The Nuts and Bolts of Graduate School

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Dean Graduate Education

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GRADUATE STUDENT RESPONSIBILITY

• Graduate students are governed by the policies of the University, Graduate Council and their academic program.

• It is your responsibility to know them and to comply with these policies and procedures and all applicable graduate program requirements that govern your individual program of study.

• The information can be found in the Graduate Catalog Under Graduate/Universities Policies
http://catalog.oakland.edu/content.php?catoid=21&navoid=1683
The Graduate Catalog in effect when you were granted admission to the graduate program is the primary source for degree and program requirements. [http://catalog.oakland.edu/index.php](http://catalog.oakland.edu/index.php)

You may choose to meet program requirements published in a later edition of the graduate catalog; however, you must satisfy all the curriculum requirements as specified in that catalog.

Most graduate programs also have supplementary student handbooks that provide procedures and requirements specific to your discipline.

It is important that you adhere to all degree program requirements to ensure satisfactory academic performance and subsequent graduation.
SELECT your Graduate Program to review degree requirements, policies and procedures that govern your individual program of study.
As a graduate student, you are governed by the degree program requirements published in the graduate catalog in effect at the time you are admitted to the graduate program.
Each student is assigned a **faculty adviser** upon admission to a graduate program. Faculty advisors provide assistance to you:

- in developing your Plan of Study
- in selecting graduate courses that adhere to your program curriculum
- In discussing career options and alternatives after graduation
• All admitted students, in consultation with your assigned faculty program adviser, must develop a **Plan of Study** that details the specific courses you will use to satisfy degree requirements.

• The Plan of Study must be **approved by your faculty program adviser** and **submitted to Graduate Study and Lifelong Learning**.

**When to submit the Plan of study?**

• As a **master’s degree student** you must submit a program-approved Plan of Study by the **end of your first semester of graduate coursework**.

• As a **doctoral student** you must submit an approved Plan of Study prior to completion of the **second year of coursework**.
# PLAN OF STUDY - SAMPLE

## MASTER OF MUSIC - WORLD PERCUSSION

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>G#</th>
<th>email</th>
<th>phone</th>
<th>Adviser</th>
</tr>
</thead>
<tbody>
<tr>
<td>MM</td>
<td>World Percussion</td>
<td></td>
<td></td>
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### Requirements

<table>
<thead>
<tr>
<th>Semester/Year</th>
<th>Course No.</th>
<th>Title</th>
<th>Cr</th>
<th>Grade</th>
<th>Transfer *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>MUS 500</td>
<td>Introduction to Graduate Study</td>
<td>2</td>
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<tr>
<td>Fall</td>
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<td>History (Choose from 521, 522, 523)</td>
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<tr>
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<tr>
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### Concentration

<table>
<thead>
<tr>
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<th>Course No.</th>
<th>Title</th>
<th>Cr</th>
<th>Grade</th>
<th>Transfer *</th>
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</thead>
<tbody>
<tr>
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<td>Applied World Percussion</td>
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<tr>
<td>Fall/Winter</td>
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<td>Applied World Percussion</td>
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<td>n/a</td>
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<tr>
<td>Summer</td>
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<td>Global Arts Study Abroad</td>
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<tr>
<td>Summer</td>
<td>MUS 604</td>
<td>World Music Education Workshop</td>
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<tr>
<td>FW/S</td>
<td>MUE 5</td>
<td>Ensemble (545, 546, or 548)</td>
<td>1</td>
<td>n/a</td>
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<tr>
<td>FW/S</td>
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<td>Ensemble (545, 546, or 548)</td>
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### Elective

<table>
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<th>Semester/Year</th>
<th>Course No.</th>
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<th>Cr</th>
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<tbody>
<tr>
<td></td>
<td>MUJA 695</td>
<td>Master's Recital</td>
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### Placement Exams

<table>
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<tr>
<th>Test</th>
<th>Date Completed</th>
<th>Approval Signature</th>
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</thead>
<tbody>
<tr>
<td>History</td>
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<td></td>
</tr>
<tr>
<td>Theory</td>
<td></td>
<td></td>
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</tbody>
</table>

*Note: Cr, Grade, and Transfer values are illustrative and should be replaced with actual values.*
AMENDING YOUR PLAN OF STUDY

• An approved Plan of Study may be amended at any time.

• Until formal approval of an updated Plan of Study is made, your original or current modification of the plan will remain in effect.

• You are responsible for meeting with your faculty adviser on an ongoing basis, to keep your Plan of Study updated and monitor your academic progress through Online Degree Evaluation (WebCAPP)

https://www.oakland.edu/grad/current-graduate-students/degree-eval/
OU’s online degree evaluation (WebCAPP) allows you to compare your OU and transfer course work against the degree requirements published in the graduate catalog.

Beginning with the first semester, you should familiarize yourself with the online degree evaluation process.

Run your online degree evaluation prior to course registration to review any outstanding degree requirements and monitor academic progress.

The degree evaluation is valuable advising tool that makes your path to graduation an easier one to follow, but it is not designed to replace meeting with your faculty adviser.
DEGREE EVALUATION - CURRENT PROGRAM

To generate a degree evaluation for your current graduate program

1. Click the SAIL link from inside the student portal
2. Click Student Services
3. Click Student Records
4. Click Degree Evaluation
5. Select the current Term and click Submit
6. Click on Generate New Evaluation
7. Select your Program (click the radio button to the left of the program description)
8. Select your expected graduation Term and click Generate Request

You are now at the Degree Evaluation Report screen
DEGREE EVALUATION - TRANSFER PROGRAM

To generate a What-If Analysis for a different graduate program

1. Click the SAIL link from inside the student portal
2. Click Student Services
3. Click Student Records
4. Click Degree Evaluation
5. Select the current Term and click Submit
6. Click What-If Analysis
7. Select the Term in which you were/will be admitted to the program; students looking to transfer programs
8. Select the Program you wish to review and click Continue
9. Select your expected graduation Term and click Generate Request

You are now at the Degree Evaluation Report screen
<table>
<thead>
<tr>
<th>TERM</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area:</td>
<td>Areas are the building blocks for programs in the degree evaluation system. They represent each major component of a degree program.</td>
</tr>
<tr>
<td>CAPP:</td>
<td>Acronym for the Curriculum, Advising and Program Planning software used to generate your degree evaluation.</td>
</tr>
<tr>
<td>Catalog Term.</td>
<td>Determines which catalog requirements are used in generating the degree evaluation.</td>
</tr>
<tr>
<td>Curriculum:</td>
<td>The programs offered at Oakland University are what constitute the curriculum.</td>
</tr>
<tr>
<td>Entry Term:</td>
<td>The degree requirements will be evaluated against the “Entry Term.” The entry term is the term you were admitted to your graduate program.</td>
</tr>
<tr>
<td>Evaluation Process:</td>
<td>The process by which you check your progress toward a degree. When you run the evaluation process in SAIL, the degree evaluation checks course work against requirements from the graduate catalog and generates a report. The report details whether or not you have completed the degree requirements of the program.</td>
</tr>
<tr>
<td>Evaluation Term:</td>
<td>Term in which the degree evaluation is generated.</td>
</tr>
</tbody>
</table>
• In unusual circumstances, an exception to policy may be requested.
• Exceptions to policies contained in the Graduate Catalog require you to initiate a written Petition of Exception.
• The petition must be approved by your faculty adviser, graduate program coordinator or GCOI, and Graduate Study and Lifelong Learning.

https://www.oakland.edu/Assets/upload/docs/Graduate-Study/Forms/Petition-of-Exception-06-12.pdf
**Course waiver/substitution**

Students admitted to a graduate program are expected to complete the program requirements according to the Oakland University Graduate Catalog. On occasion, a required course in a graduate program may not be available or may no longer be offered due to program changes. With advance approval from the faculty adviser, graduate program, and Graduate Study and Lifelong Learning, the student may request a course requirement be waived and another Oakland University course substituted.

The determination of courses suitable for substitution rests with the graduate program.

When there is just cause for the substitution, the student must submit a Course Waiver/Substitution Petition form to their faculty adviser and obtain all approvals for the course substitution prior to enrolling in the proposed course. A course substitution is not a statement of equivalency between two courses; it is a singular substitution for one student. Approval of a course substitution does NOT override any other enrollment criteria such as prerequisites.
GOOD ACADEMIC STANDING

All graduate students are expected to remain in good academic standing throughout the entire course of their graduate program.

- Graduate students must make satisfactory progress toward fulfilling degree requirements, including the completion of critical degree milestones as set forth by the applicable degree program and by the Graduate Council.

- You must maintain an overall grade-point average of 3.0.

- Graduate students admitted to a graduate program with limited standing must complete the academic requirements specified in the written offer of admission within three academic terms (fall-winter-fall OR winter-fall-winter; summers are excluded).

The policies and requirements published in the Graduate Catalog represent minimum standards adopted by the Graduate Council for academic standing. In the event that a graduate program adopts standards higher than set forth in the catalog, the graduate program standards will take precedence over the relevant sections of the catalog.
ACADEMIC PROGRESS

Graduate program units conduct a review of all graduate students’ academic progress in order to identify problems, evaluate chances of successful completion, and encourage timely progress.

• Academic progress expectations include successfully completing critical non-course academic milestones, within the time limits defined by university regulations, graduate council policies and graduate programs.

• A student making inadequate progress is placed on academic probation and provided a clear, written explanation of the problems, along with specific recommendations to remedy problems in a timely fashion.
TIME LIMIT FOR COMPLETING DEGREE

**Graduate certificates: 3 years.** Credit earned more than 3 years before a graduate certificate is to be granted, may not be used to fulfill the program requirements.

**Master’s degree: 6 years.** Credit earned more than six years before a master’s degree is to be granted, may not be used to fulfill the degree requirements.

**Clinical or practice focused doctoral degree: 7 years.** Time limits for clinical or practice focused doctoral programs are found within the program descriptions. Students with credits earned more than seven years before the degree is granted must request an extension from the academic dean and Graduate Study and Lifelong Learning.

**Ph.D. degree: 10 years.** The time limit for completing a Ph.D. degree policy requires a student to achieve candidacy within six years from the first course enrollment in the Ph.D. degree program. After being advanced to candidacy, a student is expected to complete the remaining degree requirements within four years (including the dissertation defense). The **maximum time limit for completing a Ph.D. degree is no more than 10 years** from the term of the first course enrollment in the doctoral program.
Leave of Absence

In order to maintain active student status graduate students must enroll in a minimum of one course in either the fall, winter or summer semester of each academic year starting in the first semester in which a student is enrolled at Oakland University.

Leave of absence:

• to be using for special circumstances
• apply for a Leave of Absence to the Grad Study

Advantages:

(1) the student’s time-to-degree is extended while the student is covered by the leave of absence
(2) the student’s status as a cohort member is maintained during a leave of absence;
(3) the student will not be required to reapply for admission when the leave of absence is concluded.

Disadvantages: A student doesn’t receive any services from the university during the leave, including demands upon faculty or adviser time, or receipt of fellowship, assistantship or financial aid, email and library privileges are be suspended
TRANSFER OF GRADUATE CREDIT

Graduate credits earned to complete a previous undergraduate degree and counted towards that Bachelor Degree, whether at OU or elsewhere, will not be considered.

Transferable graduate credits must meet the following criteria:

• must appear on an official transcript submitted to Graduate Study and Lifelong Learning
• must be graduate courses earned from an accredited institution and carry a grade of 3.0 (B) or better
• must be earned within 6 years of the time the OU graduate degree will be conferred
• must be labeled “graduate” and numbered 500 and above
• cannot be graded pass-fail, credit|non-credit or satisfactory unsatisfactory
TRANSFER OF RESERVED GRADUATE CREDIT

Up to 12 credits of 500-level graduate coursework, completed by an undergraduate at Oakland University, may be applied to a graduate program if the courses were not used to fulfill the baccalaureate degree requirements.

- The courses must be applicable to a select graduate program, approved by the faculty adviser, graduate committee on instruction, and Graduate Study and Lifelong Learning. Credit earned more than six years before a master’s degree is to be granted may not be used to fulfill the degree or program requirements.

- The difference between undergraduate tuition and graduate tuition will be assessed at the time credits are transferred to the graduate academic record. The Transfer Credit Request for Oakland University Courses form is available on the Web site www.oakland.edu/gradstudy.
TRANSFER OF GRADUATE CREDIT

• Age of courses need to be looked at when transferred
• Time to degree must be taken into consideration

Graduate transfer credit is limited to 9 credits, up to 12 from an OU graduate program.

OU does not grant transfer credit for life experience, credit by examination, independent study courses or noncredit courses.

4+1 programs (combined Bachelor and Master programs):
• the graduate credits are double counted and not transferred
• Student must be admitted into the 4+1 program prior to began the graduate part of the program (taking grad courses)
You may request a course requirement be **waived** and another OU graduate course **substituted** when a required course in a graduate program is either

1) not scheduled OR

2) no longer offered due to program changes

- A **Course Waiver/Substitution Petition** form must be submitted to your faculty advisor and obtain all approvals for the course substitution prior to enrolling in the proposed course.

- A course substitution is not a statement of equivalency between two courses; it is a singular substitution for one student.

- Approval of a course substitution does **NOT override** any other enrollment criteria such as prerequisites.
Graduate students, with the permission of the faculty advisor and Graduate Study and Lifelong Learning, may repeat a course up to two times.

- The original grade for the course will remain on the student transcript, but the last numerical grade earned in the course will be used in computing the grade-point average.

- The repeat course must be graded the same (numeric or pass/fail) as the first course attempt.
PLANNING FOR YOUR GRADUATION

• You should meet with your program coordinator prior to applying to graduate to confirm that all academic, credit and degree requirements have been met.

• If you are completing a thesis or dissertation as part of your degree requirements you must plan ahead and submit your manuscript as early as possible to ensure ample time for necessary revisions.
  • Delay in submission will result in postponement of your graduation date
  • Use the published checklists as a guide to help monitor your progress

http://www.oakland.edu/grad/current-graduate-students/graduation/

• APPLY FOR GRADUATION
All students must apply for graduation in SAIL.

You must apply to graduate according to the deadline dates published on the Graduate Study website.

After you apply to graduate degree audit will be submitted to your program to review program requirements.

Final audits are conducted approximately two weeks after term grades have been posted, and degrees are posted four to six weeks after the end of the semester.

Step-by-step instructions for applying to graduate are available on the Graduate Study website: https://www.oakland.edu/grad/current-graduate-students/graduation/
GRADUATION -VS- COMMENCEMENT

GRADUATION
Graduation (degree conferral) is the completion of all degree requirements as recorded on your official transcript.

COMMENCEMENT
Commencement is the ceremony that celebrates the completion of your degree. Participation in the ceremony does not imply you have officially graduated. Commencement ceremonies are held twice each year.
To acknowledge the critical importance of producing quality dissertations and thesis, OU established an **annual competition to confer up to two graduate dissertations and one thesis award**.

- The intent of the award is to showcase excellence in graduate work, and to partially defray the cost of producing an outstanding document.

- Faculty members choose one STEM and one Non-STEM dissertation for this annual award.

- The awards are $1,000 for a Ph.D. dissertation and $750 for a master’s thesis.
Resources

Graduate Study & Lifelong Learning: https://wwwp.oakland.edu/grad/

Graduate Catalog: https://wwwp.oakland.edu/grad/top-links/graduate-catalogs/

Financial Aid: https://wwwp.oakland.edu/financialservices/payments-refunds/payments-refunds/

Scholarships: https://wwwp.oakland.edu/grad/financial-assistance/

Kresge Library resources: https://library.oakland.edu/
  • Special webpage for Graduate Students: https://library.oakland.edu/services/you/graduate_students.html
  • Databases: https://research.library.oakland.edu/sp/subjects/databases.php
  • Workshops
Resources

Writing Center:
https://www.oakland.edu/ouwc/
https://www.oakland.edu/ouwc/gradservices/

Center for Excellence in Teaching and Learning
https://www.oakland.edu/cetl/

Career Services
https://www.oakland.edu/careerservices/

Office of Research Administration
https://www.oakland.edu/research/student-funding/
Dates to Remember

• December End of the year graduate students party – To Be Announced (check events on the GS website)

• **Graduate Student Research Conference** – March 10, 2017

• Winter 2017 Graduate Student Orientation – To Be Announced

• April End of Academic year graduate students party - To Be Announced (check events on the GS website)