

**Watson School of Engineering
and Applied Science
Graduate Student Handbook**

revised Fall 2008

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Watson School Mission

The mission of the Watson School is to provide education and research in the broad field of engineering and applied science. To fulfill this mission, the School will:

Offer baccalaureate, masters and doctoral programs that prepare graduates for employment in the technical professions and combine

- A firm grounding in fundamentals,
- Elements of practical application, and
- An appreciation for liberal learning

Conduct basic and applied research which expands the technical knowledge base and advances industrial practice.

Provide support for the economic development of the State of New York.

Ensure that its programs are accessible to the widest possible range of individuals and institutions.

Work with industrial and community partners to foster participation and representation from traditionally underrepresented groups in technical research and education.

Support the profession of engineering through continuing educational opportunities for practicing professionals.

Welcome from the Associate Dean

Dear Student:

We are very pleased to welcome you to the Watson School of Engineering and Applied Sciences. It is always pleasant to see new students from around the country and from various parts of the world. We are glad you decided to join us at Binghamton University and we wish you great success and fulfillment during your studies here!

The “Graduate Student Handbook” is intended to help you with your transition to graduate studies. The Handbook includes policies and procedures and a variety of other useful information. Take a moment and review the Table of Contents. You will see what information is available and you can then decide how it will best serve your needs.

In addition to the “Graduate Student Handbook” we have an office for the Coordinator of Graduate Programs. This office would be the place for you to get forms, questions answered, and to find out about the various procedures and deadlines.

Those of us in the Watson school hope that you will take advantage of the opportunity that is now available to you. Your partnership with us is important and you will be able to make a major contribution to our programs. Again Welcome!

C. Robert Emerson
Associate Dean for Academic Affairs and Administration

About the University

Binghamton University's campus is located on more than 800 wooded acres in the hills of the Southern Tier of New York State. It is composed of nearly 100 buildings, including a computer center, libraries, two gymnasiums, fine-and performing-arts facilities, and numerous residence halls grouped into complexes with their own dining facilities and recreation areas. A new \$33.1 million Events Center was completed in March 2004. A new addition to the University Union, which serves as a focal point for student activities, also opened recently, and is home to an expanded bookstore and dining area, as well as University-wide student services, clubs and media.

Graduate programs are offered in the Thomas J. Watson School of Engineering and Applied Science, the School of Education and Human Development, Harpur College, Decker School of Nursing, and the School of Management.

There are more than 450 full-time faculty members, of whom 95% hold a PhD or equivalent.

The library houses more than 1.5 million volumes, current subscriptions for more than 8,800 periodicals, and more than 1.5 million titles in microfilm. Membership is maintained in the National Research Libraries Group and the inter-university library loan system.

Coordinator of Graduate Programs

The mission of the Coordinator is to provide accurate and consistent information and effective services to prospective and current students, faculty, and staff.

The Graduate services provided by this office include:

- Assistance with admission and funding
- General advising for prospective and current students
- Distribution of all graduate forms
- Processing and certification of final degree completion
- Information about campus resources

The Coordinator of Graduate Programs can be reached by email at wtsngrad@binghamton.edu or by phone at 607-777-2873.

Departments and Degree Programs

Department of Computer Science

This department offers the following graduate degree programs:

Master of Science (MS) in Computer Science
Doctor of Philosophy (PhD) in Computer Science

More information about these programs can be found in the University Bulletin:

<http://bulletin.binghamton.edu>

(choose the appropriate department under “Graduate Programs by Department”.)

or on the CS department website:

<http://www.cs.binghamton.edu/>

Department of Electrical and Computer Engineering

This department offers the following graduate degree programs:

Master of Science (MS) in Electrical Engineering
Master of Engineering (MEng) in Electrical Engineering
Master of Engineering (MEng) in Computer Engineering
Doctor of Philosophy (PhD) in Electrical Engineering

More information about these programs can be found in the University Bulletin:

<http://bulletin.binghamton.edu>

(choose the appropriate department under “Graduate Programs by Department”.)

or on the EECE department website:

<http://www.ee.binghamton.edu/>

Department of Mechanical Engineering

This department offers the following graduate degree programs:

Master of Science (MS) in Mechanical Engineering
Master of Engineering (MEng) in Mechanical Engineering
Master of Science (MS) in Materials Engineering
Doctor of Philosophy (PhD) in Mechanical Engineering
Doctor of Philosophy (PhD) in Materials Engineering

More information about these programs can be found in the University Bulletin:

<http://bulletin.binghamton.edu>

(choose the appropriate department under “Graduate Programs by Department”.)

or on the ME department website:

<http://www.me.binghamton.edu/>

Department of Systems Science and Industrial Engineering

This department offers the following graduate degree programs:

Master of Science (MS) in Systems Science
Master of Science (MS) in Industrial and Systems Engineering
Master of Engineering (MEng) in Industrial and Systems Engineering
Doctor of Philosophy (PhD) in Systems Science
Doctor of Philosophy (PhD) in Industrial and Systems Engineering

More information about these programs can be found in the University Bulletin:
<http://bulletin.binghamton.edu>
(choose the appropriate department under “Graduate Programs by Department”.)

or on the SSIE department website:
<http://www.ssie.binghamton.edu/>

Bioengineering

This department offers the following graduate degree programs:

Master of Science (MS) in Biomedical Engineering
Doctor of Philosophy (PhD) in Biomedical Engineering

More information about these programs can be found in the University Bulletin:
<http://bulletin.binghamton.edu>
(choose the appropriate department under “Graduate Programs by Department”.)

or on the BioE department website:
<http://bioeng.binghamton.edu/>

Degrees and Degree Requirements

Please refer to the University Bulletin, “Graduate Programs by Department” for degrees offered, and description of degree requirements:

<http://bulletin.binghamton.edu>

The Watson School offers graduate programs in:

- › Biomedical Engineering (MS and PhD)
- › Computer Science (MS and PhD)
- › Electrical Engineering (MS, MEng, and PhD)
- › Materials Science and Engineering (MS and PhD)
- › Mechanical Engineering (MS, MEng, and PhD)
- › Systems Science and Industrial Engineering (MS and PhD in Systems Science; MS and PhD in Industrial and Systems Engineering)

General information about Watson graduate programs can also be found in the “*Graduate Programs by Department*”, under:

- › Thomas J. Watson School of Engineering and Applied Science – Graduate

Masters Degree Requirements

Degree requirements can be found in the University Bulletin:

<http://bulletin.binghamton.edu>

Choose the appropriate department under “Graduate Programs by Department”.

To check your progress toward your master’s degree, you can review your program’s “Proposed Course of Study / Graduate Check” form with an advisor. You can refer to the “[Proposed Course of Study / Graduate Check](#)” section of this manual, or the “Forms” page on the Watson School website: <http://watson.binghamton.edu/grad.html>

PhD Degree Requirements

Degree requirements can be found in the University Bulletin:

<http://bulletin.binghamton.edu>

Choose the appropriate department under “Graduate Programs by Department”.

In addition to the University Bulletin, you can refer to the “PhD Procedures” included here for each PhD program.

Computer Science – PhD Procedures

ADMINISTRATION PROCEDURES FOR THE STUDENTS IN THE DOCTORAL PROGRAM IN COMPUTER SCIENCE

(Revised: 1996)

1. Admission – The doctoral program leads to a PhD in Computer Science. Students admitted into the program typically have a Master degree in Computer Science or closely related discipline. Students with a BS degree and a strong academic record may also be directly admitted.

Students in the Computer Science Department Masters program may apply for admission to the doctoral program by submitting a letter to the Computer Science Department which includes a statement of research goals along with two letters of recommendation from the Watson School Faculty.

Students not presently in the Binghamton University Computer Science Department Master’s program should apply through Graduate Admissions.

Graduate Admissions Office
Couper Administration Building
State University of New York at Binghamton
P.O. Box 6000
Binghamton, New York 13902-6000

All students are required to submit their scores on the general portion of the Graduate Record Examination at the time of application to the program.

2. The Initial Learning Contract and the Initial PhD Advisor – Upon admission to the program, students will be given a copy of the Computer Science PhD Handbook. This handbook will:

- Indicate the coursework that is required for the PhD Qualifying Examination.
- Explain how to prepare for the PhD Qualifying Examination and how and when to register for it.
- Give a sample timetable for progress in PhD program and copies of the forms that will have to be filed.
- Explain how a student can obtain an advisor for his or her research and dissertation.

New students will be assigned to the Computer Science Department Initial PhD Advisor, who is a member of the Department faculty. The initial PhD advisor will:

- Work with the student in identifying any remedial coursework that the student needs.
- Approve the Initial Learning Contract which will: indicate the coursework that the student will take (including any remedial coursework) and show the student's timetable for completion of the coursework, registration for the qualifying examination and selection of a research advisor.

In general, full time students are required to take the Qualifying Examination within 3 semesters of admission if admitted with an MS, or within 4 semesters if admitted with a BS. All students are expected to have chosen a thesis advisor, selected a guidance committee and negotiated a research contract within 6 months of completion of the qualifying examination.

Students who are admitted from the Department's Computer Science Bachelors or Masters Programs may already have chosen a thesis advisor and will not be assigned to the Department's Initial Advisor. The thesis advisor is then responsible for the items above.

3.a Registering the Advisor – As soon as a thesis advisor is selected, the advisor's name should be submitted to the Director of the Graduate Studies of the Department of Computer Science on a [Principal Advisor/Guidance committee Form](#), who will forward it to the Dean's Office to be placed in the student's file.

3.b Setting up the Guidance Committee – The student and thesis advisor are responsible for identifying faculty to serve on the guidance committee. The thesis advisor will serve as chairman of this committee. The committee must have a minimum of three members with at least two of the members (including the thesis advisor) from within the Computer Science Department and at least one from outside the department but within Binghamton University. The guidance committee should be selected as early as possible after the selection of the thesis advisor and must be selected no later than six months following satisfactory completion of the qualifying examination.

3.c Registering the Guidance Committee – When a proposed committee has been selected, the names are submitted to the Graduate Committee of the Computer Science Department (GCCS). A [Statement of PhD Research Interest Form](#) must accompany the [Principal Advisor/Guidance Committee Form](#). The GCCS review of the proposed guidance committee is very thorough, because the guidance committee acts on behalf of the Department in monitoring the student's academic progress. When the guidance committee is accepted by the GCCS, the Principal Advisor/Guidance Committee Form, signed by the Director of Graduate Studies of the Computer Science Department, will be placed in the student's file in the Dean's Office.

Any changes made to the membership of this committee must be documented on a new copy of this form.

3.d The Research Contract – The research contract should identify the area of research, state any additional coursework and research preparation required, and contain a timetable for completion of the additional work and a date for the Research Area Examination.

4. Residency requirement – The University has a minimum residence requirement of 24 credit hours on the Binghamton campus for any graduate degree. The Department requires that all students admitted to the PhD program with a Bachelors Degree complete at least eight courses satisfying the distribution requirement of the current Master’s Degree before taking the qualifying examination.

5.a The Qualifying Examination – The student is required to pass a qualifying examination. The areas covered by the examination are listed in the Computer Science PhD Handbook. The qualifying examination may be retaken once.

5.b The PhD Research Area Examination – After completion of the qualifying examination, and, if not done previously, selection of a thesis advisor, the student must pass an examination in his/her area of specialization. The thesis advisor, in conjunction with the guidance committee, is responsible for the content and the administration of this examination. The Research Area Examination may include presentation of a prospectus.

6.a Admission to Candidacy – Upon satisfactory completion of the PhD Research Area Examination and presentation of a prospectus, the student is admitted to candidacy for the PhD Degree,

6.b Notification of Admission to Candidacy - The Graduate Office is notified of the satisfactory completion of the Research Area Examination and the student’s admission to candidacy on the [Recommendation For Admission to Candidacy For Doctoral Degree Form](#).

7. Evidence of Proficiency in Teaching – PhD students must meet a Teaching Requirement in one of the following ways:

1. The first preference would be as an instructor of record in an undergraduate course.
2. If that is not practical, the completion of Watson 591 (Practicum in Teaching) and the teaching of one or more seminars or a portion of a course.
3. History of teaching experience comparable to choices 1 or 2, verified and approved by the Guidance Committee.

8. Recommendation of the External Examiner – If the outside examiner was not chosen at the time the Recommendation For Admission to Candidacy For Doctoral Degree Form was submitted to the Graduate Office, then at least one month preceding the oral examination, the chairman of the Guidance Committee must make a recommendation to the Director of Graduate Studies of the Computer Science Department. Upon approval of this recommendation, the Director of Graduate Studies of the Computer Science Department will notify the Vice-Provost for the Graduate Studies and Research who will formally appoint the external examiner. The chairman of the Guidance Committee will be responsible for informing the external examiner regarding the scheduling of the oral examination.

9. Recommendation of Awarding of PhD Degree – Upon satisfactory defense of the dissertation, the chairman of the dissertation committee submits a signed copy of The Recommendation For Award of Doctoral Degree Form to the Director of Graduate Studies for the Computer Science Department who will forward it to the Watson School Dean’s office. After verification of the completion of the program of study, the Dean’s Office will forward it to the University’s Graduate Office.

All forms are available in the Watson School Advising Office. All forms must be signed by the Director of Graduate Studies for the Computer Science Department and submitted to the Coordinator of Graduate Programs.

Electrical and Computer Engineering – PhD Procedures

ELECTRICAL ENGINEERING PHD PROGRAM GUIDE

(Revised: 1996)

General Academic Program Requirements – The PhD program in Electrical Engineering meets the need of each student through an individualized learning program. The program is structured within general guidelines set by the Department which establish the scope of the educational experience to be achieved by each student. The program requires a minimum of eight courses beyond the MS degree which include no more than two independent study courses. To meet the Residency Requirement, students must complete a minimum of 24 credits at the Binghamton University.

Admission – Applications received for the PhD program are administratively divided into three categories. The categories are: 1) students who are about to complete a MS degree in our Department, 2) other students who have completed or are about to complete an MS degree, and 3) exceptional students completing their BSEE degree with a cumulative GPA above 3.7/4.0, or a Graduate Record Exam (GRE) cumulative score on the verbal, quantitative, and analytical sections above 2000.

Students in the first category, i.e. in their last semester of our MSEE program, can apply for the PhD program by requesting admission in a letter sent to the Associate Dean for Academic Affairs and Administration. The letter should also include a statement of research goals. In addition, the student must have two letters sent from the Watson School faculty recommending him/her for the PhD program. A statement from a prospective adviser expressing a willingness to advise the student needs to be included as part of the application, and is usually part of one of the letters of recommendation. If the student has not taken the GRE in the past five years, he/she must take it at this time.

Students who have completed a MS degree or are about to complete a MS degree from another institution may apply to the EE PhD program by sending a completed application and application fee to the Graduate Admissions Office. The application must include all transcripts, GRE scores, TOEFL score if English is a second language, two letters of reference, and a statement of research interests. The academic credentials of Binghamton MSEE graduates are on file, and hence they only complete a readmission application.

Exceptional baccalaureate students with GRE scores above 2000, or a GPA above 3.7 in their BSEE program are eligible for direct admission to the PhD program. Students in this category must complete a minimum of 15 graduate courses including no more than two independent study courses. These students should send their applications to the Graduate Admissions Office and include the same items listed in the above paragraph. The student must indicate on the application that he/she is applying for either the MS&PhD or PhD program.

PhD Adviser and Guidance Committee – The PhD student's research adviser is central in directing the student's development. Upon admission to the doctoral program, new students have as their adviser the EE Director of Graduate Studies until an advisor is identified on the [PhD Principal Adviser/Guidance Committee Form](#). As the initial academic adviser, the EE graduate director is responsible for: 1) explaining the Watson School regulations governing the doctoral program, 2) assisting the student in establishing a course of study and writing a preliminary learning contract, and

3) assisting the student in forming a guidance committee. These actions should be completed during the first semester in residence.

As soon as the student finds a faculty member to serve as his/her Principal Adviser, the student and adviser should identify faculty members to serve on the student's guidance committee. Initially, the guidance committee must have a minimum of three members with two members (including the Principal Adviser) from EE, and one member from a department within the University other than EE. Each of these members is expected to take an active role in supervising the student's development. Members in addition to those mentioned above can be added to enhance the committee.

When a proposed committee has been identified, the names and signatures are submitted on a Principal Adviser/Guidance Committee Form to the EE graduate director. The [Statement of PhD Research Interest Form](#) must accompany the Principal Adviser/Guidance Committee Form. Once approved by the EE graduate director, the form is forwarded to Dean's Office. Review of the proposed guidance committee is very thorough, because the guidance committee acts on behalf of the GSC in monitoring the student's academic progress. When the guidance committee is approved, the forms will be placed in the student's file in the Dean's Office.

Any changes made to the membership of this committee must be documented on a new copy of the Principal Adviser/Guidance Committee Form.

Learning Contract – The new doctoral student should start work immediately with an adviser to develop a learning contract. The purpose of the learning contract is to define the knowledge and skills required in order to pass the comprehensive examination. The learning contract should identify core courses and concepts which must be mastered in order to provide breadth of background, as well as specialized courses and concepts which are germane to the proposed area of research. The learning contract can be modified at a later date if additional knowledge is required or if the field of research is changed. There is a [model](#) for the learning contract in the Watson Advising Office.

A copy of the learning contract, with signatures indicating approval of the guidance committee, is placed in the Dean's Office graduate student files where it is available for review by the GSC.

Preliminary Exam – After the completion of one semester or 9 credits, the student is required to take a department wide preliminary written exam. On the exam, students must demonstrate quantitative skills and subject knowledge from two of the core areas of electrical engineering. Students must notify the Department of their intended areas prior to the exam. The core areas are defined to be: 1) Computer Engineering, 2) Controls, 3) Electromagnetics and Optoelectronics, 4) Signal Processing and Communications, 5) Microelectronics and Materials, 6) Circuits and Electronics. The nature of the questions are from the senior level through the early graduate. The results of the exam will be reviewed by the student's adviser with the EE Graduate committee, and the student given an honest assessment on his/her progress toward the PhD. The possible recommendations of the Graduate Committee are: 1) satisfactory progress has been demonstrated, 2) the exam should be retaken, 3) the student should withdraw from the PhD program. For full – time students the exam should be early enough to allow transfer to another school. The exam is to be given in fall and spring semesters.

Comprehensive Exam and Admission to Candidacy – After completion of the 24 credit residency requirement, and before completion of a significant portion of the dissertation research, the student must complete the Comprehensive Examination. This is an individual exam with the responsibility for the content given to the student's Guidance Committee. The EE graduate director is an ex-officio member of the comprehensive exam committee to assure uniformity in the level of exams within the Department. Once the guidance committee and the graduate director have agreed on the exam

content and format, it will be clearly explained to the student and the exam date set. After successfully completing the Comprehensive Examination, and any additional requirements such as the development of communication skills, the student is admitted to candidacy for the doctorate. The Graduate Office is notified of the satisfactory completion of the comprehensive examination and the student's admission to candidacy on the [Recommendation for Admission to Candidacy for Doctoral Degree Form](#). Note that the Candidate is required to defend the dissertation within five years of admission to candidacy.

Dissertation Prospectus – Upon completion of the comprehensive examination, the candidate prepares a prospectus, describing the proposed research. This prospectus is presented and defended in an open colloquium. Upon acceptance of the prospectus by the guidance committee, a copy is filed with the Watson School Dean's Office.

Evidence of Proficiency in Teaching – The candidate is required to meet the teaching proficiency requirement in one of the following ways: 1) to be an instructor of record in an undergraduate course, 2) completion of Watson 591 – Practicum in Teaching, and teaching one or more seminars or a portion of a course, or 3) past teaching experience comparable to choices 1) or 2) above which must be verified and approved by the guidance committee.

Dissertation Defense - If an External Examiner was not chosen at the time the Recommendation for Admission to the Candidacy for Doctoral Degree Form was submitted to the Graduate Office, then the chair of the guidance committee makes a recommendation to the EE graduate director, who upon approval of the recommendation forwards it to the Vice-Provost for Graduate Studies and Research. The Vice-Provost makes a formal appointment of the external examiner. The external examiner reviews and participates in the dissertation defense with the graduate committee. After distributing the dissertation for review, an oral defense of the PhD dissertation is scheduled. The PhD candidate is required to present an oral defense of his or her dissertation in an open colloquium. Upon satisfactory defense of the dissertation, the EE Director of Graduate Studies submits a signed copy of the Recommendation for Award of Doctoral Degree Form to the Dean's Office. After the verification of the completion of the program of study, the Dean's Office forwards the recommendation form to the Graduate Office.

All forms are available in the Watson School Advising Office. All forms must be signed by the Director of Graduate Studies for the Computer Science Department and submitted to the Coordinator of Graduate Programs.

Mechanical Engineering – PhD Procedures

ADMINISTRATION PROCEDURES FOR PhD STUDENTS

(Revised: 1996)

1 Admission of Student Currently in the Watson School Master's program – Students in a Watson School Master's program may apply for admission to the PhD program by submitting a letter to the Director of Graduate Studies in the Mechanical Engineering Department which includes a statement of research goals along with two letters of recommendation from the Watson School faculty. One of the reference letters should be from a prospective dissertation advisor. Students not presently in the Watson School Master's program should apply through Graduate Admissions.

Graduate Admissions Office
Couper Administration Building

State University of New York at Binghamton
P.O. Box 6000
Binghamton, New York 13902-6000

Students directly admitted into the PhD program with a BS degree (without an MS) in Mechanical Engineering will be judged to be qualified to be in the doctoral program in the following manner:

- i) The student will produce a research paper that is published in a reputable conference proceedings or refereed journal. The student will enroll in ME 597B Independent Study – Research Paper (8 credits total) with his/her advisor. This requirement will be identified in the student's learning contract. (See Section 4.a.)
- ii) The paper is to be completed within two years of the student being admitted to the PhD program. The guidance committee will be responsible for judging the quality of the work and its potential to be published in a reputable conference proceedings or refereed journal.
- iii) The qualified student will take the comprehensive examination at the appropriate time. (See Section 5.)

2 Obtaining an Advisor – Upon admission to the doctoral program, new students will be advised by the Director of Graduate Studies in the Department, who is responsible for

- i) explaining the departmental requirements for the PhD degree,
- ii) assisting the student in establishing a preliminary course of study,
- iii) informing the student of selecting an advisor.

The above actions should be completed during the first semester in residence.

It is the responsibility of the student to select an advisor, select the guidance committee and prepare a learning contract within one academic year of admission into the PhD program.

3.a Setting up the Guidance Committee – As soon as an advisor is selected, the student and advisor should identify faculty to serve on the guidance committee. The committee must have a minimum of three members, two from the department and one from outside the department but within the university.

3.b Registering the Guidance Committee – When a proposed committee has been selected, the names are submitted to the department Graduate Studies Committee. A [Statement of PhD Research Interest Form](#) must accompany the [Principal Advisor/Guidance Committee Form](#). Review of the proposed guidance committee is very thorough, because the guidance committee acts on behalf of the department in monitoring the student's academic progress. When the guidance committee is accepted by the department GSC, the signed Principal Advisor/Guidance Committee Form will be placed in the student's file in the Dean's Office. Any changes made to the membership of this committee must be made in writing and documented on a new copy of this form.

4.a Preparing the Learning Contract – The new PhD student should start to work immediately with the advisor to develop a learning contract. The purpose of the learning contract is to define the knowledge and skills required in order to pass the comprehensive examination. The learning contract should identify courses and concepts which must be mastered in order to provide breadth of background, as well as specialized courses and concepts which are germane to the proposed area of research. Students admitted into the PhD program with a BS degree alone should also identify the particular of the research paper requirement in the learning contract. There is a [recommended format](#) for the learning contract in the Watson Scholl Advising Office.

4.b Residency Requirement – Before taking the comprehensive examination, the student must complete a minimum of 32 credit hours in residence on the Binghamton campus. The courses listed in the learning contract must be sufficient to meet the residency requirement.

4.c Registering the Learning Contract – A copy of the learning contract will be placed in the student's file in the Dean's Office.

5 The PhD Comprehensive Examination – The written and oral comprehensive examination is structured by the guidance committee to cover topics described in the learning contract.

6.a Admission to Candidacy – Upon satisfactory completion of the comprehensive examination, as well as any research skills or language proficiency requirements, the student is admitted to candidacy for the PhD degree. With departmental approval, the guidance committee may be modified to include individuals with special expertise.

6.b Notification of Admission to Candidacy – The Graduate Office is notified of the satisfactory completion of the comprehensive examination and the student's admission to candidacy on the [Recommendation for Admission to Candidacy for the Doctoral Degree Form](#).

7 Preparation and Approval of Prospectus – Upon completion of the comprehensive examination, the candidate prepares a prospectus, describing the proposed dissertation research. This prospectus is presented and defended in an open colloquium. Upon acceptance of the prospectus by the guidance committee a copy is placed in the student's file in the Dean's Office.

8 Evidence of Proficiency in Teaching – PhD students must meet the teaching proficiency requirement in one of the following ways.

1. The first preference would be as an instructor of record in an undergraduate course.
2. If that is not practical, the completion of Watson 591 (Practicum in Teaching) and the teaching of one or more seminars or a portion of a course.
3. History of teaching experience comparable to choices 1 or 2 (above) – verified and approved by the guidance committee.

9 Recommendation of the External Examiner – If an external examiner was not chosen at the time the Recommendation for Admission to Candidacy for the Doctoral Degree Form was submitted to the Graduate Office, then at least one month preceding the oral defense of dissertation (See Section 10.), the chairman of the graduate committee must make a recommendation to the Director of Graduate Studies in the department, who upon approval of this recommendation, will notify the Vice-Provost for the Graduate Studies and Research for a formal appointment of the external examiner. The chairman of the guidance committee will be responsible for informing the external examiner regarding the scheduling of the oral defense examination.

10 Oral Defense of PhD Dissertation – The PhD candidate will be required to present an oral of his or her dissertation in an open colloquium. The guidance committee with the additional members (if any) will be present at this colloquium.

11 Recommendation of Awarding of PhD Degree – Upon satisfactory defense of the dissertation, the chairman of the guidance committee submits a signed copy of The Recommendation for Award of Doctoral Degree Form to the Dean's Office. Upon verification of completion of program of study, the Dean's Office will forward the form to the Graduate Office.

All forms are available in the Watson School Advising Office. All forms must be signed by the Director of Graduate Studies for the Computer Science Department and submitted to the Coordinator of Graduate Programs.

Systems Science / Industrial and Systems Engineering – PhD Procedures

ADMINISTRATION PROCEDURES FOR STUDENTS IN THE SSIE DOCTORAL PROGRAM (Revised: 1996)

1. Admission of students Currently in a Watson School Master's Program – Students in a Watson School Master's program may apply for admission to the doctoral program by submitting a letter to the Department which includes a statement of research goals along with two letters of recommendation from the Watson School faculty. One of the reference letters should be from a prospective dissertation advisor. Students not presently in the Master's program should apply through the Graduate Admissions.

Graduate Admissions office
Couper Administration Building
State University of New York at Binghamton
P.O. Box 6000
Binghamton, New York 13902-6000

2.a Obtaining an Advisor – Upon admission to the doctoral program, new students have a faculty member from the department assigned as advisor. Those who believe they do not have an assigned advisor should speak with their department chair.

This initial academic advisor is responsible for:

- Explaining the regulations governing the doctoral program,
- Explaining any special departmental requirements for the doctoral degree,
- Assisting the student in establishing a course of study,
- Assisting the student in forming a guidance committee,
- Advising the student on writing a preliminary learning contract.

The above actions should be completed during the first or second semester in residence.

2.b Registering the Advisor – As soon as an advisor is appointed, the advisor's name should be submitted to the Dean's Office on a [Principal Advisor/Guidance Committee Form](#).

3.a Setting Up The Guidance Committee – As soon as an advisor is appointed, the student and advisor should identify faculty to serve on the guidance committee. In many cases the advisor will also serve as chairman. The committee must have a minimum of three members and at least one of the members must be from outside the department of specialization. The guidance committee should be selected during the first or second semester of residence in the doctoral program.

3.b Registering the Guidance Committee – When a proposed committee has been selected, the names are submitted to the Watson School Graduate Studies Committee (GSC) for approval. A [Statement of PhD Research Interest Form](#) must accompany the Principal Advisor/Guidance

Committee Form. When the guidance committee is accepted by the GSC, the signed Principal Advisor/Guidance Committee Form will be placed in the student's file in the Dean's Office.

Any change made to the membership of this committee must be documented on a new copy of this form.

4.a Preparing the Learning Contract – The new doctoral student should start to work immediately with the advisor to develop a learning contract. The purpose of the learning contract is to define the knowledge and skills required in order to pass the comprehensive examination. The learning contract should identify core courses and concepts which must be mastered in order to provide breadth of background, as well as specialized courses and concepts which are germane to the proposed area of research. The learning contract can be modified at a later date if additional knowledge is required or if the field of research is changed. There is a [model](#) for the Learning Contract in the Watson Advising Office.

4.b Residency Requirement – before taking the comprehensive examination, the student must complete a minimum of 24 credit hours in residence on the Binghamton campus. The course listed in the Learning Contract must be sufficient to meet the residency requirement.

4.c Registering the Learning Contract – A copy of the learning contract is placed in the Dean's Office graduate student files, available for review by the GSC.

5.0 The PhD Comprehensive Examination – The written and oral comprehensive examination is set by the guidance committee to cover topics described in the learning contract.

6.a Admission to Candidacy - Upon satisfactory completion of the comprehensive examination, as well as any research skills or language proficiency requirements, the student is admitted to Candidacy for the PhD Degree.

6.b Notification of Admission to Candidacy – The Graduate Office is notified of the satisfactory completion of the comprehensive examination and the student's admission to candidacy on the [Recommendation For Admission to Candidacy For Doctoral Degree Form](#).

7.0 Preparation and Approval of Prospectus – Upon completion of the comprehensive examination, the candidate prepares a prospectus, describing the proposed research. This prospectus is presented and defended in an open colloquium. Upon acceptance of the prospectus by the Guidance Committee a copy is filed with the Watson School Dean's Office.

8.0 Evidence of Proficiency in Teaching – The candidate is required to provide evidence of proficiency in teaching and this is to be defined in the learning contract. Those who have not had previous teaching experience are expected to organize and teach selected material from the curriculum, under the direction of the Guidance Committee.

9.0 Recommendation of the External Examiner – If the outside examiner (external to the department) was not chosen at the time the Recommendation For Admission to Candidacy For Doctoral Degree Form was submitted to the Graduate Office, then at least one month preceding the oral examination, the chairman of the Guidance Committee must make a recommendation to the Director of Graduate Studies. Upon the arrival of this recommendation, the Director of Graduate Studies will notify the Vice Provost for the Graduate Studies and Research who will formally appoint the external examiner. The chairman of the Guidance Committee will be responsible for informing the external examiner regarding the scheduling of the oral examination.

10.0 Recommendation of Awarding of PhD Degree – Upon satisfactory defense of the dissertation, the chairman of the dissertation committee submits a signed to the Graduate Office of The Recommendation for Award of Doctoral Degree Form.

All forms are available in the Watson School Advising Office. All forms must be signed by the Director of Graduate Studies for the Computer Science Department and submitted to the Coordinator of Graduate Programs.

Registration of Courses and Independent Study

Generally, there are two types of registration, *regular “classroom-based” courses*, and *independent study* courses. Regular courses have normal meeting times and places, and includes a group of students who meet in a classroom setting. Independent Study usually represents individual instruction of a single student, and does not require regular meeting times.

Course Registration

For regular courses, students register themselves online using the “BU Brain” web portal:

<http://bubrain.binghamton.edu>

Further instructions for registering courses can be found on the “Using Banner” website:

<http://banner.binghamton.edu/using/>

New students register for courses in their orientation period, during the week before the semester begins.

Continuing students can register for the next semester during the “pre-registration” period, which normally begins six weeks before the end of the current semester, and runs until the last day of classes. Students have another opportunity to register, beginning just before the start of the semester, and running until the end of the second week of classes (the Add/Drop Deadline).

Note that if you have any delinquencies owed to Binghamton University, you will NOT be able to register for courses until those delinquencies have been cleared.

Independent Study Registration (including Project, Thesis, Dissertation, Internship)

Examples of Independent Study include:

- **internship (594)**
- **project (595, 598)**
- **thesis (599)**
- **pre-dissertation and dissertation (698, 699)**
- **other independent study (597, 697)**
- **continuous registration (700)**
- **assistantship credit (701), for TA, GA, and RPA only**
- **research skills (707)**

Independent Study can be registered any time, beginning with the pre-registration period, and running through the sixth week of classes. Note that the registration deadlines (for course registration) do not apply to Independent Study, which can be freely added, dropped or changed, up until (approximately) the sixth week of classes.

To register for Independent Study, you must submit a completed Independent Study Registration Form (a “yellow form”), signed by your faculty advisor. This form is submitted to your department secretary, who will process the registration.

Registration Deadlines

Important dates to remember, regarding registration are the:

- › “course drop/delete” and “course add” deadline – end of the second week of classes, and
- › “course withdraw” deadline – approximately 5 weeks before the last day of classes

The “course drop/delete” and “course add” deadline falls at the end of the second of week of classes each semester. Up until this deadline, students may add, drop, or change their courses freely, without penalty, and without these changes showing on their final transcript.

Registration dates and deadlines for each semester are available through the BU Brain, and are also posted on the Registrar’s website:

<http://registrar.binghamton.edu/newinfo.html#regdates>

Regardless of assistance provided by graduate programs, it is the student’s responsibility to be registered for the appropriate credits and courses. Students are reminded to review their schedules on the “BU Brain” website regularly (and especially just prior to the “drop/delete” deadline) to assure that they are registered correctly. *(Note that the “course add/drop deadline” does **not** apply to Independent Study registrations.)*

After the “drop/delete” deadline, and before the “course withdraw” deadline, when a student drops a course on the “BU Brain” website,, it results in a “W” (withdrawn) grade on the transcript.

It is possible to add or drop a course after the add/drop deadline, but this requires approval of the instructor, the director of graduate studies, and the Graduate school, and also requires payment of a late fee. To do this requires a “Late Add/Drop/Change” form, available from the Graduate School:

http://gradschool.binghamton.edu/fs/documents/Late_ADD_WITHDRAWAL_Form.pdf

This form requires the signature of the course instructor and the director of graduate studies. The completed form is submitted to the Graduate School for approval, and is then filed with the University Registrar's Office. A late fee is assessed for all late adds/drops, regardless of the cause of the change.

After the “withdraw” deadline, students who wish to drop a course must complete the Late Add/Drop/Change form and will receive a grade of W (withdrawn), WF (withdrawn failing), or WP (withdrawn passing), as determined by the instructor. It is not possible to have a course removed from the transcript after the “withdraw” deadline.

Continuous Registration / Leave of Absence

All students admitted into a degree-granting program must maintain continuous registration each semester for at least one credit or must apply for a formal leave of absence. Students do not need to maintain registration during the summer, unless they plan to complete a degree during the summer (students must be registered during the semester in which they intend to graduate, including summer semester).

Students who do not register in a fall or spring semester (and have not been granted a leave of absence) must reapply to the Graduate School to continue their studies. Students who wish to absent themselves from studies for a semester or two should register for one credit of continuous registration (700).

A leave of absence is granted only in exceptional circumstances, such as illness or family illness, or some other personal hardship. The leave request requires a detailed justification and must be signed by your program director. The Associate Dean of the Graduate School makes the final approval. International students must also obtain the approval from the office of International Student and Scholars Services (ISSS).

More information about this policy is published in the Graduate School Manual:

<http://gradschool.binghamton.edu/fs/handbook.asp?dt=fs&lv=2&tid=157#160>

Auditing a Course

Students may audit a course with the consent of the instructor. Auditing involves attending and participating in the course, without receiving a grade. The instructor determines the regulations for participation by auditors. Students who take courses as auditors may not receive credit for it later unless they retake the course. Auditors must follow the registration procedures described above and make appropriate tuition and fee payments.

Getting Into a Closed (Full) Course

When registering online, if you find that a course is closed (i.e., full), you can periodically check the registration to see if someone drops the course. You may also request a petition form from your department office, or make a request to the course instructor about getting into the course. You should only petition a course that you absolutely need in order to graduate.

Registering for an “Overload” of Courses

Watson Graduate students may register up to 14 credit hours with the approval of their advisor. To register for more than 14 credits, graduate students must fill out the Graduate Overload Petition (for Non-Funded Graduate Students) form.

Note: Students receiving a tuition scholarship may register for up to 9 credits (if they are Level 1) or 12 credits (Level 2 or above). To exceed these limits, a funded student must submit a Petition for Course Overload for Funded Students form.

Both of these “overload” forms are available from the Graduate Coordinator, or from the Graduate School office.

EngiNet –Distance Learning Education Network

EngiNet is the Watson School's distance learning program, allowing students to get course credit by participating in courses online, without attending courses on campus. Information on the EngiNet program can be found here:

<http://www.enginet.binghamton.edu/>

Courses are offered every semester that lead to a Master of Engineering degree, and allow students to keep pace with job and family responsibilities. Course lectures are conducted on campus and captured for delivery on CD and Internet. EngiNet delivers the course lectures to the student's home or workplace.

For more information, please contact Janice Kinzer, Information Specialist, EngiNet Office at 607-777-4965. Her office is located in EB J19A.

Email and Mailboxes

Most of the communications that come from University offices will be sent via email, to your Binghamton University (BU) email account. Some printed correspondence may also be sent to your "mail folder", located in the Engineering Building.

Your BU Email Account

If you plan to use an email account other than your BU account (e.g., gmail or yahoo), you should set the "forwarding" option in your BU account, to forward email to your other (e.g., gmail or yahoo) account. If you do not set your Binghamton email's "forwarding" option, it is important that you check your Binghamton email account regularly. University offices will be sending important notices and news to your Binghamton email account.

Watson Graduate Student Listserv

Every Watson School graduate student receives an email account when they enroll. This email account is automatically added to the listserv. The graduate student listserv is used by the Graduate Coordinator for the purposes of disseminating pertinent academic notices and reminders. Private information, as well as information of any political nature, will not be placed on this listserv.

Graduate Student Mail Folders

Each matriculated Watson School graduate student can have a mail folder in the filing cabinets in the third floor hallway of the Engineering Building, near the Electrical Engineering department office. Funded students will automatically be given a mail folder; other students who want a mail folder can send a request to the Coordinator of Graduate Programs.

Do not use your mail folder as your campus address. You can request a Post Office Box from the Campus Post Office, located in UU B55.

Keys, Access Codes and Building Passes

Persons are granted access to Watson Engineering School secured areas, rooms and entrances, with the approval from a faculty supervisor and the department chair.

To request a key or an access code, a yellow “key request card” must be completed and submitted to the Staff Assistant in the Watson Dean’s Office (LS G549). Keys can be picked up from the department secretary when approved.

Building passes are required for anyone with an Engineering building entrance key (used after normal building hours) or for anyone with access to an alarmed area or to an access code area. A separate building pass form must be filled out and signed by the student, the responsible faculty member, and the Building Administrator (Janet Keesler or the Staff Assistant in LS G549), and must be carried at all times.

Keys, access codes, and passes cannot be transferred or loaned to another person. Failure to return keys (at LS G549, or in the drop-off box near EB K16) , or failure to renew keys by the expiration date, will result in a delinquency and a \$50.00 fine per key.

Funding Procedures

Applying for Assistantships (TA, GA, RPA)

All students who are applying for admission are also considered for funding (TA, GA or RPA positions). No special application form is required to be considered for a funded position.

Current students who are interested in being considered for Teaching Assistantships (TAs) are required to submit a personal statement, and the names of two references (or reference letters, if the recommenders are not Watson faculty). An email is distributed each semester outlining this procedure, and specifying deadlines for applying.

Research Assistantships are also available. Faculty with funded research appoint Research Project Assistants (RPAs) or Graduate Assistants (GAs) to work with them. Students are encouraged to read descriptions of faculty research on department websites, and to contact faculty directly if they believe they have the academic or lab experience to assist with research.

Departments begin to make their decisions for fall assistantships in March; and for spring, in November.

Requirements for Funded Students

Students must have at least a 3.0 grade point average to be considered for an assistantship.

Students must also have completed any Incomplete grades that they may have received.

If you are a funded student (Teaching Assistant, Graduate Assistant, Research Project Assistant) you must do the following:

1. Complete all necessary paperwork with the Payroll office (TAs or GAs go to the HR office in AD-405; RPAs go to the Research Foundation Payroll office in the ITC Building).
2. Maintain full time registration (if you are receiving a tuition scholarship).

3. Sign “Terms and Conditions” statements and return them to the Coordinator of Graduate Programs.

(TAs must also attend an Orientation program hosted by the Graduate School.)

If you are an RPA you (or your advisor) **MUST** provide a copy of your Research Foundation Appointment Form to the Coordinator of Graduate Programs (EB K16). This procedure is necessary to process a tuition scholarship.

Full-Time Status

A tuition scholarship accompanies most funded positions. All students who are receiving a tuition scholarship must be registered for full-time credits during the fall and spring semesters. See the section on “[Student Level and Full-Time Status](#)” for definitions of “full-time”.

TA, GA, and RPA students can register for up to 3 credits of the “701” course, to help meet the full-time credit requirement. Some common examples of this are:

- › A funded student can take 2 or 3 courses, and use the 701 course to meet their full-time requirement (of 9 or 12 credits, depending on Student Level).
- › When a funded student has completed all of their coursework, they can register for 6 credits of Project, Thesis, or Dissertation (595, 598, 599, 698, or 699), plus 3 credits of 701, to meet their full-time requirement of 9 credits.

More Funding Information

The Graduate School website has additional information about assistantships, fellowships, and other scholarships:

<http://gradschool.binghamton.edu/cs/financialinfo.asp>

Grades and Academic Policies

Academic Progress

Students’ academic progress is reviewed at the end of each Fall and Spring semester to ensure that satisfactory progress is maintained. “Satisfactory progress” is defined as maintaining a 3.0 grade-point average (GPA). The GPA is calculated on a 4.0 system using the following grade-point equivalents:

A = 4.00
A- = 3.70
B+ = 3.30
B = 3.00
B- = 2.70
C+ = 2.30
C = 2.00
C- = 1.70
F = 0.00

Student Level and Full-Time Status

What LEVEL am I and how many credits do I have to take per semester?

Level 1: Graduate master's (or master's/doctoral) students who entered BU with a bachelor's degree (but no graduate degree) and who have completed fewer than 24 credits at BU; must register for **12 credits** per semester to be considered full time.

Level 2: Graduate master's (or master's/doctoral) students who have either (a) entered with a master's degree (from here or another institution), or (b) completed at least 24 credits of graduate work at BU; must register for **9 credits** per semester to be considered full time.

Level 3: Graduate doctoral students who have either (a) entered a doctoral program at BU and already hold a master's degree from another institution, or (b) completed all curriculum for a master's degree at BU (as determined by the program) and are now moving into the doctoral track; must register for **9 credits** per semester to be considered full time.

Level 4: Doctoral students who have completed all of the doctoral coursework and comprehensive exams and are formally admitted to candidacy (ABD); this level is achieved by using the "Recommendation for Admission to Candidacy for Doctoral Degree" Form; must register for **9 credits** per semester to be considered full time.

Note: Full-time Certification. If a student is not receiving a tuition scholarship, they may qualify for an exemption, to allow them to register for less than 9 credits, and still be considered “full-time”. See [Certification of Full-Time Status](#) section for more information.

Note: Doctoral Students and Library Privileges. Currently the library offers two different levels of lending privileges to doctoral students: While graduate students normally have an 8-week borrowing period, doctoral students are entitled to a one-year borrowing period. Once doctoral students obtain ABD (Level 4) status, they are then entitled to the additional privilege of a carrel assignment and the ability to borrow bound-periodicals for three days.

Grading System

Watson School graduate courses are graded in one of two ways:

- A, A-, B+, B, B-, C+, C, C-, F, WP, WF, or W
- Satisfactory/Unsatisfactory

Students normally choose the letter grade. However, in certain cases, students may elect the Satisfactory/Unsatisfactory option and receive an S (Satisfactory) or U (Unsatisfactory) rather than a traditional grade. This applies to thesis, predissertation, dissertation, Research Skills and Practica for Teaching and Research Assistants.

Computing Your GPA

- Multiply the number of credits in each course by the numerical equivalent of the letter grade. (Exclude "S" and "U" grades because there is no numerical equivalent for them) This product equals quality points.
- Total the quality points for all courses taken.
- Divide total quality points by the total number of credits for all of the courses being computed.

For example:

EE 521	3 credits	A	3 x 4.00	=12.00
EE 554	3 credits	A-	3 x 3.70	=11.10
EE 505	3 credits	B	3 x 3.00	= 9.00
EE 543	3 credits	B-	3 x 2.70	= 8.10

12 credits attempted	Quality points	=40.2
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40.20 quality points/12 credits = 3.35 GPA

Academic Probation and Academic Jeopardy

Probation: Students whose cumulative grade-point average for courses taken at Binghamton falls below 3.0 are placed on academic probation for the following semester. Students are removed from probation when their cumulative GPA reaches 3.0. Students may spend a maximum of three semesters on probation. After that, the department may recommend dismissal from the program.

Jeopardy: Students whose cumulative grade point average for courses taken at Binghamton falls below 2.6 are placed on academic jeopardy for the following semester. Students may spend a maximum of one semester on academic jeopardy. After that, the department may recommend dismissal from the program.

Transfer Credit

How do I transfer credit from courses I have taken at another school toward my Watson degree?

Credit from courses that a student has taken at another institution may be transferred toward a Watson School degree with approval from the Graduate Program Director and final approval from the Vice Provost of the Graduate School. Prior to taking the course, students should meet with their faculty advisor to discuss this, and be prepared to present a course description from the other institution. A minimum grade of B must be earned to receive transfer credit.

If the faculty advisor or Graduate Program Director has agreed that the course can be transferred, the student should fill out a "Application for Transfer Credit" form (available from the Graduate School office, or from the Coordinator of Graduate Programs). This form must be signed by the advisor or Graduate Director, and forwarded to the Graduate School, along with a transcript from the other institution.

How many credits can I transfer?

Generally, students will transfer a maximum of 2 courses (the equivalent of 6 credits) from another institution. This is due to the fact that most programs require a total of 30 credits, 24 of which must be taken "in residence" (see the "Residence Requirement" policy below).

More information about the transfer of graduate credits can be found in the Graduate School Manual: <http://gradschool.binghamton.edu/fs/handbook.asp?dt=fs&lv=2&tid=157#165>

Residence Requirement

Regardless of any previous graduate experience, the minimum university residence requirement for any graduate degree is 24 credit hours. That is, to earn a Master's or PhD degree, at least 24 credits must have been earned from Binghamton University. These 24 credits cannot include College Teaching of the Discipline (591); Thesis (599); Pre-dissertation Research (698); or Dissertation (699).

More information about the residence requirement can be found in the Graduate School Manual: <http://gradschool.binghamton.edu/fs/handbook.asp?dt=fs&lv=2&tid=157#158>

Course Repeat Policy

“Can I retake a class?” Students who receive a failing grade in a class which is required for graduation must retake that course and receive a passing grade.

Students may also retake courses in which they received a grade of B- or lower. The grade received the second time is counted towards the GPA, however, the student's transcript will list all classes (and grades) taken at Binghamton University.

Incomplete Grades

When a student is given a grade of “Incomplete” (I) in a course, the course work must be completed within six months of the end of the semester in which the incomplete is given. If the instructor does not submit a grade within six months, the “I” grade changes automatically to “W” (Withdrawn).

Under extraordinary circumstances, a student may be granted an extension of this six-month deadline. This can be done by submitting an “Extension of Incomplete” request form, signed by the instructor, to the Graduate School. The form is available from the Graduate School, or from the Coordinator of Graduate Programs.

Note that students who have an incomplete do not qualify for assistantships. To get funding as a TA or RPA, the student must have all of their incomplete grades resolved before they qualify for funding.

The full policy regarding Incomplete Grades can be found in the Graduate School Manual: <http://gradschool.binghamton.edu/fs/handbook.asp?dt=fs&lv=2&tid=157#163>

Transcripts

The Watson School does not provide students with any transcripts. Students can go to the Registrar's Office (SW 119) and request an official or unofficial transcript, or make this request in writing via mail. No fee is charged for this service.

For more information about requesting a transcript, see this page on the Registrar's website: <http://registrar.binghamton.edu/transcript.html>

Withdrawals

Students who withdraw from all courses for which they are registered at the University must follow a formal withdrawal procedure if they wish their record to indicate good standing. Mere absence from class does not constitute due notice of withdrawal. Students who are registered initiate the withdrawal process through the University Registrar's Office. No grades are recorded for students who formally withdraw within the first eight weeks of the semester. Students who withdraw to enter military service are granted full tuition refund for the semester if no academic credit is received.

Students who have completed at least one semester and do not intend to register for future semesters should send a formal letter to the Assistant Dean for Academic Services at the Graduate School indicating their plans to withdraw from the University.

The full policy is published here, in the Graduate School Manual:

<http://gradschool.binghamton.edu/fs/handbook.asp?dt=fs&lv=2&tid=157#162>

Leaves of Absence

A leave of absence is granted only in exceptional circumstances, such as prolonged illness or other unusual personal hardship, and requires detailed justification. Students on leave are excused from the registration requirement during the period of the leave. Leaves are normally granted for six months; if necessary, an extension of another 6 months, for a total of up to one year may be approved. If possible, requests for leaves of absence should be submitted one month prior to the semester for which the leave is requested. Leaves of absence are not granted for a semester already begun. Instead, students should use the withdraw procedures. Leaves of absence are not granted to students who wish to absent themselves to undertake thesis or dissertation research elsewhere; such students should maintain continuous registration at Binghamton. Students going off campus to fulfill an internship related to degree requirements should also remain registered.

This policy is from the Graduate School Manual:

<http://gradschool.binghamton.edu/fs/handbook.asp?dt=fs&lv=2&tid=157#316>

Coursework Complete (CC) and All-But-Dissertation (ABD) Status

Funded students who have achieved CC or ABD status may qualify for a “fee reduction”, in which they register for 9 credits and only pay the mandatory student fees for one credit.

To qualify for this fee reduction, a student:

- › Must qualify as an ABD or CC student (see definitions below).
- › Must be receiving a full (100%) tuition scholarship from the Graduate School.
- › Must be a Level 2, 3, or 4 student registered for 9 credits.
- › Must be registered ONLY for courses numbered 595, 598, 599, 698 or 699.

Note that only FUNDED students may have their fees capped at a lower amount. The information about CC or ABD status is submitted to the Graduate School as part of the appointment procedure for a TA, GA, or RPA appointment.

CC Status - (this applies to “Terminal Masters” students, that is, students who are earning a Master’s degree, and not continuing to a PhD degree.) To qualify for "CC" status, a graduate student must have completed all coursework requirements for the degree, and be involved in their research activities (project, thesis, predissertation or dissertation). Coursework must have been completed by the first day of classes of the semester in which the student is to be designated as "CC." Any grade of “Incomplete” disqualifies a student from the fee reduction. The department (usually the Graduate Director) must communicate the “CC” status by writing a letter or email to the Graduate School office (copy to the Graduate Coordinator), indicating that the student has completed all coursework necessary for the degree.

ABD Status – (ABD means "all-but-dissertation", and applies to PhD students). To qualify for "ABD" status, a graduate student must have been officially advanced to doctoral candidacy. To be advanced to candidacy, the graduate student's program office must have submitted to the Graduate School the "Recommendation for Admission to Candidacy for Doctoral Degree" form, which verifies that all requirements for the degree have been completed (course-work, required exams, number of credits) excluding the dissertation defense.

The full policy is published in the Graduate School Manual:

<http://gradschool.binghamton.edu/fs/handbook.asp?dt=fs&lv=2&tid=220#271>

Student Grievance Procedure

It is the policy of the Watson School that students or faculty of the Watson School who have an academic grievance which has been explored fully by the individuals involved but which, after such an informal and consultative meeting, has not been resolved, may petition for a hearing by the Watson School Academic Grievance Committee.

The Grievant should petition in writing for such a hearing to the Associate Dean for Academic Affairs and Administration of the Watson School. The Associate Dean will convene the Watson School Academic Grievance Committee to consider the matter. The grievant should describe his or her reasons for the grievance in such a petition. He or she may be called for a formal hearing or may be requested to furnish further details in writing of events which precipitated the grievance.

I. The petition should clearly state:

A . the grievance, giving the time and place of the occurrence; and a brief description of circumstances.

B . the parties to the action.

II. The person against whom the grievance was filed, the Respondent, has the right:

A . to review documents (before "the hearing", if they are available).

B . to bring an advisor (who must abide by the guidelines for the hearing).

C . to bring witnesses and/or present evidence in his or her own defense.

D . the respondent will have the opportunity to waive the hearing by notification to the Associate Dean for Academic Affairs and Administration or the committee chair. In such a case, the committee will assess the evidence and make a recommendation.

III . The hearing will be scheduled in a timely manner, but with enough time for the respondent to prepare for it.

IV . The allegations should be delivered to those involved at least 3 days before the scheduled hearing.

A . they should be delivered by hand and a signed receipt should be obtained.

B . if (A) is not possible, then the allegations should be sent via certified mail.

C . if (A) and (B) are not possible, then either campus mail or U.S. mail will be used to send the allegations to the most recent address.

V . The Academic Grievance Committee

A . The committee shall include a graduate and an undergraduate student appointed by the Associate Dean for Academic Affairs and Administration.

B . The committee shall consist of a faculty member from each department of the Watson School. These representatives should be chosen by the respective departments.

C . The committee's decision requires an affirmative vote by a majority of the committee, not merely a majority of those present.

VI . The Hearing

A . All relevant information must be presented at the hearing.

B . The respondent shall have the opportunity to present evidence, to call witnesses, and to question witnesses.

C . The respondent has the right to be present when evidence is presented, to ask and to respond to questions, and to refuse to answer (which must not be construed as an admission of guilt).

D . The respondent has the right to examine written documents when introduced at the time of the hearing.

E . The respondent has a right to have an advisor present, although committee guidelines may restrict an advisor to a passive role in the proceedings.

F . A record must be made of the proceedings, preferably a tape recording.

G . If the respondent is absent, the committee will adjourn, contact the respondent and reschedule the hearing.

H . If the respondent is not present at the rescheduled hearing, then the hearing will be conducted with the respondent absent.

VII . Recommendation:

A . The committee will sequester itself to consider the allegations and evidence; the grievant and respondent do not have a right to be present at this time.

B . The committee arrives at the determination of the validity of the allegations on the basis of evidence presented. If the allegations are found valid, then the committee may consider, if appropriate, any previous grievances, along with any sanctions imposed, and may take this into account as it deliberates.

C . The committee then reconvenes and delivers its recommendation to the respondent as an official part of the proceeding.

D . The committee delivers a written recommendation, any minority report(s), and a record of the proceedings to the Associate Dean for Academic Affairs and Administration.

E . In the case where the grievant is a student who is protesting a grade and the respondent is the instructor of record, the committee may only recommend the change of a grade. It is the prerogative of the instructor of record to change a grade.

F . In the case where the respondent is a student and the grievant has brought a charge of academic dishonesty, the committee's recommendation may range from no action to expulsion.

VIII . The Associate Dean for Academic Affairs and Administration

- A . Reviews the committee's recommendation and then may accept or reject the recommendation in whole or in part, with adjustments as felt necessary .
- B . Notifies the respondent accordingly, and apprises the respondent of the appeal procedure.
- C . Notifies the committee of the action taken.

IX . The Appeal Procedure

- A . The respondent may file an appeal of the ruling with the Dean of the Watson School within 5 (five) working days of receipt of the hearing outcome from the Associate Dean for Academic Affairs and Administration.
- B . Grounds for appeal may include, but not be limited to, procedural error, new evidence, additional information, actions supported by evidence, and review of sanction.
- C . Appeal review is done on the basis of the hearing record, unless there is substantial new information; in that case, the conduct is at the discretion of the Dean.
- D . There will be notification to the respondent by the Dean, within 10 (ten) working days of receipt of the appeal request, whether the appeal has been denied or accepted, and, if the latter, the course of events to be followed - whether modification, appeal hearing, or new hearing. In the case of a grade dispute the Dean, the Watson School's Chief Academic Officer, may direct the Registrar to take a specific action after consultation with the Instructor of Record.

X . Records

- A . The records of cases involving penalties of warning or probation will be destroyed when the warning or probationary period is over.
- B . Other cases, or cases of warning and probation that are to last for the duration of the respondent's time at the University, will be destroyed upon graduation (in the case of a student) or 5 (five) years after the case is heard, which ever is earlier.
- C . Records of suspension will be destroyed upon the specific recommendation of the Dean of the Watson School.
- D . Records of expulsion will not be destroyed.
- E . Information concerning disciplinary records will be released to third parties only if a release signed by the respondent is produced.

Student Academic Honesty Code

Preamble

Like all universities, Binghamton University depends on the honesty and integrity of its faculty, staff, and students to carry out its academic mission. To fulfill this mission, every member of the Binghamton University community is charged with upholding the Code of Academic Honesty. Actions that breach the Code erode the trust of those who look to universities for honest evaluations of academic work arrived at through honest processes. Violations also may cause individual harm, including under- and over-evaluations of performance as well as inaccurate reports of performance to post-graduate schools, professional societies, and employers. With so much at stake, collectively and individually, Binghamton University views conduct in keeping with the traditions of academic honesty and integrity as the obligation of all members of the faculty, staff, and student body.

Faculty and staff are governed by provisions of the Faculty-Staff Handbook regarding professional standards on issues related to academic honesty. Questions regarding academic honesty involving faculty generally are overseen by the Professional Standards Committee of the Faculty Senate. Questions regarding academic honesty involving professional staff generally are directed to the

Professional Employees Council and/or the Vice President's office appropriate to the staff member. Thus, this document refers primarily to students and the adjudication of issues of academic honesty for students.

Binghamton University strives to create a true academic community. Such a community values the worth of both individual and collaborative efforts that promote learning and discovery. Such a community also expects honesty and integrity in the work of all its members. The policy here speaks to the work of individual students within the community. It should not be construed as arguing against the important collaborations that also occur among students on the campus. At the same time, faculty need to be clear with students about exactly when collaboration is appropriate and what types of collaboration are being fostered within their classes.

Actions Outside the Boundaries of Academic Honesty and Integrity

No set of written guidelines can anticipate all types and degrees of violations of academic honesty. To the extent that the examples below are not exhaustive, duly appointed representatives of the Watson School will judge each case according to its merits. They will be guided by the principle that academic dishonesty involves misappropriation of academic or intellectual credit to oneself or to the discredit of others. Instances of such dishonesty include:

A. Plagiarism

Presenting the work of another person as one's own work (including papers, words, ideas, information, computer code, data, evidence organizing principles, or style of presentation of someone else taken from the internet, books, periodicals, or other sources). Plagiarism includes:

- › quoting, paraphrasing, or summarizing without acknowledgement, even a few phrases failing to acknowledge the source of either a major idea or ordering principle central to one's own paper
- › relying on another person's data, evidence, or critical method without credit or permission
- › submitting another person's work as one's own
- › using unacknowledged research sources gathered by someone else.

B. Cheating on Examinations

Giving or receiving unauthorized help before, during, or after an examination. Examples include:

- › unauthorized collaboration of any sort during an examination
- › reading of an exam before it has been given
- › unauthorized use of notes, books, tapes, computers, or other aids during an examination
- › allowing another person to take an examination in one's place
- › looking at someone else's examination during the examination period
- › allowing another person to use one's own examination during the examination period
- › passing examination information to students who have not yet taken the exam

C. Multiple Submissions

Submitting substantial portions of the same work for credit more than once, unless there is prior explicit consent of the instructor(s) to whom the material is being or has been submitted.

D. Unauthorized Collaboration

Collaborating on projects, papers, computer programs, or other academic assignments that has been prohibited by the instructor.

E. Fabrication and Misrepresentation

Misrepresenting or fabricating material, including misleading citation of sources as well as falsified or fabricated data or results from experiments or other analyses.

Misrepresenting facts related to academic performance, including the justification of absences, late assignments, and other activities.

F. Forgery

Imitating another person's signature on academic documents (for example, an academic advising form or one's own paper that is signed with respect to the time of submission) or other official documents that have an effect on academic credit (for example, a medical form submitted in support of taking a make-up exam).

G. Sabotage

Deliberately impairing, destroying, damaging, or stealing another's work or working material.

Examples include:

- › destroying, stealing, or damaging another's lab experiment, computer program, term paper, exam, or project
- › removing uncharged library material with the effect that others cannot use them
- › defacing or damaging library material with the effect that others cannot use them
- › hoarding or displacing materials within the library with the effect that others have undue difficulty using them
- › interfering with the operation of a computer system so it has an adverse effect on the academic performance of others.

H. Bribery

Offering or receiving any service or article with the purpose or effect of receiving a grade or other academic benefit that was not earned on the merits of the academic work.

Interpretation of the Code

Violations of the Code vary in severity, so that the appropriate punishments vary. Some violations (Category I) may be handled by the instructor and student(s) involved. However, violations requiring more severe penalties (Category II) are appropriately dealt with by the Academic Honor Committee in accordance with procedures laid out in the Code of Student Conduct. The Academic Honor Committee consists of four faculty members appointed by each department. The Associate Dean will appoint one member as Chair of the Committee.

Category I violations are serious but may be dealt with by the instructor. Category II violations may result in letters of reprimand, probation, suspension or expulsion from the University. Behavior explicitly permitted in a course syllabus or explicitly permitted by the instructor for a specific assignment is not a violation of the Code.

A. Plagiarism. This can be either a Category I or Category II violation, depending on the amount of material that is plagiarized and the degree of premeditation. A Category I violation involves small amounts of plagiarized material, for example a single passage or a relatively minor idea. Category II violations occur when more material is plagiarized, or where central ideas are plagiarized. Category II violations may involve more planning and premeditation.

B. Cheating on Examinations. This can be either a Category I or Category II violation, depending on the level or amount of unauthorized help given or received on the examination and the degree of premeditation. Category I includes looking at another's examination or collaborating on a small portion of the examination. Category II violations involve cheating on most or all of an entire examination, for example providing a copy of an examination to another student or allowing another student to take an examination in one's place. Category II violations may involve more planning and premeditation.

C. Multiple Submissions. This is a Category I violation.

D. Unauthorized Collaboration. This is a Category I violation, unless it also involves Category II offenses.

E. Fabrication and Misrepresentation. This can be a Category I or II violation.

F. Forgery. This is a Category II violation.

G. Sabotage. This is a Category II violation.

H. Bribery. This is a Category II violation.

Note that misconduct involving sections E, F, G, and H in these guidelines refers only to such offenses when committed for an academic purpose as defined in the Student Academic Honesty Code; any violations involving other aspects of student life or subject to Federal, State, and/or local law are dealt with through the University Judicial System.

Category I Violations. If an instructor discovers one of these violations then the instructor should first communicate with the student regarding the nature of the charge and the evidence on which the instructor has relied in reaching the conclusion that a violation has occurred. The student should be given the opportunity to respond. If the instructor remains convinced by the preponderance of evidence that a violation has occurred, then the instructor may check to see if there is a record of a previous violation by the student. Students who are accused of a second Category I offense will be treated as being charged with a Category II offense, and referred to the committee of the School in which the offense occurred.

If there is no previous violation, then the faculty member should impose the appropriate penalty. The instructor should then fill in a Report of Academic Dishonesty Form describing the violation that occurred, and the evidence supporting that finding. The Form will also explain to the student the procedures whereby the student may appeal the decision. The student will then be asked to read and sign the form and will be provided with a copy. If the student chooses not to sign the form, the case goes to a hearing before Watson School Academic Honor Committee. The instructor will then forward the Report of Academic Dishonesty Form along with the supporting evidence to the Associate Dean of Academic Affairs who will forward a copy to the Provost's office where it will be kept on file.

Category II Violations. If an instructor discovers a Category II violation, the instructor should first communicate with the student regarding the nature of the charge and the evidence on which the instructor has relied in reaching the conclusion that a violation has occurred. If the instructor remains convinced that a Category II violation has occurred, then she/he should submit a detailed written charge with supporting evidence to the Associate Dean of Academic Affairs who will facilitate the appropriate process with the Academic Honor Committee. The student will be notified of the charge and the date of the hearing, and will receive a copy of the committee procedures. The instructor

should assign an incomplete grade for the student's work, pending the outcome of the hearing. If after the hearing, the committee concludes that the charges were unproven then the faculty member should re-evaluate the student's work in light of that finding. In determination of any penalty for Category II violations, the Academic Honor Committee will consider all relevant factors including the nature of the violation and any previous violations that may have been committed by the student. The Chair of the appropriate committee will report any guilty findings along with the supporting evidence to the Associate Dean of Academic Affairs who will forward a copy to the Provost's office where it will be kept on file.

Degree Completion

During the semester in which you intend to earn a degree (Masters or PhD), you should follow these instructions. Students must be registered for at least one credit during the semester they receive their degree (this includes the summer semester).

Students should have a GPA of at least 3.0 in order to receive the degree. If you have a cumulative GPA lower than 3.0, your GPA can be recalculated based on only the courses being submitted for your degree. This should be noted on the "Proposed Course of Study" form, which is submitted at the time of graduation.

The Graduate Coordinator sends Information about Degree Completion to all Grad Students via email in the first few weeks of the semester.

Declaration of Candidacy

Both Masters and PhD students must submit a Declaration of Candidacy to the Graduate School. This is done through the online submission of a form, at this web address:

<http://gradschool.binghamton.edu/cs/degreecompletion.asp>

The due date for submitting this form generally falls during the 5th week of classes.

*This form only indicates that you **plan** to complete a degree this semester. If you do not finish the degree, you can register for credit in the next semester, and submit another "Declaration of Candidacy" during that semester.*

Master's Degree Candidates

Students who plan to earn a Master's degree must complete and submit these two forms:

- **Proposed Course of Study / Graduation Check**
- **Recommendation for Award of Master's Degree**

The due date for these forms generally falls on, or just prior to, the last day of classes. These forms must be submitted to the Coordinator of Graduate Programs. Deadlines are posted on the Graduate School website:

<http://gradschool.binghamton.edu/cs/degreecompletion.asp>

The **Proposed Course of Study** form can be printed from the “Forms” page on the Watson School website. (See “forms” on: <http://www.binghamton.edu/watson/level2/grad.html>) Your departmental faculty advisor must review this form with you. You can ask your advisor to review this form with you at any time prior to graduating. This form must be signed by your departmental faculty advisor.

The **Recommendation for Award of Master’s Degree** form is available from the office of the Coordinator of Graduate Programs. This form must be signed by your departmental faculty advisor, and by the Graduate Director of your department. If you are doing a thesis, this form must also be signed by all of your committee members.

Also, if you are doing a **thesis** to complete your degree, it must be submitted online, through the Graduate School website. The due date generally falls on or before the last day of classes, and you should schedule your defense well in advance of this date. Information on submitting your thesis is also available on the Graduate School website:

<http://gradschool.binghamton.edu/cs/degreecompletion.asp>

PhD (Doctoral) Candidates

Students who plan to earn a PhD (Doctoral) degree must complete and submit this form:

- Recommendation for Award of Doctoral Degree

The due date for these forms generally falls on the last day of classes. These forms can be submitted to the Coordinator of Graduate Programs, or directly to the Graduate School office.

The **Recommendation for Award of Doctoral Degree** form is available from the office of the Coordinator of Graduate Programs. This form must be signed by all of your PhD Committee members, and by the Graduate Director of your department.

Your **dissertation** must be submitted in its final form, online through the Graduate School website. The due date generally falls on the last day of classes, and you should schedule your defense well in advance of this date. Information on submitting your dissertation is also available on the Graduate School website:

<http://gradschool.binghamton.edu/cs/degreecompletion.asp>

Information for International Students

Full-Time Status

All international students on an F1 visa are required to maintain full time status for the time that they remain in the program. (This requirement also applies to all funded students who are receiving a tuition scholarship). This means that they must register for a minimum number of credits during the fall and spring semesters, as specified here:

For **Level 1** students (those who have completed less than 24 credits) this minimum is **12 credits per semester**.

For **Level 2** students (those who have completed 24 or more credits) this minimum is **9 credits per semester**.

For **Levels 3 and 4** students (those who have already earned a Masters degree) this minimum is **9 credits per semester**.

If an international student is NOT full-time, they will fall out of status for their visa. This is highly problematic and can potentially lead to a student losing their visa status. It is imperative that any issues or questions pertaining to visa status are dealt with promptly.

Limited exceptions can be made to this rule, through the ISSS office (<http://iss.binghamton.edu>), by requesting a “Reduced Course Load.” These exceptions are limited to students who:

- › are in their final semester before graduating (http://iss.binghamton.edu/forms/study_comp.pdf), or
- › are experiencing academic difficulty (http://iss.binghamton.edu/forms/aca_diff.pdf), or
- › have a medical condition which prevents full-time enrollment (http://iss.binghamton.edu/forms/aca_diff.pdf).

Also, if a student is not funded, and is taking only thesis, project, dissertation, or internship credit in a given semester, they can also register for fewer than full-time credits, by following the “Certification of Full-Time Status” procedure (see below).

Certification of Full-Time Status

When a student is enrolled in research activities (thesis, project, predissertation or dissertation), and are NOT FUNDED, they may complete a “Certification of Full-Time Status” form. This form requires the advisor and Department Program Director’s signature, then is sent to the Graduate School for their approval. If approved, the student can register for as few as one credit, and maintain their full-time status.

Complete information about the “Certification of Full-Time Status”, and the associated form, can be found on the Graduate School website:

<http://gradschool.binghamton.edu/cs/fulltime.asp>

Incomplete Grades

Students who have a grade of Incomplete (I), and who do not complete that grade in the specified timeframe (6 months), will receive a grade of “W” (withdrawn) in that course.

Students with incomplete grades, who believe that they will not complete the grade within the 6 month deadline, must submit an “Extension of Incomplete” form to the Graduate School. This is especially important for international students, because the “W” grade can cause them to fall below the minimum credits required for full-time status, which can affect their visa.

More information about the incomplete grade policy can be found in the Graduate School Handbook: <http://gradschool.binghamton.edu/fs/handbook.asp?dt=fs&lv=2&tid=157#163>

Forms

Forms for Degree Completion

Declaration of Candidacy (Masters and PhD)

For Masters and PhD students. Web-based form, used to declare that you plan to graduate in a given semester.

Available at: website: <http://gradschool.binghamton.edu/cs/degreecompletion.asp>

Submit to: Grad School (online).

Signatures required: not required

Deadline: generally the 5th week of the semester (see above website for specific dates).

Proposed Course of Study / Graduation Check (Masters only)

For Masters students only. Used at time of graduation to show which courses are being counted toward your degree, and at any time to check progress toward degree. Graduate Coordinator submits this form, along with your “Recommendation for Award of Master’s Degree”, to the Graduate School at the time of graduation. There is a different form for each Master’s program, as shown in this chart:

<i>Program</i>	<i>Degree</i>	<i>Abbreviation</i>
Computer Science	Master of Science	MS – CS
Electrical Engineering	Master of Science	MS – EE
	Master of Engineering – Electrical Engineering	MEng – EE
	Master of Engineering – Computer Engineering	MEng – CoE
Mechanical Engineering	Master of Science (Thesis Option)	MS – ME – Thesis
	Master of Science (10-course Option)	MS – ME – 10-course
	Master of Engineering	MEng – ME
Industrial and Systems Engineering	Master of Science	MS – ISE
Systems Science	Master of Science	MS – SS

Available at: Graduate Coordinator’s office, or can be printed from website:

<http://watson.binghamton.edu/grad.html>

Submit to: Graduate Coordinator (during semester of graduation).

Signatures required: Faculty Advisor or Graduate Director.

Deadline: generally the last day of classes of the semester. See website for specific dates:

<http://gradschool.binghamton.edu/cs/degreecompletion.asp>

Recommendation for Award of Master’s Degree

For Masters students only. Used at time of graduation to submit proof of degree completion to Graduate School. Graduate Coordinator submits this form, along with your “Proposed Course of Study / Graduation Check”, to the Graduate School at the time of graduation.

Available at: Graduate Coordinator’s office, or Graduate School office.

Submit to: Graduate Coordinator (during semester of graduation).

Signatures required: Faculty Advisor, Graduate Director, and (if applicable) Thesis Committee Members.

Deadline: generally the last day of classes of the semester. See website for specific dates:

<http://gradschool.binghamton.edu/cs/degreecompletion.asp>

Recommendation for Award of Doctoral (PhD) Degree

For PhD students only. Used at time of graduation to submit proof of degree completion to Graduate School.

Available at: Graduate Coordinator's office, or Graduate School office.

Submit to: Graduate Coordinator or Graduate School office.

Signatures required: Faculty Advisor (Committee Chair), all Dissertation Committee Members (including Outside Examiner), and Graduate Director.

Deadline: generally the last day of classes of the semester. See website for specific dates:

<http://gradschool.binghamton.edu/cs/degreecompletion.asp>

Forms for PhD Students

See "[PhD Degree Requirements](#)" section for your program, for details about when these forms should be used.

Principal Advisor / Guidance Committee

Used (generally during first year of PhD study) to designate the student's principal doctoral advisor, and to designate other faculty who will serve on the student's dissertation committee.

Available at: Graduate Coordinator's office, or can be printed from website:

<http://watson.binghamton.edu/grad.html>

Submit to: Graduate Coordinator.

Signatures required: Faculty Advisor (Committee Chair), and all Dissertation Committee Members.

Deadline: n/a (generally submitted during the first year of PhD study).

Statement of PhD Research Interest

Used (along with Principal Advisor / Guidance Committee form) to state the research interests which the student expects to pursue, and proposed members of the PhD Guidance Committee. (Required by EE, ME, and SSIE departments.)

Available at: Graduate Coordinator's office, or can be printed from website:

<http://watson.binghamton.edu/grad.html>

Submit to: Graduate Coordinator.

Signatures required: not required, but this form must accompany the Principal Advisor / Guidance Committee form when it is submitted to the Principal Advisor for approval.

Deadline: n/a (generally submitted during first year of PhD study, along with Principal Advisor / Guidance Committee form).

Learning Contract (Recommended Format)

Paper document, used to show the recommended format for the Learning Contract (a document which outlines the requirements for passing the Comprehensive Exam).

Available at: Graduate Coordinator's office, or can be printed from website:

<http://watson.binghamton.edu/grad.html>

Submit to: n/a (but a copy of the approved Learning Contract should be submitted to Graduate Coordinator).

Signatures required: n/a (but the completed Learning Contract requires approval signatures from the Guidance Committee).

Deadline: n/a (but approved Learning Contract is generally submitted prior to the student taking the Comprehensive Exam).

Recommendation for Admission to Candidacy

Used (generally after students have completed their Comprehensive Exams) to declare (to the Graduate School) that a student is being admitted to candidacy for the doctoral degree. This form is also known as the "ABD" (All-But-Dissertation) form, because it also results in a student being moved into ABD status (moved from Level 3 to Level 4 status).

Available at: Graduate Coordinator's office, or Graduate School office, or can be printed from website:

<http://gradschool.binghamton.edu/fs/documents/Docotral-degree-recommendation.pdf>

Submit to: Graduate Coordinator or Graduate School.

Signatures required: Graduate Director.

Deadline: n/a (generally submitted after completion of Comprehensive Exam).

Other Forms

Independent Study Registration

Used to register for courses which are considered "independent study", including:

- **internship (594)**
- **project (595, 598)**
- **thesis (599)**
- **pre-dissertation and dissertation (698, 699)**
- **other independent study (597, 697)**
- **continuous registration (700)**
- **assistantship credit (701)**, for TA, GA, and RPA only
- **research skills (707)**

Available at: Departmental offices, or Graduate Coordinator's office, or can be printed from website:

<http://watson.binghamton.edu/grad.html>

Submit to: Departmental office (department secretary).

Signatures required: Faculty Advisor.

Deadline: generally during the sixth week of classes, in the fall and spring semester (for summer session, generally the beginning of June).

Note: for EECE 497 or 597 or 697, the Electrical Engineering department requires an additional form, the "Independent Study Agreement", available at website:

<http://www.ece.binghamton.edu/documents/ECE%20Independent%20Study%20Agreement.pdf>

More Information about this form is at website:

http://www.ece.binghamton.edu/graduate_program.cgi#Grad_forms

Late Add / Change / Withdraw

Used to add, drop, or change a course after the add/drop deadline. Can also be used to change the Grade Option (e.g., S/U to Letter grade). Please include a written explanation of why you are making the request, in the “circumstances” field. After required signatures are obtained, the form should be submitted to the Graduate School. Upon approval, the student takes the form to the Student Accounts office to pay a late fee, then takes the form to the Registrar’s office for the change to be made.

Available at: Graduate Coordinator’s office, or can be printed from website:

http://gradschool.binghamton.edu/fs/documents/Late_ADD_WITHDRAWAL_Form.pdf

Submit to: Graduate School (Couper Admin Building, room AD-134)

Signatures required: Course Instructor, and Graduate Director.

Deadline: n/a

Certification of Full-Time Status (for Students Not Receiving a Tuition Scholarship)

Used in the fall and spring semesters, by non-funded students who must maintain full-time status (e.g., for visa purposes), who have completed all of their course work and are only registering for one credit of thesis, project, or dissertation (or another course that can “certified as full-time” – see list below).

Courses which can qualify for “full-time certification” (FTC) include:

594 (internship)

595 (project)

598 (project)

599 (thesis)

698 (pre-dissertation research)

699 (dissertation)

(Note: The FTC policy does not apply to funded students who are receiving a tuition scholarship. Such students must register for at least 9 credits and, therefore, do not use this form. The policy also does not apply during the summer session, as full-time status is not required.)

More information about the FTC policy can be found on the Graduate School website:

<http://gradschool.binghamton.edu/cs/fulltime.asp>

Form is available at: Graduate Coordinator’s office, or can be printed from website:

<http://gradschool.binghamton.edu/cs/fulltime.asp>

Submit to: Graduate School (Couper Admin Building, room AD-134)

Signatures required: Student, Faculty Advisor, and Graduate Director.

Deadline: It is expected that students submit this form before the semester begins. Students who are registered for less than full-time credit may be subject to loss of visa status and severance from the graduate program, which can occur as early as the fourth week of classes.

Application for Transfer Credit

Used to request the transfer of graduate credits from other institutions toward a degree at Binghamton. (Note that this form is used mainly by Masters students, as transfer credits are not normally considered for doctoral degrees.)

Available at: Graduate Coordinator's office, or Graduate School office

Submit to: Graduate School (Couper Admin Building, room AD-134)

Signatures required: Faculty Advisor

Deadline: n/a

University Offices and Services

Graduate School

<http://gradschool.binghamton.edu>

Location: Couper Administration Building, AD-134

The Graduate School is responsible for processing a wide variety of requests related to the graduate student population. These responsibilities include:

Admissions

- › accepting applications and all relevant documentation (e.g., transcripts and letters of recommendation),
- › receiving and communicating test score data (e.g., GRE and TOEFL),
- › processing admission decisions, and communicating them to applicants, and
- › ensuring required information is received from international applicants (e.g., financial statements).

Degree Completion

- › receiving and processing degree completion forms from students and departments,
- › receiving and processing theses and dissertations,
- › providing “completion letters” for students who have completed requirements, and are awaiting conferral of their degrees, and
- › conferring degrees

Academic Requests

- › approving the transfer of course credit from another institution,
- › extension of incomplete grades,
- › late add/drop of courses, and
- › withdrawals (that is, complete withdrawal from a program).

Information regarding these topics, and many others, can be found in the online Graduate School Manual:

<http://gradschool.binghamton.edu/fs/handbook.asp?lv=1&dt=fs>

Registrar

<http://registrar.binghamton.edu/>

Location: Student Services Wing (near the Lecture Halls), SW-119

The office of the Registrar is responsible for managing student and course information, including class schedules, course registration, grades, transcripts, and student identification (ID) cards.

A student ID card is required for access to the libraries, the gymnasiums and other University facilities. The ID office in the Student Services Wing (SW-121) issues ID cards. Any student who has registered and paid for at least one credit qualifies to receive an ID card.

Student Accounts

<http://studentaccounts.binghamton.edu/>

Location: Student Services Wing (off of the Lecture Halls), SW-117

The Student Accounts office is responsible for managing student payments (i.e., for tuition and fees). Questions regarding your bill should be directed to this office.

International Student and Scholar Services (ISSS)

<http://iss.binghamton.edu>

Location: Nelson A. Rockefeller Center (in Hinman College), RC-G1

Most issues that pertain specifically to students from other countries are handled by the ISSS office.

These include:

- › visas (F-1, J-1, H-1, etc.)
- › I-20 documents
- › Curricular Practical Training (CPT) and Optional Practical Training (OPT)
- › employment for international students

Health Services

<http://health.binghamton.edu>

Location: Health Service Building (above Newing College, Parking Lot P, and across from College-In-The-Woods, Parking Lot O)

The University Health Services office regularly presents programs on important health issues to student groups and in the residential areas. In addition, its clinic, located in the Health Service building, is open Mon.-Fri., from 8 a.m. to 4:45 p.m., when classes are in session; summer and holiday hours vary. Students must show validated ID cards on each visit to the Health Service. The clinic is staffed by physicians, including a part-time psychiatrist, nurse practitioners, registered professional nurses, health educators, and an alcohol/drug counselor. Students with medical problems or concerns see staff nurses on a walk-in basis, with referrals to Health Service physicians or nurse practitioners as needed. The University Health Service does not have an inpatient (overnight) service. Emergency medical care is provided by a student-run ambulance service 24 hours per day, seven days each week during the academic year.

Office visits are prepaid by the health fee; no office charge is incurred at the time of the visit. The health fee also makes medication and common medical supplies available at no cost when ordered by Health Service medical staff. However, students are responsible for paying bills related to most laboratory tests (which are available at a discount) and any off-campus referrals.

The University Health Service does not routinely issue medical excuses for missed classes, exams, papers, and other academic assignments. Students are encouraged to make individual arrangements with their instructors when illness interferes with coursework. Students may sign release-of-information forms to allow University Health Service staff to discuss their medical problems with their instructors, should the instructor choose to phone the clinic.

All student health records are confidential, and no information is released to anyone without the signed authorization of the student to do so.

Students sometimes have medical problems or accidents requiring care that is not provided at the University Health Service clinic. Care in the community is often very costly, and for this reason all students are strongly advised to carry adequate insurance. A basic student health insurance policy, with a private insurance carrier, may be purchased at low cost on campus. Information is available at the University Health Service.

Counseling Center

<http://counseling.binghamton.edu/>

Location: Bartle Library Building, LN-1202 (located diagonally across from the main entrance of the Glenn G. Bartle Library)

The University Counseling Center (UCC)'s mission is to assist in the University's dedication to enhancing the psychological and personal development of students. The center provides individual and group psychotherapy, referral services, consultations and psycho-educational programs. Consultations are also provided to those concerned about a student's well being.

The goals of the UCC are to help students integrate their college experiences and to cope with the stresses that are inherent in a diverse institution of excellence. Services are free and confidential. See the UCC website at <http://counseling.binghamton.edu> for self-help guides and up-to-date information on available services. The phone number is 607-777-2772.

Food Service

<http://www.budining.com/>

The University provides food and beverage services during the summer months. Individuals may participate in a summer dining plan by making arrangements with University Dining Services. The Susquehanna Room is open from 7:30a.m. until 2:30p.m., Monday through Friday, providing breakfast and lunch. Inquiries regarding on-campus food and beverage service should be addressed to the University Dining Services Office, 607-777-6000.

Parking Services (Motor Vehicle Registration)

<http://parking.binghamton.edu/>

All motor vehicles parked on campus must display a valid University parking permit. Parking permits may be purchased at Parking Services in room G-8 of the Couper Administration Building, 9a.m.-3:30p.m. Monday-Friday, or at the Information Booth on Bartle Drive, 7:30a.m.-5p.m. Monday-Friday. For further information, call 607-777-2279, or visit the Parking Services website.

Department Contacts in the Watson School

People you can contact in each department include the Department Chairs, Directors of Graduate Studies, and Department Secretaries. For questions about degree requirements, admission requirements, or funding opportunities, you can contact the Directors of Graduate Studies.

Here is a listing by department:

Department of Computer Science

<http://www.cs.binghamton.edu/>

Dr. Kanad Ghose, Department Chair
ghose@cs.binghamton.edu
777-4608
EB N14

Dr. Les Lander, Director of Graduate Studies
lander@binghamton.edu
777-2309
EB N12

Kathy Dickerson, Department Secretary
kdickers@binghamton.edu
777-4802
EB N20

Department of Electrical and Computer Engineering

<http://www.ee.binghamton.edu/>

Dr. Steven Zahorian, Department Chair
zahorian@binghamton.edu
777-4846
EB Q4

Dr. Mark Fowler, Director of Graduate Studies
mfowler@binghamton.edu
777-6973
EB Q14

Shelene (Shelie) VanKuren , Department Secretary
svankure@binghamton.edu
777-4856
EB Q2

Department of Mechanical Engineering

<http://www.me.binghamton.edu/>

Dr. James Pitarresi, Department Chair
jmp@binghamton.edu
777-4037
EB S10

Dr. Junghyun Cho, Director of Graduate Studies
jcho@binghamton.edu
777-2897
EB R16

Karen Williams, Department Secretary
mayo@binghamton.edu
777-4747
EB R20

Department of Systems Science and Industrial Engineering

<http://www.ssie.binghamton.edu/>

Dr. Krishnaswami Srihari, Chair
srihari@binghamton.edu
777-4410
EB L21

Dr. Sarah Lam, Director of Graduate Studies, Industrial and Systems Engineering

sarahlam@binghamton.edu
777-4754
EB L6

Dr. Hal Lewis, Director of Graduate Studies, Systems Science
hlewis@binghamton.edu
777-4482
EB K4

Aneesa Thomas, Department Secretary
adavern@binghamton.edu
777-6510
EB L2

Biomedical Engineering

<http://bioeng.binghamton.edu/>

Dr. Kenneth McLeod, Chair of Bioengineering Department
kmcleod@binghamton.edu
777-5779
BI 2623 (ITC Building)

Dr. Jacques Beaumont, Director of Graduate Studies – Bioengineering
beaumont@binghamton.edu
777-5280
BI 2622 (ITC Building)

Ellen Madison, Department Secretary
emadison@binghamton.edu
777-5779
BI 2620 (ITC Building)