

Graduate Student Handbook
2009-2010



Welcome From the Dean

Dear Graduate Students,

On behalf of Central Michigan University and the College of Graduate Studies, welcome to CMU! We are pleased you have chosen CMU for your graduate studies.

As you pursue your graduate education, please contact any Graduate Studies staff member if you need assistance. We are always interested in learning how our students are doing and how we can better meet their needs.

The College of Graduate Studies has prepared this handbook to assist you. In it, you will notice many references to the Graduate Bulletin. The Bulletin is the legal document for the university and it contains complete information regarding graduate policies and procedures. The Bulletin is available online at www.grad.cmich.edu

Again, welcome to CMU and enjoy your graduate experience!

Sincerely,

Roger L. Coles, Ed.D., Interim Dean
College of Graduate Studies

College of Graduate Studies Staff

The College of Graduate Studies, located in Foust Hall, is the administrator of all graduate policies, both on and off campus. The College of Graduate Studies addresses all types of questions, concerns, and situations affecting graduate students throughout their education, beginning with graduate admissions and continuing through to awarding graduate degrees.

College staff members are available to answer your questions or assist you during your time at CMU.

Office of the Dean

Roger L. Coles Interim Dean	774-6099 coles1rl@cmich.edu
Robin Harris Executive Secretary to the Dean	774-4890 mcdon1rk@cmich.edu
Lisa Boyd-Devers Assistant to the Dean	774-1318 boyd1lm@cmich.edu
Robert Hassen Graduate Recruitment Coordinator	774-1708 hasse1r@cmich.edu
Carolyn Studebaker Graduate Council & Thesis Secretary	774-1527 stude1ca@cmich.edu

Graduate Student Services

Judy Prince Director	774-1059 princ1jl@cmich.edu
Kelly McDonald Secretary to the Director & Graduate Student Services Specialist (N-S)	774-7351 mcdon1kk@cmich.edu
Courtney Johnson Graduate Student Services Specialist (A-F)	774-7352 wells1cl@cmich.edu
Gayla Levely Graduate Student Services Specialist (G-M)	774-4416 level1gg@cmich.edu
Christine Colebank Graduate Student Services Specialist (T-Z)	774-4723 coleb1cm@cmich.edu

Registration

Students can enroll in graduate-level courses once admission data have been entered into the CMU computer system. Students should consult with their respective academic advisor prior to registering so they can determine which courses to enroll in, particularly when registering for internships, practica, independent studies, and thesis/doctoral project/dissertation credits.

Holds:

A hold can be placed on a student's account for a number of reasons, including but not limited to, an outstanding balance or academic probation. All new on-campus graduate students are assessed a one-time, \$25.00 orientation fee (whether or not the student plans to attend orientation); student cannot register for courses until this fee is paid. The fee is **not** covered by graduate assistantship benefits and can be paid by check, money order or credit card. Additionally, students that are placed on academic probation for failure to maintain the required 3.0 cumulative graduate grade point average are subject to a hold.

General Registration Periods

Fall Semester	March—July August
Spring Semester	October—November January
Summer Session	February—March May-June

Tuition and Fees

Tuition and fees set each year by the CMU Board of Trustees are available on the Registrar's Office website: www.registrars.cmich.edu/registration/tuitionfeessched.htm

Academic Information

Authorization of Degree Program—Graduate

www.grad.cmich.edu/forms.htm

The Authorization of Degree Program—Graduate form is the official document that lists all requirements for a student's graduate certificate or degree. It is, essentially, a contract between you, the student, and CMU.

Policy on Academic Integrity

Academicsenate.cmich.ed/noncad/academic_integrity_policy.pdf

This policy states, defines, and elaborates on the behaviors expected of CMU graduate students. It addresses sanctions for violations of the policy and procedures for handling violations.

Policy on Research Integrity

www.orsp.cmich.edu/research/documents/pdf/Integrity.pdf

Integrity in research and creative endeavors is at the heart of many academic programs and is a fundamental principle of the university community. Faculty, staff, students, and independent contractors all have a responsibility to ensure that research and creative endeavors meet accepted standards of scholarly performance.

Academic Advisor Assignment

www.grad.cmich.edu/handbooks.htm

As part of the notification of admission to a degree program, graduate students receive their official Assignment of Advisor, signed by the Dean of the College of Graduate Studies. Policies related to advisor assignments are located in the *Graduate Bulletin*.

Academic Load

www.grad.cmich.edu/handbooks.htm

Non-Graduate Assistants

- Fall and Spring Semesters 9-12 graduate-level credit hours
- Summer Session 4-6 graduate-level credit hours

Graduate Assistants

- Fall and Spring Semesters Minimum of 6 graduate-level credit hours
- Summer Session
 - Research assistants 1 graduate-level credit hour
 - Teaching and Administrative assistants 1-6 graduate-level credit hours

Course-related Questions

www.grad.cmich.edu/handbooks.htm

Consult the *Graduate Bulletin* for information on the policies below that may affect you during your time at CMU:

Repeat course policy	Courses of unspecified or variable credit
Grade grievance policy	Theses, Doctoral Projects, Dissertations
Prerequisites	Nondegree courses
Independent study	Correspondence courses
Course and credit limitations	Credit by examination
Time for completion of degree	Waiver of a program credit
Extension of Time	Additional master's degrees
Graduate Transfer Credit policy	Admission to Candidacy
Withdrawal (course and university)	Residency status
Certificate/degree requirements	Oral and written exams

Michigan Intercollegiate Graduate Studies (MIGS)

www.grad.cmich.edu/handbooks.htm

The Michigan Intercollegiate Graduate Studies (MIGS) program enables graduate students who are in good standing in a degree program at their home institutions to take courses at graduate schools throughout Michigan. In-depth information and a list of participating institutions is found in the *Graduate Bulletin*.

Graduation Procedures

www.grad.cmich.edu/forms.htm

Students must apply for graduation, even if they will not participate in commencement. Applying for graduation generates an audit of the student's academic file and notifies the University that the student wants to graduate. Graduation application deadline dates are set by the University and strictly adhered to. Students should check the Graduate Bulletin for graduation deadlines. Students who do not apply for graduation by the second deadline will have to apply for the next graduation cycle to graduate.

Campus Resources

Park Library	www.lib.cmich.edu
Information Technology	www.it.cmich.edu
Graduate Council	academicsenate.cmich.edu
Student Services	www.cmich.edu/srvcs-offices.htm
Mount Pleasant	www.mountpleasantwow.com
Child Care Options	800-552-4489
Student Enrichment	
• Brooks Astronomical Observatory	www.phy.cmich.edu
• Central Box Office	centralboxoffice.cmich.edu
• CMLife (student newspaper)	www.cm-life.com
• CMU Public Broadcasting (radio and television stations)	www.wcmu.org
• Student Activity Center	www.sac.cmich.edu
• University Art Gallery	www.uag.cmich.edu
Academic Advising and Assistance	www.cmich.edu/ Academic_Advising_and_Assistance/ Academic_Advising.htm
English Language Institute	www.eli.cmich.edu
Writing Center	http://writingcenter.cmich.edu/index.htm

Student Health & Welfare Services

Counseling Center (including drug & alcohol abuse)	www.counsel.cmich.edu
Health Services	www.healthservices.cmich.edu
Human Development Clinic	www.cse.cmich.edu/clinic
Listening Ear	www.listeningear.com
CMU Police Department	www.police.cmich.edu
Sexual Aggression Services	www.cmich.edu/dean-of-students/saserv.htm
Speech, Language, and Hearing Clinics	www.chp.cmich.edu/academics/sh_clinics.htm

Campus Resources

Park Library	www.lib.cmich.edu
Information Technology	www.it.cmich.edu
Graduate Council	academicsenate.cmich.edu
Student Services	www.cmich.edu/srvcs-offices.htm
Mount Pleasant	www.mountpleasantwow.com
Child Care Options	800-552-4489
Student Enrichment	
<ul style="list-style-type: none"> • Brooks Astronomical Observatory • Central Box Office • CMLife (student newspaper) • CMU Public Broadcasting (radio and television stations) • Student Activity Center • University Art Gallery 	www.phy.cmich.edu centralboxoffice.cmich.edu www.cm-life.com www.wcmu.org www.sac.cmich.edu www.uag.cmich.edu
Academic Advising and Assistance	www.cmich.edu/Academic_Advising_and_Assistance/Academic_Advising.htm
English Language Institute	www.eli.cmich.edu
Writing Center	http://writingcenter.cmich.edu/index.htm

Support Services

Career Services	www.careerservices.cmich.edu 774-3381
Office of Gay & Lesbian Programs	www.diversity.cmich.edu/glp/main.htm 774-3637
Minority Student Services	http://diversity.cmich.edu/mss/ 774-3945
Native American Programs	http://www.diversity.cmich.edu/nativ/ 774-3945
Office for Institutional Diversity	http://www.diversity.cmich.edu/ 774-3700
Office of International Education	www.oie.cmich.edu 774-4308
Office of Student Life	www.stulife.cmich.edu 774-3016
Receivable Accounting	www.cmich.edu/Receivable_Accounting.htm 774-3618
Registrar's Office	www.registrars.cmich.edu/ 774-3261
Scholarships & Financial Aid	http://financialaid.cmich.edu/ 774-3674
Student Disability Services	www.cmich.edu/ Student_Disability_Services.htm 774-3018/774-2568 TDD
Student Employment Services	http://ses.cmich.edu/default.htm 774-3881
Student Ombuds Officer	www.cmich.edu/ombuds 774-3010
Veteran's Programs Office	http://financialaid.cmich.edu/vet.shtml 774-3674



College of Graduate Studies • Office of the Dean
Foust 250 • Central Michigan University • Mount Pleasant • Michigan • 48858
(989) 774-GRAD • Fax (989) 774-3439 • grad.cmich.edu