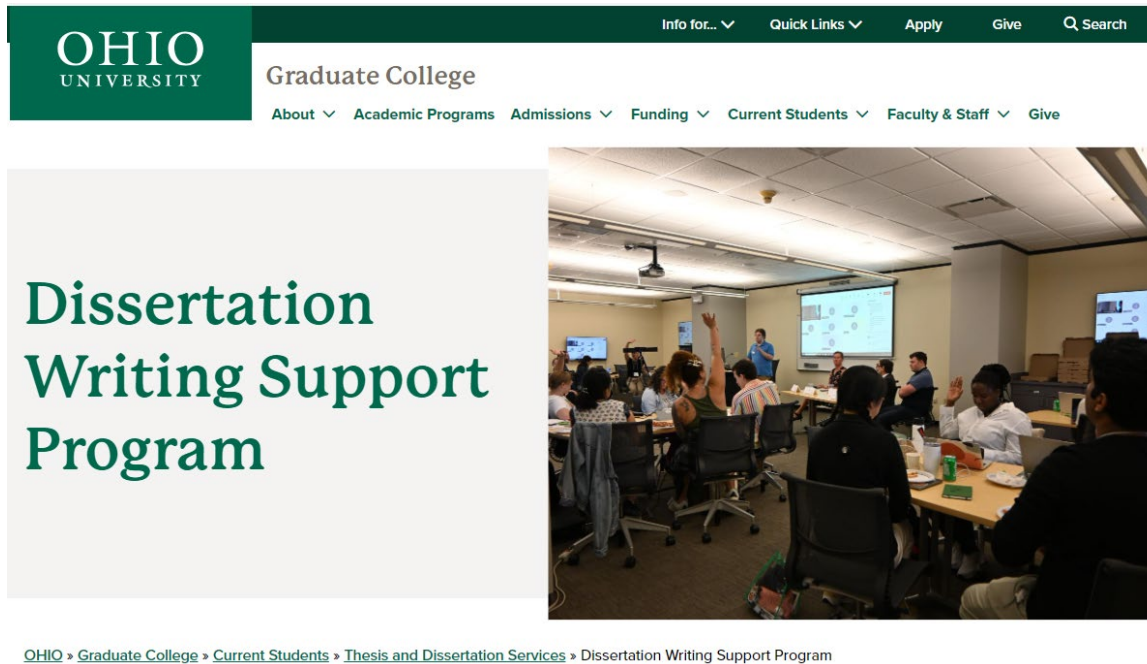
TAD Testimonials

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



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Thesis and Dissertation (TAD)



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

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/RH6h32tAAJ>
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.



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:
PID #:
Expected Semester of Graduation: Semester Year Ohio Email:
Expected Date of Oral Defense: Phone Number:

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

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



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 (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) 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) 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) 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) via email.

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

After the Thesis Defense

- ☐ Submit your thesis for post defense plagiarism check by Russ College Graduate Program Administrators (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) 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 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.



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** 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

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

First name _____ Last Name _____ PID# _____

Major/School/Department: Electrical Engineering and Computer Science

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

Thesis/Dissertation/Project Advisor _____

This is a: THESIS _____ DISSERTATION _____ PROJECT _____

Date of entry into program: _____

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

Extension granted until: _____

Overall/Cumulative GPA: _____ (must be 3.0)

Total Hours REQUIRED for degree: _____

Thesis/Dissertation Hours Earned: _____

Conditions to Complete Degree: _____

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 _____



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CHNOLOGY

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., selected 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 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.



Graduate College – New TOEFL Scores



[OHIO](#) » [Graduate College](#) » [Apply to Graduate Programs](#) » [Admissions Information for Graduate International Students](#) » English Language Proficiency Requirements

The language of instruction at Ohio University is English. Therefore, proficiency in reading, writing, speaking, and understanding English at an advanced academic level is essential to academic success. Applicants for whom English is not a native language are required to demonstrate English Language Proficiency **for admission and potential funding** in one of the following ways.

- + Minimum Requirements for General Admission
- + Minimum Requirements for Funding (EXCLUDING a Teaching Assistantship)
- + Minimum Test Scores Required for Teaching Assistantship Funding

[Link: How to Set Score Requirements for the Updated TOEFL Scale \(1-6\) | TOEFL Score User Help](#)



	Overall	Speaking	Writing	Listening	Reading
	FOR		GENERAL	ADMISSION	
TOEFL	70	15	17	15	15
IELTS	6	6	6	6	6
DET*	110	110	110	110	110
	FOR		FUNDING	ELIGIBILITY	(NON-TA)
TOEFL	80	17	17	17	17
IELTS	6.5	6.5	6.5	6.5	6.5
DET*	115	115	115	115	115
	FOR		FUNDING	ELIGIBILITY	(TA)
TOEFL	80	24	17	17	17
IELTS	6.5	7	6.5	6.5	6.5
DET*	120	130	120	120	120

*These score requirements begin in Spring 2026.

Individual programs retain the option to require an official English Proficiency test score as part of an application. The full English proficiency policy is in the Application and Admission section of the [Graduate Catalog](#).

Please provide this exact information to your IELTS test center when requesting your results for Ohio University:

Account Name: Ohio University

Address: Grosvenor Hall (16 W Green Dr), Room 102

City: Athens

State: OH

Zip: 45701



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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.



Communication

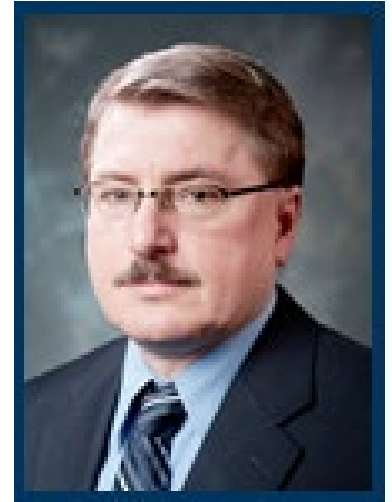
- E-mail
 - OHIO account (Exchange e-mail and calendar) assigned to all graduate students
 - You must set forwarding to other e-mail account(s) you prefer
 - Check frequently (at least daily)
 - We use e-mail for general announcements, as well as specifically contacting YOU



Contact Information

EECS Program Specific Information and Business

- Wojciech 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

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



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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



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
 - $58 \leq \text{VET} \leq 69$ 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, Director of International Student Services, Dr. Gerry Krzic, krzic@ohio.edu, Director of Ohio Program of Intensive English.



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>

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 Jadwisienczak (Grad Chair), jadwisie@ohio.edu and Dr. Nasseef Abukamail abukamai@ohio.edu (Associate Chair).

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.



Active Shooter and Improvised Explosives (IED)

Always be aware of your environment and any possible dangers...

If you encounter an active shooter, evacuate the area immediately (if possible)

- If safe to do so, pull the fire alarm
- If you are in an office or lab, lock the door, barricade it, and remain there
- If you are in a hallway, find a room, secure the door, and remain there
- Turn off all lights, hide behind large objects, and be quiet
- Call 911 and keep the line open (even if unable to speak)
- As a last resort, attempt to incapacitate the shooter, and fight for your life

If you suspect an object could be an IED do NOT touch the item

- Do not use cell phones, electronics, or light switches near the object
- Call 911 from a safe location and report the suspicious item
- Do NOT re-enter the area until instructed by authorities



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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