



Graduate Student Orientation



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Welcome to CMU and to Graduate Student Orientation!

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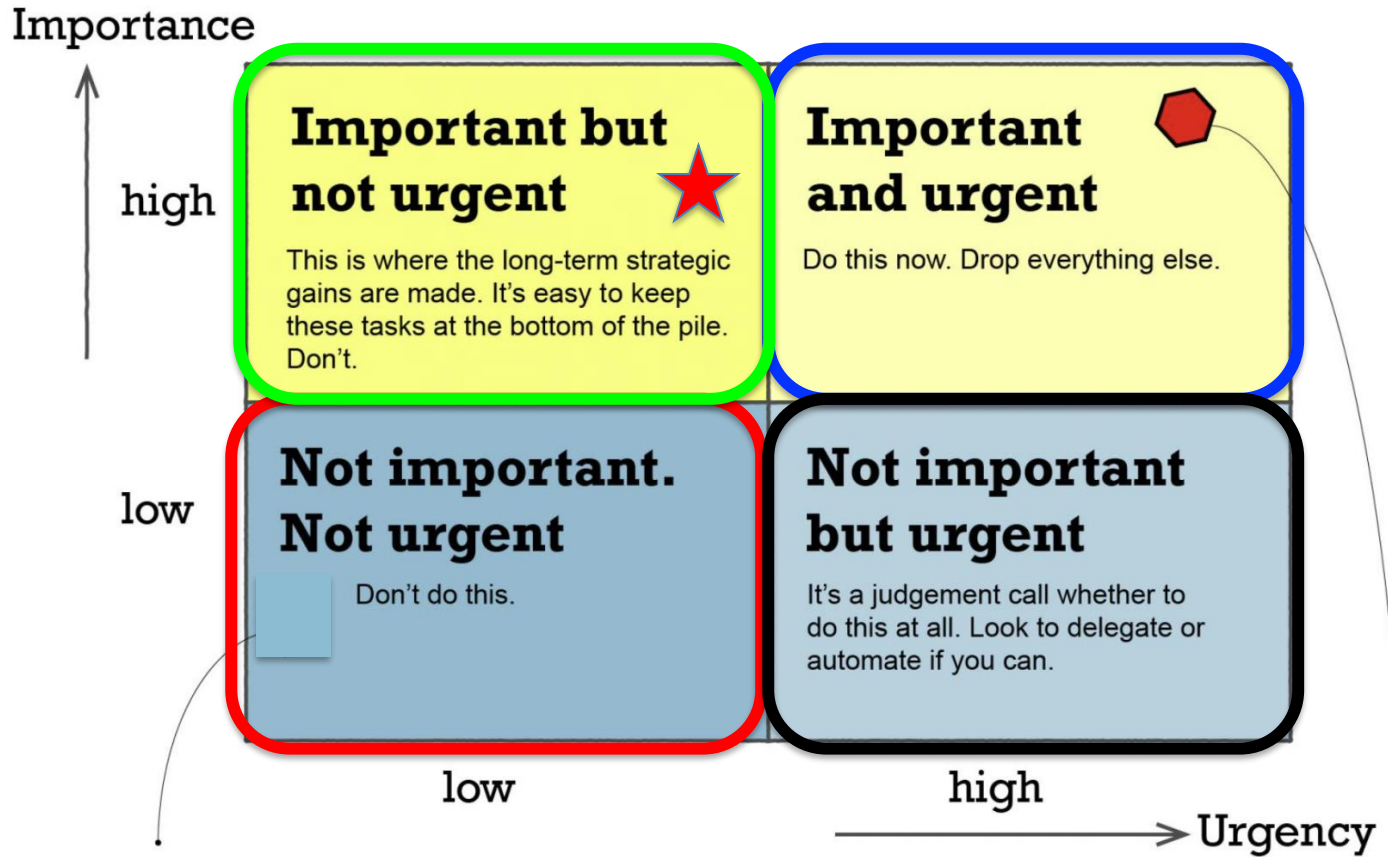
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Who are CMU Graduate students?

- 3,603 graduate students: 1,904 on-campus; 1,699 on-line/off-campus
- 3,163 Masters/Specialist/Certificate; 440 Doctoral
- 1,186 are International
- 86% of domestic graduate students are from Michigan
- 14% of domestic graduate students are from other US States
- Largest program: Master of Science in Administration (MSA)



One Tip for Graduate School



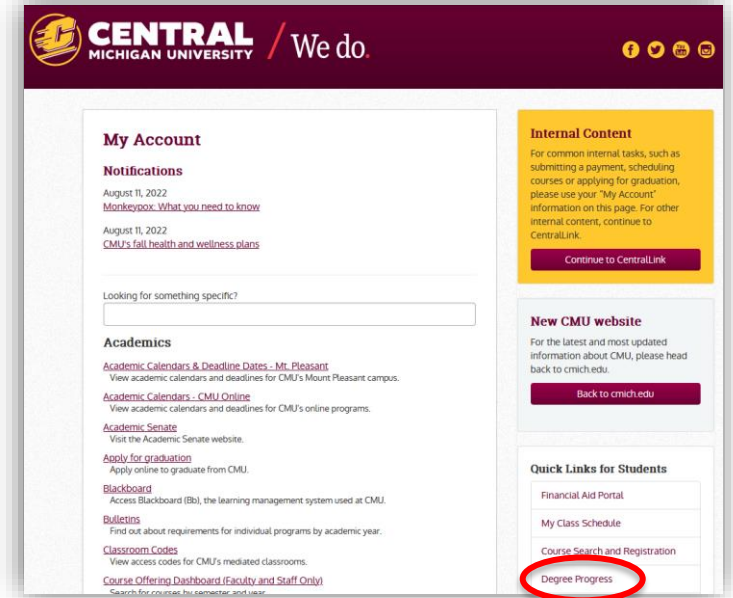
Where do I get help?

- Your program and department
- Make sure you know who your advisor is by the 1st week of class so you can ask questions
- If you are in a professional program:
 - Program Advisor helps with choosing classes in the right order, staying on track
- If you are in a research-based program (with a thesis/dissertation):
 - Research Advisor/Mentor/Committee Chair guides research projects and choosing classes, staying on track



Degree Progress Tool

- Plan classes with advisor; keep track of which courses are still needed to complete the degree
- Work with advisor to change concentrations and pick elective courses – most programs have some flexibility within the program



Website

<https://www.cmich.edu/offices-departments/office-research-graduate-studies/graduate-studies>

When you have a question, check the Website: lots of Information

Home / ... / Office of Graduate Studies / Resources for Graduate Students

RESOURCES FOR GRADUATE STUDENTS

- GRADUATE STUDENT DEADLINES
- GRADUATE STUDENT FORMS
- STUDENT GRANTS AND AWARDS
- GRADUATE STUDENT ORIENTATION
- THESIS AND DISSERTATION
- GRADUATE STUDENT EVENTS

Graduate Student Grants

Grants are available to fund supplies


RESOURCES FOR GRADUATE STUDENTS

You will find information below for a few trainings and events that may interest you. Check out other resources in the left hand menu too!

[2024-2025 Graduate Student Events](#)

[New Graduate Student Orientation](#)

[Graduate Assistant \(GA\) Training](#)
This training is required for all new GA's



Other campus resources

How does the Office of Graduate Studies help all CMU graduate students?

1. Award student grants
2. Host social events, professional development workshops, and the 3-Minute Thesis Competition
3. Answer graduate student questions about Policies when the website and their program does not have answers

Website has Information, Forms, Deadlines, Events



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1. Grants for Graduate Students

- Student Performance, Exhibition, Competition, or Presentation (PECP) Grant
- Student Endeavors Grant: research or creative activity project
- Graduate Publication Grant
- Graduate Summer Program for Arts & Research Grant
- GA Conference Grant



[See Website for Guidelines, Eligibility, and Deadlines](#)



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2. Graduate Student 2024 Events

- Sept 28 Tailgate at Football game
- Oct 22 Trivia Night
- Jan TBD Women's Basketball game
- Feb 21 3MT Competition
- Mar 25 Trivia Night
- Apr 16 SCREE



A few more professional development events will be added!

Office Hours with the Director: drop-in to ask questions – check website for times and locations



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3. Policies for Graduate Students: Courseload

What is the maximum # of credits grad students can take?

15 credits (some program exceptions); can request permission for >15 cr using Academic Load Policy Exception form)

Does the # of credits change if I am a Graduate Assistant (GA)?

- Minimum of 6 credits
- Maximum # credits covered by GA depends; ask your advisor (GR students often take 6 or 9 credits/semester)

International students – 9 cr minimum

Financial aid – 9 cr minimum



3. Policies for Graduate Students:

Credit from prior coursework

Can any prior courses/knowledge count? For all, check with your advisor.

- a. A maximum of 50% of required credits from a prior degree might count towards current program.
- b. Courses taken at another university, where degree was not completed, might be able to be transferred; maximum of 50% of required program credits
- c. Possible option to take an exam covering content of a course for \$50/cr – ‘Credit by exam’ - maximum of 12 credits towards degree



3. Policies for Graduate Students: GPA

- **What GPA do I need?** CMU policy is that a cumulative graduate GPA < 3.0 leads to Academic Probation (are you admitted with stipulations?)
- **Can I re-take a class to get a better grade?** Yes, CMU Course Repeat policy allows 2 retakes after initial class
[Check your program handbook – may vary for accredited programs]



PROBATION



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3. Policies for Graduate Students

How long do I have to complete a Master's or Doctoral degree?

- Masters and Specialists degrees
 - Within 7 years of matriculating (starting first class)
- Doctoral degrees
 - Within 8 years, if student has prior, relevant graduate degree
 - Within 10 years, if students does not have prior, relevant graduate degree
- **Exceptions:** Rare, for extenuating circumstances;
Extension of Time forms on OGS website



Academic Integrity

Important Student Policies:



- Follow rules on course syllabus
- Avoid unapproved collaboration
- No uploading material to 3rd party websites, e.g. Chegg, Course hero
- Avoid using a non-approved device
- Avoid plagiarism – more on this



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Academic Integrity: use of AI and Plagiarism

CMU's Academic Integrity policy does not allow you to submit text or other products that were generated by AI tools as your own original work.

- Your instructor may give you specific guidelines if the use of AI tools and platforms is appropriate in any way.

Avoid Plagiarism:

- Do not submit published work as your own – you need to explain it in your own words.
- Use proper citations for direct quotations, ideas, diagrams, code, or paraphrased text.
- Do not use another student's work or share your work with a student



Getting started on research project for Plan A Masters and Doctoral degrees

What happens BEFORE Prospectus is approved (with help from Advisor):

- Can register for maximum of 3 thesis or 6 dissertation credits prior to the approval of your Prospectus – make a plan!
- Determine if you need Review Board Approvals: work with humans, non-human vertebrate animals and cephalopods, or recombinant DNA.
- Identify the members of your committee
- Plan Ahead

See Full document on Website – also explains how to submit Prospectus, and Guidelines for Thesis and Dissertation



Graduate Student Resources

Re-visit the Graduate Studies website for resources across campus:



- Counseling Center
- Food Pantry
- GA tuition waiver information
- Centers for: Writing, Math, Statistics
- Library services
- Student Disability services
- Student Health services in Foust Hall



Thank you for listening to our presentation!

We hope you have a great semester
Fire Up Chips!



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