Graduate Program

Electrical and Computer Engineering

Wallace H. Coulter School of Engineering

GENERAL PROCEDURES AND GUIDELINES

Revised: August 18, 2010
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THE GRADUATE PROGRAM PROCEDURES AND GUIDELINES

I. INTRODUCTION

This handbook is intended to assist ECE Department faculty members with the operating procedures, policies and degree requirements for graduate students.

II. ADMINISTRATIVE ARRANGEMENTS

Responsibility for administering the graduate program cascades downwards from the Graduate School (which sets University requirements), to the Departments (which set departmental requirements). In each case, the requirements set by the lower unit must be compatible with those at the next higher level. University requirements are available in the University catalog. The most important are reproduced herein for ready reference, but the ultimate authority remains with the department and catalog.

III. UNIVERSITY POLICY

A. Business and Finance Policies and Procedures. Graduate students must be aware of and conform to university policy. In particular, graduates students should know the appropriate policies of the university when they make purchases, travel, etc. These policies are available in the Business and Finance Policies and Procedures manual posted at http://www.clarkson.edu/finance/policies.pdf.

B. Intellectual Property Policy. The University’s Intellectual Property Policy can be found at: http://www.clarkson.edu/dor/documents/IP_Policy_092505.pdf. If you believe that your work is leading to innovations that should be patented or licenses, you will need to read this policy carefully. Further information about this policy can be obtained from your research advisor, the ECE Department office, or the Division of Research.

IV. ESL REQUIREMENT

All accepted international students for whom English is a second language are required to take an on-campus ESL placement exam after arrival at Clarkson and complete any resulting requirements. These courses are not counted toward degree requirements. This requirement can be waived in special circumstances, such as an applicant having a previous degree from a U. S. university. Requests to waive the TOEFL should be made to the ECE Department.

V. ACADEMIC ADVISING

Prior to the end of the first semester in residence, each graduate student selects a research advisor, who must hold an ECE Department faculty appointment. At the student’s discretion, a co-advisor can also be selected. The co-advisor’s faculty appointment need not be in the ECE Department. In the period before this selection is made, the department will assign an interim advisor, whose duties will include advising the new student in matters of course selection and graduate regulations.
Graduate credit for courses taken at Clarkson as an undergraduate must be requested on a special form (see Section V-B). Written requests for transfer credit for courses taken at other schools must be approved by the advisor and Department Chair, then submitted with official transcripts to the Graduate School. Equivalent Clarkson courses for which transfer credit is granted must be included on the form. Acceptance of transfer credit should be completed by the end of the first semester of the student’s entering the university.

In addition to the above, and to insure that a student is making progress towards a degree, each semester’s academic program is approved by the student’s research advisor at preregistration time by signing the preregistration form.

The research advisor, the Department Chairperson and the Graduate Dean must approve the completion of degree requirements before the student can graduate. For M.S. and Ph.D. students, the research advisor’s signature denotes that the student’s committee has approved the student’s program of study and breadth of preparation. Master’s degree programs can be approved at any point during the student’s course of study. Ph.D. programs of study must be approved prior to the completion of the student’s research proposal (See TABLE 1: ECE Department required milestones for the Ph.D.)

VI. STANDARD FORMS/REQUIREMENTS

A. Certain administrative tasks require standardized forms to be completed. For convenience, copies of these forms are given in Appendix D. The forms are summarized below.

B. “The Academic Program Form” to be used for submitting the student’s completed program at the time the student finishes his/her degree. You may also wish to use this form to keep a record of the student’s progress.


E. “The Signature Page” is completed after the thesis defense and is included in all theses/dissertations.

F. “The Degree completion form” is to be submitted to the Graduate School by the department before a student can be certified for graduation. For students submitting a thesis, the completion notice and thesis must be received in the Graduate School no later than ten class days prior to commencement; for all other completions, the notice must be sent by 10:00 a.m. of the Wednesday before commencement.
VII. DUTIES AND RESPONSIBILITY OF THE ECE DEPARTMENT

1. Selection of Candidates for Graduate Programs: In conjunction with the Graduate School makes decisions on admission.

2. Program Requirements: Develops course, seminar and thesis requirements.

3. Seminar: Develops a seminar program.

4. Ph. D. Comprehensive Examinations: Prepares and administers examinations, which may be both written and oral.

5. Graduate Students: Provides space and facilities for graduate students and provides some financial support for graduate student research. The departments provide financial aid offer forms for all those selected to receive assistantships.

6. Teaching Assistants: Selects appropriate number of designated teaching assistants and assigns duties.

7. Senior Graduate Assistant: Ph.D. Graduate Student performing a high level teaching task.

8. Courses: Assigns faculty to teach courses and provides the list of graduate course offerings. In cases where overlapping material is involved, coordinates with other departments.

VIII. REQUIREMENTS FOR THE MASTER’S DEGREE

A. University Requirements for the Master’s Degree (from the 2007 — 2008 Catalog, refer to current catalog for full details and updates).

The Master of Science degree is a thesis-based degree; each student is required to complete and defend a research-based thesis.

The MS degree requirements defined by the University and modified for the CSOE include:

1. 30 Credit hours (up to 10 credit hours transferred (B or better); this could include distance learning courses taken from other Universities; complete Form B to arrange for credit transfer)
   a) at least 18 credits of graduate coursework
   b) at least 2 credits of seminar
   c) at least 6 credits of thesis

2. ≥ 3.0 cumulative GPA in coursework contributing to degree requirements
3. At least two semesters in residence (see also Section VIII)

4. Preparation and oral defense of Master’s thesis

5. All accepted international students, for whom English is a second language, are required to take an English-as-a-Second-Language placement exam (LA005) upon their arrival on campus. Recommended ESL courses must be completed.

6. All work must be completed within 5 years

Exceptional students may be invited to proceed directly to the Ph.D. without completing an MS thesis. Such students will be awarded the MS upon completing 40 credit hours and successfully completing the doctoral candidacy procedure with superior performance. Consult department policies for any additional requirements in your degree program.

B. ECE Department Requirements—Master’s of Science Degree

All work must be completed in 4 calendar years.

All work counted in 30 credit hours minimum must be graduate course work (500 -600 level) to conform to NYS standards.

All students must complete a thesis. An oral defense of the thesis to a committee consisting of a minimum of three Clarkson faculty members is required. However, exceptional students may be invited to proceed directly to the Ph.D.; such students will be awarded the M.S. upon completing 40 credit hours and passing the doctoral qualifying examination with a superior grade.

Those students who are not fully prepared to pursue graduate work in engineering may be required to take additional course work for which graduate credit will not be given. Official transcripts are required for transfer credit. For transfer credit, a course grade of B or better is required.

A thesis or project submitted in partial fulfillment of the requirements for the Master of Science degree will be examined by a committee of at least three Clarkson faculty approved by the student’s Department and the School of Engineering. At least 2 members must hold faculty appointments in the ECE Department. After approval by the examining committee, the thesis requires signature approval by the dean of the Graduate School, and two copies of the thesis will be deposited in the University library.

Exceptions to the departmental requirements must be approved by the Department’s graduate committee, and the department chair. This approval must be inserted in the student’s file.
IX. ECE DEPARTMENT REQUIREMENTS: MASTER OF ENGINEERING DEGREE

1. Students will typically take 15 credits each semester. The degree program requires 2 credit hours of seminar, a minimum of 21 credit hours of graduate course work and a minimum of 1 hour of project work (no thesis defense is required).

2. A major or portion (at least 12 credits) of the course work will be in the ECE department.

3. An average of B or better is required for graduation. A maximum of 9 credit hours of transfer credit may be awarded.

4. Official transcripts are required for any transfer credit. For transfer credit, a course grade of B or better is required.

5. The student has the option of continuing towards a Ph.D. degree if accepted as a candidate by the graduate committee of the ECE department.

6. Students in this program may be eligible for partial tuition assistance, if no course work is transferred. No full tuition assistance may be awarded to M. Eng. students. Students who already hold a masters degree in any field are not eligible for assistance.

7. All work must be completed in 4 calendar years. All work counted in 30 credit hours minimum must be graduate course work (500 -600 level) to conform with NYS standards.

8. The student must prepare a written report documenting his/her project work. This report must be approved by the student’s advisor, and submitted to the ECE Department as part of the graduation requirements. The advisor’s approval certifies that the project work has been completed successfully as appropriate for the number of project credits in the student’s program of study.

Exceptions to the departmental requirements must be approved by the ECE Department’s graduate committee, and the department chair. This approval must be inserted in the student’s file.
X. REQUIREMENTS FOR THE PH.D.

A. UNIVERSITY REQUIREMENTS ((from the 2007 — 2008 Catalog, refer to current catalog for full details and updates).

Requirements for the Doctoral Degree

The minimum requirements for all students in Doctor of Philosophy (Ph.D.) degree programs are described below. Please consult your departmental Graduate Handbook for additional requirements.

1. A minimum of 90 credit hours, as follows.
   a. A minimum of 24 credit hours coursework.
   b. A minimum of nine course credit hours taken in residence (includes distance learning courses offered by Clarkson University).
   c. A minimum of six credit hours of seminar.
   d. A maximum of 30 credits transferred from an M.S. degree towards Ph.D. degree requirements (B grade or better).

2. A minimum of three academic years of full-time study or the equivalent in part-time study. Two years of study must be in residence at Clarkson. Students matriculated in the off-campus Ph.D. program are exempt from this residency requirement (see catalog for details of the off-campus Ph.D. program).

3. Satisfactory completion of the Ph.D. candidacy procedure within two years of full-time study after admission to the Ph.D. program or, for part-time students, before completing 66 credits.
   a. After completion of the candidacy procedure, the student will be identified as a “Ph.D. Candidate.”
   b. Students who fail the candidacy procedure may make a second attempt according to department guidelines.
   c. A student who does not successfully complete the candidacy procedure within the time allowed may be dropped from the graduate program.

4. A written dissertation must be submitted by each candidate and defended orally as part of the final examination.

5. All work must be completed within seven years after the student is identified as a Ph.D. candidate.

Any changes in the student’s degree program must be approved by the Department Chair and Dean of the school.
Off-Campus Ph.D. Program Policy

The program has been designed to assist qualified non-resident candidates to matriculate at Clarkson University as doctoral degree candidates. It is conducted through direct contact and quality distance learning.

1. The minimum-credit-hour requirement after the bachelor’s degree is 90 hours. The normal course requirements for the student’s department and the University must be met. There is a maximum of 9 credits of coursework offered through distance learning. The remaining credits, up to 30 hours, can be transferred in accordance with the normal procedures or take on campus. A master’s degree may be accepted in lieu of 30 hours of transferred credit.

2. The student must satisfy all the entrance requirements of the academic department. This is beyond the basic graduate school requirements already in place for admission to the Ph.D. program. The experience and specialization of each candidate will be considered in the admission evaluation process.

3. It is essential that the thesis committee includes one qualified representative from the student’s employer. The representative will act as a co-adviser within the organization. Each department will decide if the representative should be appointed as an adjunct professor in the department for the duration of the student’s study. If the representative is not granted adjunct professor status, the committee will include a minimum of five faculty members.

4. The student must fulfill all degree requirements according to each department’s policy. It is considered essential that each candidate be carefully examined for both the depth and breadth of his/her knowledge in the chosen field of study.

5. The thesis should be defended at Clarkson University in the normal manner and according to the Graduate School and department requirements and regulations. The candidate must demonstrate a sufficient fundamental knowledge in his/her field.

6. The department will specify the period of time the student spends on campus (at the department) and the number of visits (each semester).

7. The maximum duration of time allowed to finish the thesis is eight years.

8. The relationship between the student’s employing organization and Clarkson University must conform to the Clarkson Conflict of Interest Policy.

The courses for this program will be delivered using a videoconference/classroom facility or through the Internet. Graduate classes that include off-campus students are scheduled at a video conference facility at Clarkson. An appropriate faculty member is assigned to oversee the courses, coordinate the examinations and evaluation of the student’s performance. Courses may also be given through other means of delivery provided they meet the University and department requirements. These courses shall meet the matriculation requirements set forth in the University catalog.
B. ECE DEPARTMENTAL REQUIREMENTS

1. 90 credit hours minimum (beyond the B.S.)

Minimum of 39 credit hours of course work
   a. Minimum of 15 credit hours in the major or field
   b. Minimum of 9 credit hours in the minor field
   c. Minimum of 6 credit hours outside the ECE Department
   d. Minimum of 6 credit hours of seminar

2. Comprehensive Examination: All students must pass a comprehensive examination within one year after entering the Ph.D. program.

The comprehensive examination will provide students with an opportunity to demonstrate depth and breadth of knowledge in their field of specialization covered in any reasonable undergraduate program. The goal is to construct an examination which will not require extensive study time. The scope of the examination will be limited to undergraduate material and thus students should be prepared for it at the start of their graduate program. The graduate committee will be responsible for organizing and administering the comprehensive examination. The overall structure of the comprehensive examination is described as follows:

- All Ph.D. Students are required to take the exam during the first semester. The examination will be administered between the 4th and 6th week of the semester. A student who fails the exam the first time must retake the examination during the following semester.
- The examination consists of a written portion and an oral portion. Each Ph.D. student will take the examination in four ECE undergraduate core areas and one undergraduate mathematics elective area. The areas will be selected by the candidate from a list maintained by the Department. Students are expected to consult their adviser before selecting the examination areas. The students are also responsible for making appointments with the examiners and face a brief one-on-one oral comprehensive examination within two weeks of the written test.
- The student must demonstrate proficiency in a minimum of three out of these five areas.
- At the conclusion of the comprehensive exam, the committee renders one of the following decisions:
   i. Pass
   ii. Conditional Pass
   iii. Fail

The committee must inform the ECE Department chair, in writing, of the results of the comprehensive exam. Any conditions must be spelled out in this memo, a copy of which will be placed in the student’s file. In the case of a conditional pass, the student will be considered to have passed the comprehensive exam when the conditions have been satisfied. When the conditions include specified additional coursework, the student will
be allowed to fulfill this requirement beyond the one year time limit, by taking the
specified class the next time that it is offered. The student must notify the department
when the conditions have been met.

- When deemed necessary, the graduate committee and the department chair can
  administer an alternate format for this examination.

The exam will be administered in a 4 hour, closed book format. Each question should be
answerable in no more than one hour. Any equations or data needed for the solution
must be provided as part of the question.

<table>
<thead>
<tr>
<th>Core areas</th>
<th>Equivalent to CU undergraduate course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>MA381, 383, 331, 346, 339 and 362</td>
</tr>
<tr>
<td>1. Circuits</td>
<td>ES250, EE221</td>
</tr>
<tr>
<td>2. Electronics</td>
<td>EE 341</td>
</tr>
<tr>
<td>3. Electromagnetics</td>
<td>EE381</td>
</tr>
<tr>
<td>4. Energy Conversion</td>
<td>EE331</td>
</tr>
<tr>
<td>5. Signal &amp; Systems</td>
<td>EE321</td>
</tr>
<tr>
<td>6. Control</td>
<td>EE324</td>
</tr>
<tr>
<td>7. Digital Circuits</td>
<td>EE264</td>
</tr>
<tr>
<td>8. Communications</td>
<td>EE471</td>
</tr>
<tr>
<td>9. Software Engineering I</td>
<td>EE261</td>
</tr>
<tr>
<td>10. Software Engineering II</td>
<td>EE361</td>
</tr>
<tr>
<td>11. Microprocessors</td>
<td>EE360</td>
</tr>
</tbody>
</table>

3. Also within one year of entering the Ph.D. program, any transfer of credits from other
institutions must be completed, including transfer of credits resulting from a Master’s
degree program. Any coursework must be noted as major, minor, or out of
department, as appropriate. 2 seminar credits will be automatically granted to students
who enter having completed a residential Master’s degree program, regardless of
whether seminar participation is formally noted on the student’s transcript.

4. Each Ph.D. degree student must have a research committee of at least 5 Clarkson
faculty members at the rank of Assistant Professor or higher. At least 3 members
must hold primary appointments in the ECE Department, and at least 1 member must
be from outside the ECE Department.

5. This committee will be appointed within the first year of a Ph.D. student’s entry into
the program, and is responsible for ensuring that the student has sufficient
fundamental preparation appropriate for the degree. The student’s research advisor
acts as the committee chair. The student is responsible for informing the ECE Dept.
of the committee members.
The research committee will:

a. Serve as the member of the dissertation proposal defense committee
b. Serve as the final dissertation committee.

The student’s committee has the responsibility to certify that the major field, minor field, and overall coursework is appropriate to the student’s field of study. This must be done by the time of the approval of the student’s research proposal.

6. Candidacy Examination: All students must satisfactorily complete of the Ph.D. candidacy procedure by defending a Ph.D. research proposal within two years after entering the Ph.D. Program.

7. The research proposal is intended to demonstrate the student’s research topic is suitable for the successful completion of dissertation research, and that there is a reasonable likelihood that the student can successfully complete the research. The research proposal is a written document which is examined by the committee, and orally defended in front of the committee. At the conclusion of the oral exam, the committee will determine the exam results, either

   i. Pass
   ii. Conditional Pass
   iii. Fail

The committee will inform the ECE Dept. Chair, in writing, of the results of the exam. A copy of this memo will be inserted in the student’s file. Any conditions must be spelled out in this memo, along with a time limit for their completion. The proposal will be considered passed when these conditions have been fulfilled. The student, in writing, must notify the department when these conditions have been met. This must be done within the specified time limit. If the conditions are not met within this time limit, the student will be considered to have failed the proposal. In the event that this exam is failed, the student will be terminated from the program. In this case, the student can be granted the option of pursuing a Master’s of Science degree.

Exceptions to the departmental requirements must be approved by the Department’s graduate committee, and the department chair. This approval must be in writing, and inserted into the student’s file.
**TABLE 1: ECE DEPARTMENT REQUIRED MILESTONES FOR THE PH.D.**

Summarizes the milestones required for the Ph.D. degree, their time limits and forms required to confirm progress through these milestones.

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Approvals required*</th>
<th>Time Limits (after matriculation as a Ph.D. student)</th>
<th>Forms required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research advisor defined</td>
<td>Faculty Advisor Dept. Chair</td>
<td>By start of second semester</td>
<td>Form ***</td>
</tr>
<tr>
<td>Ph.D. research committee defined</td>
<td>Dept. Chair Dean, CSOE Dean of Graduate School**</td>
<td>Within 1 year of matriculation as a Ph.D. student (or 33 credit hours completed for part time students)</td>
<td>Form ***</td>
</tr>
<tr>
<td>Comprehensive examination</td>
<td>Committee members Dept. Grad. Rep. Dept. Chair</td>
<td>Within 1 year of matriculation as a Ph.D. student (or 33 credit hours completed for part time students)</td>
<td>Form A – Ph.D. Comprehensive Exam (attached)</td>
</tr>
<tr>
<td>Successful completion of Candidacy Examination (defense of Ph.D. research proposal)</td>
<td>Committee members Dept. Grad. Rep. Dept. Chair Dean, CSOE</td>
<td>Within 2 years of matriculation as a Ph.D. student (or 66 credit hours completed for part time students)</td>
<td>Form ***</td>
</tr>
<tr>
<td>Dissertation Defense / Approval of final dissertation</td>
<td>Committee Members Dept. Chair Dean, CSOE Dean, Graduate School</td>
<td>At least 1 year after research proposal completed, but within 7 years of candidacy examination.</td>
<td>Form ***</td>
</tr>
</tbody>
</table>

* or their designee  
** only needed if include a committee member external to Clarkson is included  
*** Use **Forms for Graduate Students** from the Coulter School of Engineering Web Pages: [http://www.clarkson.edu/engineering/graduate/FormsforGraduateStudents.html](http://www.clarkson.edu/engineering/graduate/FormsforGraduateStudents.html)

For More information, please visit the WebPages of Coulter School of Engineering:

- [http://www.clarkson.edu/engineering/graduate/index.html](http://www.clarkson.edu/engineering/graduate/index.html)
  This webpage has information for prospective and current Students, instructions for MS and PhD Thesis preparation and defense and a template for thesis.
- [http://www.clarkson.edu/engineering/graduate/general%20CSOE%20grad%20handbook-ver04-2010.pdf](http://www.clarkson.edu/engineering/graduate/general%20CSOE%20grad%20handbook-ver04-2010.pdf)
CLARKSON UNIVERSITY
ECE Department
Form for the Ph.D. Comprehensive Examination

DATE __________

NAME:_____________________________________  STUDENT ID: __________________

Check one if no thesis is required

☐ Passed Comprehensive Examination
☐ Failed Comprehensive Examination

Recommendations to the student (if any):

______________________________________                                      _____________________________________
Committee Member:                                                                     Committee Member:

______________________________________                                      _____________________________________
Committee Member:                                                                     Committee Member:

______________________________________                                      _____________________________________
Committee Member:                                                                     Committee Member:

______________________________________________________________________________
Chair, Dept. Graduate Committee                               DATE

______________________________________________________________________________
Department Chair                                           DATE

CC: Student file
APPENDIX A

M.S. THESIS PROCEDURES

Follow the instructions in the following WebPage:

http://www.clarkson.edu/engineering/pdffiles/MS%20thesis%20procedures.pdf

Note, the ECE department offers M.S. degree for Electrical Engineering only.

Final Acceptance Date Prior to Commencement

Final copies of the thesis must be received in the Graduate School no later than ten (10) class days prior to a Commencement to qualify a student to receive the degree at that Commencement.

Final Acceptance Date Prior to Beginning of the Semester

Final copies of the thesis must be received in the Graduate School no later than the first week of classes (last day to register) or the student must register and pay tuition for 1 credit hour of thesis.
APPENDIX B

Ph.D. DISSERTATION PROCEDURES

Follow the instructions in the following WebPage:

http://www.clarkson.edu/engineering/pdffiles/PhD%20dissertation%20procedures.pdf

Note, the ECE department offers PhD degree for Electrical and Computer Engineering.

Final Acceptance Date Prior to Commencement

Final copies of the dissertation **must be received** in the Graduate School no later than ten (10) class days prior to a Commencement to qualify you to receive the degree at that Commencement.

Final Acceptance Date Prior to Beginning of the Semester

Final Copies of your thesis must be received in the Graduate School no later than the **first week of classes (last day to register)** or the student must register and pay tuition for 1 credit hour of thesis.
APPENDIX C

FINANCIAL AID AND TUITION WAVER POLICY

Follow the instructions in the following Webpage:

http://www.clarkson.edu/engineering/graduate/general%20CSOE%20grad%20handbook-ver04-2010.pdf
Clarkson University
Graduate Student Appointment Authorization

Date ____________________

☐ Male
☐ Female

NAME __________________________
STUDENT/EMPLOYEE NO. ______

COUNTRY OF CITIZENSHIP __________________________
VISA TYPE __________

DEPARTMENT ECE / 13 ADVISOR __________________________
Dept. Number __________________________

TYPE OF AWARD
☐ Teaching Assistantship
☐ Research Assistantship
☐ Graduate Assistantship
☐ Senior Graduate Assistantship
☐ Fellowship Name __________________________

TYPE OF ACTION
☐ New Appointment
☐ Reappointment
☐ I-9 on file
☐ Termination as of __________________________ Date

DATES AMOUNT BI-WEEKLY ACCOUNT
________ to ________ $ __________ $ __________ ______ ______
________ to ________ $ __________ $ __________ ______ ______

Does this appointment supersede a previous ☐ YES ☐ NO (If yes, please explain)

REMARKS
________________________________________________________________________

Tuition Amount

FA Year AMOUNT $ ______ Credit Hours _____ Account __________
SP Year AMOUNT $ ______ Credit Hours _____ Account __________
SS Year AMOUNT $ ______ Credit Hours _____ Account __________

Date Dean of School, if needed Principal Investigator/Dept. Head

Date Additional Signatures, if necessary Research Approval, if needed

I hereby accept the above offer and will be subject to all the rules and regulations governing graduate students at Clarkson University. This support is contingent on verification of funds and satisfactory performance during the course of this appointment. Subsequent completion or withdrawal from Clarkson will terminate this contract.

Date Student Signature

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No graduate students will be appointed as Part-time Instructors. The designation of Senior Graduate Assistant will be given to graduate students performing a high level teaching task. The following algorithm will be used for such appointments.

1. Fill out a graduate financial aid form with the designation of Senior Graduate Assistant.

2. These students can register for up to 9 credit hours/semester. Their tuition is waived, similar to designated teaching assistants.

3. Send the financial aid form along with a resume to the Dean of your school for consideration and approval. The financial aid form is sent to the Dean of the Graduate School for final approval and processing.

4. Transfer funds to XXX-XXXXX-2118 to cover the stipend from your XXX-XXXXX-2133 salary account. (XXXXX is your departmental number).