

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.

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- ^ [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](#)

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

3 ~~66~~

- ^ 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.

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

5 ~~66~~

- ^ 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 convihelp a con1 (Pr)2270 Td (")To (of)-353 392 -1tuSign

Doctoral Dissertation Course { EECE 8999
1-12 cr. hrs. S/U grade assessment. Prereq: Consent of instructor
o

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

2. Rubric

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

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3 ~~1.6.1~~

- ^ [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](#)

2 ~~1.6.2~~

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

3 ~~1.6.3~~

- ^ 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

4 ~~1.6.4~~

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

5 ~~1.6.5~~

- ^ Student takes the Master's Comprehensive Exam { MS COMP

6 ~~1.6.6~~

- ^ 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 checkmark and require to be added on a case by case basis. To inquire send emails to: EECE Vice Chair and the EECE Office Associate

Master's Seminar and Independent Study Courses EECE 6953

1-3 credits will be graded. Prereq: Consent of instructor

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

0 cr. SNC/UNC

- o For all courses student must have completed all coursework and thesis credits before taking continuation courses.
- o No form for course
- o Form needed for \$100 fee only if faculty is paying the fee
- o 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)
- o SGSF need to be completed each semester fall, spring and summer.
- o Important due to funding changes or grant expirations
- o The form is NOT needed for endowment accounts
- o The student needs to determine the number of hours per week that their desired status requires.

EECE 9996 { Thesis Continuation Course: Full-Time

- o Allows a student to be considered the equivalent of full-time status.
- o Requires the student to be working 20 hours or more per week on a master's thesis.
- o All six thesis credits required for the degree should be completed before this course.

EECE 9995 { MS Thesis Continuation Course: Half-Time

- o This course requires that the student is working more than 12 to less than 20 hours per week on their master's thesis.
- o All six thesis credits required for the degree should be completed before this course.

EECE 9994 { MS Thesis Continuation Course: Less than Half-Time

- o This non-credit course allows a student to be considered the equivalent of less than half-time status.
- o Requires the student to be working less than 12 hours per week on their master's thesis.
- o may not be combined with any other registration or coursework.
- o All six thesis credits required for the degree should be completed before this course.

3. Example

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.

Year 1		Year 2	
Semester 1	Semester 2	Semester 3	Semester 4
3 credit course	3 credit course	3 credit course	3 credit course
3 credit course	3 credit course	3 credit course	3 credit course
3 credit course	3 credit course	EECE 6999 Master's Thesis	EECE 6999 Master's Thesis
EECE 6952 Colloquium	EECE 6952 Colloquium	EECE 6952 Colloquium	EECE 6952 Colloquium

Master's Program Planning Form
Outline/Proposal for Thesis
Thesis Approval Form



- ^ [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