



# New EECS Graduate Student Orientation

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

August 25, 2022, 5:30 pm-6:45 pm, online TEAMS

RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY  
**Create for Good.**



OHIO  
UNIVERSITY

1

1

## Outline

- EECS Graduate Degree Programs
  - Degree Requirements
  - Advisor & Committee
  - Program of Study
  - Important Documents
- Financial Support
  - Types of Graduate Appointments
  - Administrative Requirements
- Fall Semester 2022
- Common Problems
- Communication
- Contact Information
- Questions?



OHIO  
UNIVERSITY

RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY

2

2

## EECS Graduate Degree Programs

- Master of Science in Electrical Engineering (MSEE)
  - Degree Code: MS7253
  - Thesis and Project options
  
- Master of Science in Computer Science (MSCS)
  - Degree Code: MS7260
  - Thesis and Project options
  
- Doctor of Philosophy (PhD)
  - Degree Code: PH7267
  - Entry with either M.S. or B.S. degree



OHIO  
UNIVERSITY

3

RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY

3

## MSEE Requirements

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

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



OHIO  
UNIVERSITY

4

RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY

4

# MSEE Requirements – Guidelines

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

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

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

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

**I. Minimum Entrance Requirements**

Admission to the M.S. Program in EECS is subject to final approval by the EECS Graduate Committee. The following are minimum requirements that are used by the EECS Graduate Committee in evaluating applicants. 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 master's degree 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 higher "research areas of interest" from the list of areas provided (the major advisor must approve this selection). The breadth requirement states that you must take listed 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 16 semester hours of grades of 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.

March 2016      Page 1 of 4

5
RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY

5

# MSEE Requirements – Program of Study

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

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

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

**NOTE:** Submit form to the EECS Graduate Programs Office, 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, control, optoelectronics, electromagnetics, power/energy/power electronics, digital systems, communications, sensors, or signal/image processing). See Graduate Chair's Expectations sheet.

Area of Interest		
Course Number	Course Title <sup>1</sup>	Credit Hours
breadth requirement: two EE courses outside the area of interest (some of these may fall into other categories)		
(6 hours required)		
EE Courses 6000 Level and Above		
Total EE hours 6000 level and above (6 required for thesis option, 8 for project option)		
Non-EE Courses 6000 Level and Above <sup>2</sup>		
Total hours 6000 level and above (9 required for thesis option, 12 for project option)		
5000 Level EE Courses		

Totals	
Total EE hours (minimum 12 required)	
Total Formal Course Hours (24 required for thesis option, 27 for project option)	

Graduate Research Seminar	
EE 6981	(2 hours required)
EE 6920	(1 hour required)
EE 6943 Project or Thesis (select one)	(3 hours required)
EE 6950 Thesis	(6 hours required)
Total Hours (13 required for both thesis and project options)	

Student Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Student OHIO email address \_\_\_\_\_

Major Advisor Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

EECS Committee Member Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

EECS Committee Member Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

EECS Graduate Chair \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

<sup>1</sup> Course titles must correspond to those printed on grade reports.  
<sup>2</sup> Most courses in Computer Science, Mathematics, Physics, and other engineering disciplines are acceptable. Programming language courses are not acceptable.  
<sup>3</sup> MATH 5200 is not acceptable.

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

6
RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY

6

## MSCS Requirements

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

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



OHIO  
UNIVERSITY

7

RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY

7

## MSCS Requirements – Guidelines

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

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

**Requirements and Guidelines**  
**Master of Science Degree in Computer Science**  
**EFFECTIVE FOR ENTRY TERM FALL SEMESTER 2016 –or– LATER.**

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

**I. Minimum Entrance Requirements**

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

a) Minimum Qualifications to Apply for Unconditional Admission:

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

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

**II. Requisites**

The following, or their 3000-level equivalents, are requisites for admission to the program. Students without credit in these courses or their equivalents should be prepared to obtain credit in all four (4) before continuing in the program.

CS 5300D Introduction to discrete Structures  
CS 5300D Organization of programming languages  
CS 540D Operating Systems  
CS 5610D Data Structures

**III. Degree Requirements**

a) **Foundation requirement**

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

CS 5060 Computation Theory  
CS 6060 Advanced Algorithms

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

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

March 2016      Page 1 of 5



OHIO  
UNIVERSITY

8

RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY

8

# MSCS Requirements – Program of Study

**Program of Study**  
**Master of Science in Computer Science**  
**EFFECTIVE FOR ENTRY TERM/FALL SEMESTER 2016-OR LATER**

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

**NOTE:** Submit form to the ECS Graduate Programs Office, Student 333, for Graduate Chair's approval and signature. A final copy will be forwarded to your OHIO email.

Course Number	Course Title <sup>1</sup>	Credit Hours
CS 50000	Introduction to Computer Structures	
CS 50200	Organization of Programming Languages	
CS 5420	Operating Systems	
CS 56100	Data Structures	
Foundation Requirements <sup>2</sup>		
If you took the undergraduate equivalent, place an "x" in the box and list replacement course in the "Other Courses" section. If you did not take the undergraduate equivalent, place a "P" in the credit hours box.		
CS 5080	Computation Theory	
CS 5090	Advanced Algorithms	
		Total hours in this section (2 required)
Depth Requirements <sup>3</sup>		
Choose 4 courses (thesis option) or 4 courses (project option), at least 4 courses must be at the 6000-level		
		Total hours in this section (12 required for thesis option, 18 for project option)
Other Courses <sup>4</sup>		

<sup>1</sup> Course titles must correspond to those printed on [pgrad.100002](#).  
<sup>2</sup> Repeatable courses do not count toward the M.S. degree.  
<sup>3</sup> Courses taken at the undergraduate level should not be repeated. Courses at the same level or higher must be substituted in their place.  
<sup>4</sup> See the table on page of Approved Courses for the MSCS Depth Requirement. Other courses must be approved in advance by the ECS Graduate Chair.  
<sup>5</sup> List any other courses required for your program of study.

Total hours in this section	
Graduate Research Seminar	
EE 6981	Technical Writing Seminar (2 hours required)
ET 6020	Thesis or Project (select one) (1 hour required)
CS 6950	Dissertation (4 hours required)
EE 6963	Project (3 hours required)
Total hours (20)	

Student Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Student OHIO email address \_\_\_\_\_  
Major Advisor Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
ECS Committee Member Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
ECS Committee Member Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
ECS Graduate Chair \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

!!!

request waiver

or

Take these courses

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

9

# PhD Requirements

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

No Independent study course is counted for PhD with MS

10

# PhD Requirements – Program of Study

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

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

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

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

Course Number	Course Title <sup>1</sup>	Credit Hours
EECS Courses 6000 Level and Above <sup>2</sup>		
Total EECS hours (6000 level and above min 9 required)		
Math and/or Science Courses 6000 Level and Above <sup>3</sup>		
Total Math/Science hours (6000 level and above min 4 required)		
Total hours (6000 level and above min 15 required)		
Graduate Research Seminar		
EE 6980 / CS 6980	Technical Writing Seminar	(2 hours required)
ET 6930	Dissertation	(1 hour required)
EE 6950   Dissertation		(54 hours required)
Total Hours (min 72 required)		

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

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

Student Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Student OHIO email address \_\_\_\_\_  
 Major Advisor Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
 EECS Committee Member Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
 EECS Committee Member Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
 EECS Committee Member Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
 EECS Graduate Chair \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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



11

# PhD Requirements – Guidelines

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

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

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

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

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

- I. **Minimum Entrance Requirements**  
 Admission to the Ph.D. program is considered for applicants who either, currently hold an M.S. degree or those who seek direct entry to the Ph.D. program with a B.S. degree.  
 Normally, an M.S. and/or B.S. degree in Electrical Engineering, Computer Engineering, or Computer Science is expected. Those with an M.S. and/or B.S. degree in a related field will be considered. In all cases, excellent academic performance at the M.S. and/or B.S. level is expected. The applicant's background should reflect an ability to carry out independent supervised research.
- II. **Definitions**  
 The "graduate committee," or "EECSG," is a standing committee appointed annually by the School Chair and whose function is to administer the graduate programs of the school.  
 A student's "examining committee" is defined in Section IV G.  
 The two committees are separate and distinct bodies; however, in some cases there may be one or more members of the EECSG on a particular student's examining committee.
- III. **Degree Requirements**
  - A. **Courseload Requirements - Ph.D. with M.S.**
    - a) At least 15 semester hours of formal coursework, at the 6000 level or above, is required. Additional coursework may be required in cases where the student's background is found to be insufficient. The need for additional coursework will be assessed by the examining committee. Independent Study or other informal coursework will not count toward the required 15 credit hours.
    - b) At least 9 semester hours of formal coursework must be in EE and/or CS at the 6000 level or above. At least 3 semester hours of formal coursework must be in mathematics or the natural sciences at the 6000 level or above in most cases; exceptions must be pre-approved. The coursework will be arranged so that the major emphasis is in a single area of EECS (namely, the student's chosen area of specialization). All coursework to be applied to the Ph.D. degree requirements must be approved by the EECS faculty members on the student's examining committee and the Chair of the EECSG.
    - c) No credit hours below a grade of B may be counted toward the Ph.D. program requirements. More than 6 semester hours below a grade of B will automatically drop the student from the program. The student must maintain a 3.04 G (grad) point average to remain in the program. Students failing to maintain a 3.04 G (grad) point average may petition the EECSG to remain in the program for one additional semester, during which the student's grade point average must be corrected to at least 3.04 G. Only one such petition is allowed during the degree program.



12

## PhD Requirements – Guidelines

### Section III.C.(b)

Candidacy. After passing parts A and B of the comprehensive examination, and having had a research proposal accepted by his or her dissertation advisor and the examining committee (Part C), the student is admitted to candidacy.

### Proposal - Section III.C.(b) Change

Candidacy. After passing parts A and B of the comprehensive examination and having had a research proposal accepted by his or her dissertation advisor and the examining committee, (Part C) the student is admitted to candidacy. **The student must remain in candidacy for at least one calendar year before the dissertation defense date.**

### Section III.C.(c)

Dissertation Defense. The candidate must pass an oral examination on his or her dissertation. The dissertation must be submitted to the examining committee at least four weeks prior to the scheduled defense date. Any member of the examining committee, after scrutinizing the dissertation, may request a postponement of the defense. Students scheduling their dissertation defense earlier than one calendar year after the approval of the research proposal must obtain the prior approval of the EECSGC. The minimum amount of time to be reserved for the dissertation defense is three hours.



OHIO  
UNIVERSITY

13

RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY

13

## Advisor and Committee

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



OHIO  
UNIVERSITY

14

RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY

14

## 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



15

## Program of Study (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**
  - 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



16



## Important Documents

- Degree (Program) Requirements and Guidelines
  - Specifies graduation requirements & related policies
- Program of Study
  - Clearly lists courses that you plan to take to meet degree requirements
- All EECS graduate program documents can be obtained from Dr. Jadwisieniczak, EECS Graduate Chair, room #333 or [jadwisie@ohio.edu](mailto:jadwisie@ohio.edu)
  - Certain forms related to graduation requirements may be requested from the Dean's office at [russgradinfo@ohio.edu](mailto:russgradinfo@ohio.edu)
  - Also available at <https://www.ohio.edu/engineering/eecs/academics/graduate/documents>



17

## Important Documents

- Graduate Catalog
  - University requirements, guidelines & policies that apply to all degrees offered at Ohio University available at <https://www.catalogs.ohio.edu/index.php>
- Pages of interest on the Graduate College website
  - Graduate Appointments  
<https://www.catalogs.ohio.edu/content.php?catoid=68&navoid=5609>
  - Thesis and Dissertation (TAD) Services
- **NOTE: If you approach the Graduate 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



18

## Financial Support

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



19

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



20

## Financial Support

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



21

## 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 to be TA/GA
    - Selection criteria include academic credentials and suitability for the position
- RA positions
  - Individual EECS professors may have open RA positions
  - Students should contact faculty whose research interests match their own



22

## Financial Support

- If you have a graduate appointment as (S)RA, TA, or GA:
  - Complete required employment forms **in person** at the Graduate College or Payroll Office
    - 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**
    - Personnel Data Profile
    - Employee's Withholding Allowance Certificate (IRS Form W-4)



OHIO  
UNIVERSITY

23

RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY

23

## Request for Optional Exemption to OPERS

This is a reminder that new students coming in with stipends this spring will have 30 days from yesterday to opt out of OPERS if they choose to do so (for graduate appointments this is typically the first day of classes). **After this time, the PERS election is irrevocable** per Ohio Revised Code. Students may request a refund of their own contributions (10% of stipend) when they cease public employment, and students who are here >5 calendar years may also get back the university contribution (14% of stipend). **We may not direct student choices, but it is critical that they understand the financial calculus.** This is especially true for our international students, who are fielding more paperwork with less cultural context and/or English language mastery.

Students will receive an email from the state after their OGA contract goes to Payroll. If they wish to opt out of PERS, they must use the link in that email to do so. **Students without a Social Security Number should call HR (not email!) at 593-1636 and explain that they wish to opt-out of PERS and need an identification number to do so.**

After payroll receives the appointment, they will trigger an email from PERS. That email will include a link for the student to make an election (i.e., opt-out). So, students need to be on the lookout for that email. The form for making an election requires an SSN to get to that point, which is why some students will need to call HR for an alternative identifier.



OHIO  
UNIVERSITY

24

RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY

24

## Fall Semester

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



OHIO  
UNIVERSITY

25

RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY

25

## Fall Semester

- See Fall 2022 Course Offerings on the Registrar's website
- Typical course load
  - Three courses (9 – 12 credit hours)
  - EE/CS, other engineering, math, or science (e.g., physics, biology)
- If you have been awarded (S)RA, TA, or GA appointment, you must meet minimum graduate-level registration
  - 18 credit hours for MS / 18 credit hours for Ph.D.
  - Register for research hours:
    - EE 6940 (MSEE)
    - CS 6940 (MSCS)
    - EE 8940 (PhD)
  - Until you **DO NOT** have an advisor, you can register, **with permission**, under Dr. Wojciech Jadwisieniczak, EECS Graduate Chairman



OHIO  
UNIVERSITY

26

RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY

26

### Thesis and Dissertation Deadlines Academic Year 2022-2023

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

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

Semester	Year	Graduation Application Deadline	Oral Defense <sup>1,2</sup>	Post-defense Format Review Deadline	Final Clearance Deadline: TAD Process Complete
Fall Dissertation	2022	Mon, September 26, 2022	Fri, October 21, 2022	Fri, October 28, 2022 at 3 P.M.	Fri, November 11, 2022 at 3 P.M.
Fall Thesis	2022		Fri, November 11, 2022	Fri, November 18, 2022 at 3 P.M.	Fri, December 2, 2022 at 3 P.M.
Early for Spring <sup>3</sup>	2023		Fri, December 16, 2022	Fri, January 6, 2023 at 12 Noon	Fri, January 13, 2023 at 12 Noon
Spring Dissertation	2023	Mon, February 20, 2023	Fri, March 17, 2023	Fri, March 24, 2023 at 3 P.M.	Fri, April 7, 2023 at 3 P.M.
Spring Thesis	2023		Fri, April 7, 2023	Fri, April 14, 2023 at 3 P.M.	Fri, April 28, 2023 at 3 P.M.
Early for Summer <sup>3</sup>	2023	Mon, July 17, 2023	Fri, April 28, 2023	Fri, May 5, 2023 at 12 Noon	Fri, May 12, 2023 at 12 Noon
Summer	2023		Fri, July 28, 2023	Fri, August 4, 2023 at 3 P.M.	Fri, August 18, 2023 at 3 P.M.
Early for Fall <sup>3</sup>	2023	Mon, October 2, 2023	Fri, August 11, 2023	Fri, August 18, 2023 at 12 Noon	Fri, August 25, 2023 at 12 Noon

**All deadlines are firm.** Exceptions cannot be granted by TAD Services. These deadlines are set by the registrar's office. If you defend after this deadline, you will not graduate in your intended term. The document's content must be final. Only formatting changes allowed after this date. Students must meet the "Format Review Deadline" to qualify for this deadline. All steps in the TAD Process must be complete by this deadline.

<sup>1</sup> **Patton College of Education students:** Your final document should be sent to Chip Rice ([ricer@ohio.edu](mailto:ricer@ohio.edu)) for initiation of the Turn It In (TI) process check for similarity and review by the home department and College no later than the Monday following the Oral Defense deadline. Documents submitted after this date may not be processed in time to meet subsequent TAD deadlines.


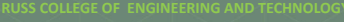
<sup>2</sup> **College of Health Sciences and Professions students:** Your document must be sent to Dr. Sally Marinellie ([marinels@ohio.edu](mailto:marinels@ohio.edu)) for document edits and College approval no less than two weeks before the **Post-Defense Format Review Deadline**. For this reason,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

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

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

\*\* Please Note: University Offices are closed from December 26, 2022, through January 2, 2023, and will re-open January 3, 2023.

<http://www.ohio.edu/tad> <https://www.ohio.edu/graduate/etd> [tad@ohio.edu](mailto:tad@ohio.edu)


27



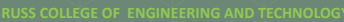
27

## Fall'22 Semester – Defenses

**OU has returned to face-to-face instructions, and the Russ College operates under the before the Covid pandemic rules for thesis/dissertation defenses and proposal defenses.**

**Any exceptions to this requirement must be approved by the School and Dean's office before making any arrangement for the examination.**

**Explanation and approvals of exceptional cases must accompany the arrangement form when submitting.**


28


28

## Applying for Graduation

### PART 1: PRE-DEFENSE FORMS/PROCEDURE:

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

#### Statement of Originality Form

From Dean's Office.

- \*Submit to provide your permission to run the plagiarism check on your thesis/dissertation/project document.
- \*Complete form and email a PDF document to **Jyl Steinberg** so she may run the plagiarism check for you.  
(jyl.steinberg@ohio.edu)
- \*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.



29

RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY

29

## Applying for Graduation

### PART 2: POST-DEFENSE FORMS/PROCEDURE:

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

#### Report on the Oral Thesis Examination/Dissertation Defense

From Graduate Student Services.

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

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

#### TAD Deadlines

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

See following slides



30

RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY

30

## Final Graduation Approval

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

---

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ PID# \_\_\_\_\_

Major/School Department: Electrical Engineering and Computer Science

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

Thesis/Dissertation Project Advisor \_\_\_\_\_

This is a: THESIS \_\_\_\_\_ DISSERTATION \_\_\_\_\_ PROJECT \_\_\_\_\_

Date of entry into program: \_\_\_\_\_

If time has expired, was extension requested and granted? \_\_\_\_\_

Extension granted until: \_\_\_\_\_

Overall/Cumulative GPA: \_\_\_\_\_ (must be 3.0)

Total Hours REQUIRED for degree: \_\_\_\_\_

Thesis/Dissertation Hours Earned: \_\_\_\_\_

Conditions to Complete Degree: \_\_\_\_\_

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

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

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

TAD Notification for thesis/dissertation acceptance: \_\_\_\_\_

Report on the Oral Thesis/Dissertation Examination Defense: \_\_\_\_\_

Statement of Originality: \_\_\_\_\_

Minimum accumulated hours earned: \_\_\_\_\_

Minimum accumulated GPA: \_\_\_\_\_

**APPROVAL**

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

\_\_\_\_\_  
Graduate Committee Chairman    Date

**DISAPPROVAL**

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

➔

\_\_\_\_\_  
Graduate Committee Chairman    Date

31

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

32



## Common Problems

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

See following slides



OHIO  
UNIVERSITY

33

RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY

33

## Communication

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



OHIO  
UNIVERSITY

34

RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY

34

## Contact Information

### EECS Program Specific Information and Business

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



### Contact the Grad Chair office if you have questions about:

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



OHIO  
UNIVERSITY

35

RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY

35

## Communication

### Graduate Program Specific Information and Business



**Jyl Steinberg**

Graduate Program Administrator  
Stocker Center 166  
Dean's Office  
✉ [jyl.steinberg@ohio.edu](mailto:jyl.steinberg@ohio.edu)  
☎ 740.593.1481



**Rachel Meyer**

Graduate Program  
Administrator  
[meyerr@ohio.edu](mailto:meyerr@ohio.edu)  
Stocker #183  
740.593.9487

### Contact the Graduate Program if you have questions about:

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

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



OHIO  
UNIVERSITY

36

RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY

36

## 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



OHIO  
UNIVERSITY

37

RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY

37

## English Proficiency Test

Applicable to all international students who:

- are not native English speakers
- plan to be TA

OU is eliminating the SPEAK Test Alternative form and replacing it with a new, online assessment for oral proficiency. The Graduate College will no longer accept the SPEAK Test Alternative form.

#### Background

The state of Ohio legally requires that programs verify the oral English proficiency of all teaching assistants. The primary way that we do that is through official scores on the IELTS (min. 6.5 Composite plus min. 7.0 Speaking) or iBT (min. 80 Composite plus min. 24 Speaking). For students who do not have official scores in that range, we need another way to assure oral proficiency before a TA contract can be approved.

#### New Test: the 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. This is an approximately 25-minute online test, with a cost to students of \$31.15 (when proctored by Pearson). This test has been piloted and carefully validated by OPIE over the fall 2021 semester.

For the moment, students who need to take the test should contact Dr. Gerry Krzic ([krzic@ohio.edu](mailto:krzic@ohio.edu)).



OHIO  
UNIVERSITY

38

RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY

38

## Class and Lab Safety

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

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

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

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

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



OHIO  
UNIVERSITY

39

RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY

39

## Lab Safety Training

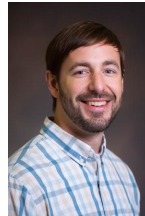
### Jared Schlicher

Laboratory Coordinator  
Stocker Center 321B

[Electrical Engineering and Computer Science](#)

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

☎ 740.593.1564



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



OHIO  
UNIVERSITY

40

RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY

40

## Announcement Classroom COVID-19 policies

**COVID-19 Policies:** If you do test positive or need to isolate or quarantine this semester (Fall'22), after you have taken care of yourself and followed all the steps in the OHIO COVID-19 Protocol, please email the Instructor so that we can develop a plan for you to receive the necessary course content. COVID-related illness, quarantine, isolation, and remain-in-room directives are legitimate university absences, and I will work with you to manage your academic requirements and connect you to resources. If you feel that your class performance is being impacted by COVID-19, please talk with the Instructor and/or contact Public Health Operations by email ([PHO@ohio.edu](mailto:PHO@ohio.edu)). The University has information about resources available to help with quarantine and isolation here (<https://www.ohio.edu/coronavirus/protocol>).

**Regarding masking:** Based on CDC guidelines, the Athens Campus is currently (August 2022) at a medium COVID-19 community level. Therefore, **masks are recommended** during scheduled class and class-related activities in classrooms, laboratories, studios, and other learning spaces. The mask guidance could change, so please monitor your emails.



OHIO  
UNIVERSITY

41

RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY

41

## Announcement

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

- PoS on file:  
**If missed or outdated then students MUST submit a new approved PoS by December 1, 2022.**  
**New students will submit PoS by deadline specified in the Guidelines**
- Reminder to provide updates on Graduation Check including:  
  - Number of terms in the program (6 or 7-year limit, 10 or 12 terms for tuition waiver)
  - Completed credits by end of fall 2022
  - Credits registered in fall 2022
  - Completed EE6981 Grad Seminar credits and presentation by end of fall 2022
  - Completed ET6020 Technical Writing Seminar credit
  - Completed EE6950/CS6950/EE8950 Thesis credits (9 CR) / Dissertation credits (54 CR)
  - MS students - External representative selection, MS Thesis defense date
  - PhD students - Comprehensive exams Part A&B dates, external representative(s) selection
  - Dissertation Proposal defense date, PhD Dissertation defense date
  - Versant Test of English (VET) for prospective new TAs

**Please comply with the above request before Graduation Check by the designated deadline.**

**!!!**



OHIO  
UNIVERSITY

42

RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY

42

## 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!**

*For COVID, there are additional steps...see me for details if the need arises this year*



RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY

43



44