MARQUETTE UNIVERSITY

ELECTRICAL AND COMPUTER ENGINEERING GRADUATE FORMS, LINKS, PROCEDURES

This document serves as a consolidation of links and references to graduate information, contained in a few select locations: the graduate bulletin, the Marquette graduate website, Checkmarq, etc. It is intended to provide a more straightforward path to the information.

1.1 Links that cover everything

- [Graduate Forms including DocuSign](#)
  - Scroll down and click Doctoral Program Forms and Directions
- [Academic Calendar](#)
  - Deadlines on publication, dissertation, and submission
  - Students are required to know deadlines
  - Read emails from graduate school
- [Current student information](#)
- [Ph.D. Requirements](#)
- [Graduate Bulletin](#)
- [Graduate website](#)
- [EECE Department Graduate Handbook](#)

1.2 For Questions Contact

- Faculty Advisors
- Director of Graduate Studies (DGS)
  - The DGS will contact the graduate school if needed.

1.3 Submitting Forms that are not currently in DocuSign

- Student signs and obtains advisor signature, if needed.
- Send signed forms to EECE Office Associate .
  - The EECE Office Associate will obtain DGS or Chair signature and submit the form(s) to the graduate school.

1.4 DocuSign forms

- Student's responsible for initiating the forms
- All signatures need to be on the form before submitting the form prior to deadlines

1.5 Doctoral Program Planning Form DPPF

- Due End of First Year unless otherwise permitted by your advisor or DGS
- Student's responsible for initiating the form on DocuSign
- Complete the (DPPF) by end of first year with help from your advisor.
- The DPPF becomes a contract between the student and the university.
- If transfer credits are included, an official transcript must be on file at the Graduate School or ordered from the other institution.

1.6 Doctoral Program Planning Form Amendments

- Amendments should be submitted before changes take place.

1.7 Courses not on Checkmarq and Permission Numbers

- Some courses may not be on checkmarq and require to be added on a case by case basis. To inquire send emails to: EECE Vice Chair and the EECE Office Associate
- Deadline for the following courses is one week before late registration, see academic calendar – click on Academic session dates-Graduate School & Graduate School Mgmt Session 1

Doctoral Seminar Course – EECE 6953
0 credit will be SNC/UNC grade assessment. Prereq: Consent of Instructor 1-3 credits will be graded. Prereq: Consent of Instructor
- ❏ No form required.
- ❏ Permission number required.
- ❏ A course for zero credits must be built separately from a course for 1-3 credits. Advisors may have two courses listed on checkmarq.
- ❏ Course can be combined with Independent Studies, a MAXIMUM of 6 CREDITS is allowed

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Doctoral Independent Study Course – EECE 8995
1-5 cr. hrs. Prereq: Cons. of instructor and consent of department chair or DGS
- ❏ Required: [Independent Study Form](#)
- ❏ Faculty advisor and student sign
- ❏ Send form to the EECE Office Associate
- ❏ Titles must be less than 60 characters including spaces. Make sure your title meets this requirement before sending for approval.
- ❏ Graduate students are NOT allowed to sign up for this course during their first semester at MU.
- ❏ For exceptions contact the Director of Graduate Studies

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Doctoral Dissertation Course – EECE 8999
1-12 cr. hrs. S/U grade assessment. Prereq: Consent of instructor
- ❏ No form required.
- ❏ Permission number required.
- ❏ Maximum of 12 credits – after which, student needs to take continuous enrollment EECE 9999

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Doctoral Continuation Courses EECE 9999, 9998, 9997
All courses 0 cr. hrs. Prereq: Consent of department chair. SNC/UNC grade assessment.
- ❏ Must have completed all coursework and thesis credits before taking continuation courses.
- ❏ No form for course
- ❏ Form needed for $100 fee only if faculty is paying the fee
- ❏ If faculty pays the fee a Student Grant Support form (SGSF) is required. Student can start to complete the form and give it to faculty to finish it)
- ❏ SGSF need to be completed each semester fall, spring and summer.
- ❏ This is Important due to funding changes or grant expirations
- ❏ The form is NOT needed for endowment accounts. Let the EECE Office Associate know about the tuition credits

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EECE 9999 – Full-Time
- ❏ Allows a student to be considered the equivalent of full-time status.
- ❏ The course requires the student to work more than 20 hours per week on the doctoral dissertation. All 12 dissertation credits required for the degree should be completed before registering for this course.

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EECE 9998 – Half-Time
- ❏ The course requires the student to work more than 12 to less than 20 hours per week on the doctoral dissertation. All 12 dissertation credits required for the degree should be completed before registering for this course.

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EECE 9997 – Less than Half-Time
- ❏ The course requires the student to work less than 12 hours per week on the doctoral dissertation. All 12 dissertation credits required for the degree should be completed before registering for this course.

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1.8   EXAMPLE DOCTORAL PROGRAM TIMELINE

The example below illustrates a sample program for a traditional Doctoral program over 4 years with suggested course progression and deadlines for filing of important forms to the graduate school and EECE department.

Year 1		Year 2		Year 3		Year 4	
Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8
3 credit course	3 credit course	3 credit course	3 credit course	3 credit course	1-3 credit course	1-3 credit course	EECE 9999
3 credit course	3 credit course	3 credit course	3 credit course	3 credit course	EECE 8999	EECE 8999	EECE 9999
3 credit course	3 credit course	3 credit course	3 credit course	3 credit course	EECE 8999	EECE 8999	EECE 9999
EECE 6952 Colloquium	EECE 6952 Colloquium	EECE 6952 Colloquium	EECE 6952 Colloquium	EECE 6952 Colloquium	EECE 6952 Colloquium	EECE 6952 Colloquium	EECE 6952 Colloquium

Timeline markers: Doctoral Program Planning Form (Year 1), Outline/Proposal for Dissertation (Year 2), Announcement of Public Defense & Thesis Defense & My Dissertation Approval Form (Year 4)

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DOCTORAL DEFENSE

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2.1   OUTLINE/PROPOSAL FOR DISSERTATION

- Due with all signatures no later than 2 weeks before deadline listed on the academic calendar - click Outlines due to the Graduate School
- Student initiates the form on DocuSign

2.2   START MY ANNOUNCEMENT OF PUBLIC DEFENSE DISSERTATION

- Due with all signatures no later than 2 weeks before deadline listed on the academic calendar, click Dissertation deadlines – Announcement of Public Defense of Dissertation forms Deadline
- Student initiates the form on DocuSign
- Students review the Assessment Rubric before giving your defense. Rubric Form
- As of 10-18-21 your defense may be held in person, hybrid or online
- If defense is in-person and student needs a room email the EECE Office Associate two weeks in advance.
- Email the EECE Office Associate with defense details, date, time title, abstract, etc., and she will send an announcement to the Opus College of Engineering and other graduate students. She has a template that she can give you.

2.3   AFTER DEFENSE COMPLETE THE FOLLOWING

- Due with all signatures no later than 2 weeks before deadline listed on the academic calendar, click on Dissertation deadlines – Submission to Graduate School Deadline (w/ Results and Signatures)
- Students initiate Start My Dissertation Approval Form on DocuSign, Committee members, faculty advisor, and Director of Graduate Studies signs

- Students initiates Start My Doctoral Qualifying Examination Committee Chairperson's Summary/Advancement to Doctoral Candidacy Form

2.4 Faculty each committee member must complete a Rubrics. LINK on the department website

- Due within 2-4 weeks after student defense date
- Return completed Rubric forms to the EECE Office Associate either electronically or hard copies.

3.1 LINKS THAT COVER EVERYTHING

- Graduate Forms including DocuSign
  - Scroll down and click Master's Program Form and Directions
- Academic Calendar
  - Deadlines on publication, dissertation, and submission
  - Students are required to know deadlines
  - Read emails from graduate school
- Current student information
- MS Requirements
- Graduate Bulletin
- Graduate website
- EECE Department Graduate Handbook

3.2 START MY MASTER'S PROGRAM PLANNING FORM

- Due End of First Year unless more time is permitted by your advisor or DGS
- Student initiates the form on DocuSign

3.3 START MY OUTLINE FOR DISSERTATION, THESIS, PROFESSIONAL PROJECT OF ESSAY FORM

- Typically completed within the first term that thesis credits are taken. Work with advisor and DGS.
- Student initiates the form on DocuSign
- See training guide

3.4 START MY THESIS/ESSAY/PROFESSIONAL PROJECT FORM

- Due with all signatures no later than 2 weeks before deadline listed on the academic calendar
- Student initiates the form on DocuSign

3.5 M.S. COURSE OPTION

- Student takes the Master's Comphrensive Exam – MS COMP

3.6 COURSES NOT ON CHECKMARQ AND PERMISSION NUMBERS

- Deadline for the following courses is one week before late registration see academic calendar – click on Academic session dates-Graduate School & Graduate School Mgmt Session 1
- Some courses may not be on checkmarq and require to be added on a case by case basis. To inquire send emails to: EECE Vice Chair and the EECE Office Associate

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Master's Seminar and Independent Study Courses EECE 6953
1-3 credits will be graded. Prereq: Consent of instructor or 0 credit will be SNC/UNC grade assessment.
  - ❏ No form required.
  - ❏ Permission number required

MS Independent Study Course – EECE 6995
1-5 cr. hrs.
  - ❏ Required: Independent Study Form
  - ❏ Student works with their advisor to complete the Independent Study Request form
  - ❏ Prereq: Consent of instructor and consent of department chair or Director of Graduate Studies. Note that graduate students are NOT allowed to sign up for this course during their first semester at MU. For exceptions ask the Director of Graduate Studies.
  - ❏ Send the signed form to the EECE Office Associate , the EECE Office Associate works with the academic advising department who will register the student.

Master's Thesis EECE 6999
1-6 cr. hrs. S/U grade assessment. Prereq: Consent of instructor
  - ❏ No form required
  - ❏ Permission number required

Placeholder Course: a course used in place of a full course load to maintain full-time enrollment.

Master's Thesis Continuation Courses EECE 9996, 9995, 9994

0 cr. SNC/UNC
- ❏ For all courses student must have completed all coursework and thesis credits before taking continuation courses.
- ❏ No form for course
- ❏ Form needed for $100 fee only if faculty is paying the fee
- ❏ If faculty pays the fee a Student Grant Support form (SGSF) LINK is required (Student can start to complete the form and give it to faculty to finish it)
- ❏ SGSF need to be completed each semester fall, spring and summer.
- ❏ Important due to funding changes or grant expirations
- ❏ The form is NOT needed for endowment accounts
- ❏ The student needs to determine the number of hours per week that their desired status requires.

EECE 9996 – Thesis Continuation Course: Full-Time
- ❏ Allows a student to be considered the equivalent of full-time status.
- ❏ Requires the student to be working 20 hours or more per week on a master's thesis.
- ❏ All six thesis credits required for the degree should be completed before this course.

EECE 9995 – MS Thesis Continuation Course: Half-Time
- ❏ This course requires that the student is working more than 12 to less than 20 hours per week on their master's thesis.
- ❏ All six thesis credits required for the degree should be completed before this course.

EECE 9994 – MS Thesis Continuation Course: Less than Half-Time
- ❏ This non-credit course allows a student to be considered the equivalent of less than half-time status.
- ❏ Requires the student to be working less than 12 hours per week on their master's thesis.
- ❏ may not be combined with any other registration or coursework.
- ❏ All six thesis credits required for the degree should be completed before this course.

3.7 EXAMPLE MASTERS PROGRAM TIMELINE

The example below illustrates a sample program for a traditional Master's program over 2 years with suggested course progression and deadlines for filing of important forms to the graduate school and EECE department.

5-YEAR ACCELERATED DEGREE PROGRAM

- Explanation of 5-year Accelerated Degree Program
- Permission to enroll in graduate school
- Deadline for the following courses is one week before late registration see academic calendar – click on Academic session dates- Graduate School & Graduate School Mgmt Session 1
- Explanation of 5-year degree program (ADP = Accelerated Degree Program) LINK
- Permission to Enroll in Graduate Courses (Undergraduate students) form LINK
- This form should be used to request permission from the college and department offering the course to enroll in graduate level coursework.
- This includes undergraduates taking an upper-division undergraduate course for graduate credit.
- Student with the help of the advisor completes the form.
- Student, instructor of the course and Director of Graduate Studies sign.
- Submit the form to the EECE Vice Chair and the EECE Office Associate and they will work with the academic advising department who registers the students

- Plan ahead Students seeking CPT authorization must receive permission from advisor and Designated School Official (DSO) BEFORE starting employment. Your completed CPT application must be received and approved by OIE at least two-three weeks before you plan to begin work. Your visa status may be in jeopardy if you do not follow the correct procedures.
- Contact your advisor to get approval to work.
- Read the CPT
- Contact the DSO advisor in the Department of International Education OIE.
- The DSO advisor in OIE will work with you on the rules, regulations, instructions and qualifications to apply for CPT.
- When you are approved to work, Contact the EECE Vice Chair and give the EECE Vice Chair a copy of the CPT form. The EECE Vice Chair will build the course in checkmarq (Co-op in EECE 8986) and give you a permission number to register.
- Note that the CPT dates will be not standard academic dates and the EECE Vice Chair will work with you to create the correct course dates.
- The course must be taken for credit(s).
- Refer to the EECE Graduate Student Handbook for more information