

DEPARTMENT OF STATISTICS,  
ACTUARIAL & DATA SCIENCES

2025-2026

# GRADUATE HANDBOOK



CENTRAL MICHIGAN UNIVERSITY

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## **Part I: Graduate Degree Information**

### **Guidelines and Policies\***

**If you have any questions or need further information, contact the Department of Statistics, Actuarial and Data Sciences, the Graduate Coordinator, or the Department Chair:**

**STAD Department Office**

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**Phone:** (989)774-7464

**E-mail:** stadgrad@cmich.edu

**Department Chair (2025-2026)**

**Dr. Chin-I Cheng**

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**\* Any exceptions to the guidelines and policies in Part I of this graduate handbook may be granted by the Graduate Committee of the Department of Statistics, Actuarial and Data Sciences.**

**Updated: August 2025**

## **Introduction**

The Department of Statistics, Actuarial and Data Sciences (STAD) offers the following graduate programs:

- Ph.D. in Statistics and Analytics: 45 credit hours with a master's degree or 75 credit hours with a bachelor's degree
- M.S. in Applied Statistics and Analytics (M.S.): 30 - 33 credit hours
- Graduate Certificate in Data Mining (D.M.): 15 - 18 credit hours
- Graduate Certificate in Actuarial Science (A.S.): 15 - 16 credit hours
- Accelerated M.S. in Applied Statistics and Analytics

The Ph.D. in Statistics and Analytics is designed to prepare students for careers in research and teaching at the university level, as well as in equivalent non-academic positions. Students will receive comprehensive training in various areas, including statistical theory, data analytics, computing, and the application of statistical methods across diverse fields. For those interested in university teaching, the program includes a unique one-semester teaching internship. For students aiming for industrial roles, the program allows them to earn academic credits by participating in relevant internships.

The Master of Science in Applied Statistics and Analytics is designed to equip students with a broad and in-depth background for careers as data scientists and applied statisticians.

The Graduate Certificate in Data Mining is a one-year program designed to prepare students from varied backgrounds to gain analytical skills relevant to their respective fields.

The Graduate Certificate in Actuarial Science is also a one-year program, focusing on preparing students to pass the P and FM Actuarial Exams.

The Accelerated M.S. in Applied Statistics and Analytics program allows undergraduate students to begin graduate coursework during their senior year, enabling them to complete both their bachelor's and master's degrees in five years.

The department features faculty with active research strengths in various areas, including actuarial and risk analysis, Bayesian techniques and applications, data mining and its applications, distribution and application studies, measurement errors, spatial data analysis, and statistical modeling.

The Statistical Consulting Center provides students with opportunities to participate in applied research projects across various disciplines at CMU and with external agencies. Additionally, the department organizes colloquia and graduate student seminars. These events promote intellectual growth and explore topics that go beyond the standard coursework. Students are encouraged to attend these seminars.

Computing facilities within Pearce Hall, where the department is housed, include teaching laboratories located at Pearce 101 and Pearce 403.

## **Being a Graduate Student**

The primary focus of graduate student life is the role of being a student. Pursuing a graduate degree requires a commitment to the belief that learning is a lifelong journey; therefore, graduate students are expected to be devoted to academic scholarship.

Many of our graduate students are supported through Graduate Assistant (GA) positions. These positions typically involve teaching an introductory statistics course. Teaching responsibilities demand a significant amount of time and energy. These responsibilities include preparing lessons, teaching classes, holding office hours, responding to student calls and emails, grading assignments, providing feedback, and reflecting on teaching practices. This teaching experience is particularly vital for students in the Ph.D. program, which is designed to prepare them for academic positions, primarily at teaching institutions. Balancing scholarships and teaching can be challenging for many new teaching assistants.

In addition to academic responsibilities and teaching/research duties, graduate student life should also involve social and networking activities, both personally and professionally. The STAD Department hosts student organizations, including the Gamma Iota Sigma (GIS) chapter of the national scholastic insurance fraternity and the Statistics and Data Science Club.

### **Academic Integrity**

Academic integrity is essential for your development as a scholar. The University's policy on Academic Integrity can be found here: <https://www.cmich.edu/offices-departments/office-of-student-conduct/university-policies>

You are expected to fulfill your academic duties following established policies. Any work submitted for academic credit must adhere to the high professional standards expected of all students. Violations of the policies will be treated very seriously. Please familiarize yourself with this policy and understand these expectations.

### **Graduate Student Degree Progress**

From the first semester of your graduate school, your primary responsibility is to focus on your studies and achieve academic success. The department offers various administrative assistance tools to help you succeed, including:

- **Degree Progress on the CMU website.**  
Log in to the [CMU website](#) using your CMU ID and password. Click on the "My Account" link. Degree Progress is located under the "Academics" section. This tool describes your degree requirements and maps out your coursework leading to graduation.
- **The STAD Department Academic Advising Worksheet.**  
The worksheet is available in Appendix D of this Handbook and can also be downloaded from the [Department of Statistics, Actuarial and Data Sciences webpage](#). Newly admitted graduate students are required to complete two years of academic planning during their first semester at CMU. Returning students must update their study plans each year at the beginning of the fall semester. Students must consult with their academic advisor when completing the advising worksheet and have it signed by the advisor.

**To be considered for renewal of STAD financial support, a graduate student must submit the completed and signed Advising Worksheet to the STAD Executive Secretary, Ms. Carol Cruz-Rios, at [cruze1ce@cmich.edu](mailto:cruze1ce@cmich.edu) early in the spring semester.**

### **The Role of the Academic Advisor**

When a graduate student is admitted to a program, they are assigned an academic advisor. The academic advisor will be available to assist them throughout their studies. For Ph.D. students, once they

have completed the required qualifying exams and chosen a dissertation advisor, the academic advisor will be changed to their dissertation advisor. There will typically be no change of advisor for students not enrolled in the Ph.D. program.

Here are some key responsibilities of academic advisors:

- Advising students on academic plans, program requirements, and course selections.
- Approval of students' requests, such as requests for an independent study course to substitute for a regular course (see the Independent Study policy section for details).

### **Transferring from M.S. to Ph.D.**

There is no direct transfer from the M.S. to the Ph.D. program in the STAD Department. If a student in the M.S. program is interested in the Ph.D. program, they must go through the same admission and financial support application process as new applicants from other institutions. **The student must reapply and compete with new applicants for funding for the following academic year.**

Students should have completed at least two semesters in the M.S. program before considering applying for admission to the Ph.D. program. A decision on which courses from the M.S. can be counted towards the Ph.D. will be made by the student's advisor in consultation with the Graduate Coordinator. The number of credit hours transferred does not affect the total number of credit hours required to earn a Ph.D. degree.

### **Transferring from Ph.D. to M.S.**

If a student decides to transfer from the Ph.D. program to the M.S. in Applied Statistics and Analytics, they need to inform their academic advisor and the Graduate Coordinator. The following steps must be taken to finalize the transfer:

- The student must apply to the M.S. program via the [CMU application webpage](#). No additional documents are required beyond the application.
- A staff member in Graduate Student Services will send a new evaluation form to the Graduate Coordinator/Program Director for approval of the transfer from Ph.D. to M.S. Once this evaluation is approved, the student will be withdrawn from the Ph.D. program and admitted to the M.S. program, after which a new letter of admission will be sent to the student.

### **Reclassification from Admission with Stipulations to Regular Admission**

Occasionally, some students are admitted with stipulations. To be considered for regular admission, these students must meet specific criteria outlined in their admission letter. The steps for reclassification are as follows:

- Students must register for courses that fulfill the criteria stated in their admission letter in coordination with their academic advisor.
- Registration assistance will be required until all stipulations are satisfied. Students can seek registration assistance by working with their department or by contacting the Registrar's Office during normal business hours at (989)774-3261.
- Progress toward meeting the stipulations will be monitored collaboratively by the STAD Department and the admissions processing office.
- The student will receive an email once all stipulations have been met. At that point, registration assistance will no longer be required.

Domestic students with Admission with Stipulations may still be eligible to receive Title IV (Federal) financial aid. For more information, please visit the [Office of Scholarships and Financial Aid](#).

Admissions processing staff will be able to monitor and update the status of most students at the conclusion of each semester. If there are any questions regarding the stipulations or if a student appeals, the admissions processing staff will collaborate with the relevant departments before lifting the holds that prevent students with unmet stipulations from registering for

### **RCR Training**

Graduate students in the master's program must complete Responsible Conduct of Research (RCR) training by **the end of their third semester**. Graduate students in the Ph.D. program are required to finish RCR training **no later than one semester after successfully passing all Ph.D. qualifying exams**. Students will be ineligible to register for thesis, dissertation, or Plan B credits until they have completed the RCR training. In Addition, students awarded Research Assistantships must complete the RCR training before the start of their assistantships.

RCR training is conducted through the [Citi Program website](#). Detailed procedures for RCR Training can be found in Appendix A. First-time users must register and create an ID and password. Upon completion, please print the confirmation form and bring it to the STAD Department for recording.

### **The Role of the Research Advisor**

A research advisor is a graduate faculty member selected by a graduate student based on their academic area of interest. You should select a research advisor as soon as you decide on your area of research interest. Once you have chosen your research advisor, they will become your academic advisor. It is your responsibility to inform the department of this change in your academic advisor.

Your research advisor will guide you throughout the entire process of your Plan B or dissertation research and writing.

#### *For the Plan B Project*

- Your research advisor will advise you and oversee the completion of your paper.

#### *For the Dissertation*

- Your research advisor will chair the dissertation committee and assist you in forming a dissertation committee.
- In consultation with your advisor, you will schedule the final oral examination in which the student defends the dissertation.
- Your research advisor will provide guidance and oversee the completion of the final revisions to your dissertation.

### **The Role of the Dissertation Committee**

Each committee member's approval is required for both the dissertation [prospectus](#) and the final [dissertation](#).

- The committee may suggest revisions to the prospectus.
- The committee may suggest revisions to the dissertation.
- The committee will conduct the final oral examination.
- The committee will determine whether the student passes the oral examination.



Committee members should receive a copy of the dissertation before the final oral examination. It is recommended that they have at least two weeks to read the dissertation.

### **Plan B Project Guidelines for the M.S. in Applied Statistics and Analytics**

This section outlines the Plan B Project option for the M.S. program in Applied Statistics and Analytics. Students must complete a three-credit-hour Plan B Project under the guidance of a graduate faculty member. To enroll in the Plan B Project, students must register for STA 698.

#### *Procedure for registering for a Plan B Project*

After selecting a Plan B Project supervisor and topic, students should register for STA 698 in the term during which they plan to complete the project.

#### *Time Limit*

The Plan B Project should be completed during the semester in which the student is enrolled in STA 698. A presentation of the project results is required during the graduate student seminar.

#### *Guidelines*

The purpose of the Plan B Project is to allow students to go beyond typical coursework by demonstrating significant scholarship or creative activity in areas such as actuarial science, data sciences, probability, statistics, and other elective topics.

The chosen topic will typically involve extensions or applications of material learned in class. While the topic may not lead to new results and may be expository, it should involve a substantial amount of work. Students are expected to dedicate at least **six** hours per week to the project during the semester in which they are enrolled in STA 698.

Appropriate topics will vary depending on the subject matter area, but may include:

- A solution to a suitable problem, perhaps from a journal
- A computer simulation design
- An investigation into statistics education
- An analysis of a real-world problem
- An exposition of a theory or a collection of results

#### *Completion of Plan B Project*

Once a student completes the requirements of their Plan B Project, their Plan B supervisor will approve the project in the Degree Progress system.

### **Ph.D. Qualifying Examination Policy**

In the Ph.D. qualifying examinations, students are expected to demonstrate a broad knowledge of the subject, integrate statistical concepts, and explain them at an appropriate level. Qualifying examinations will be offered on the following two subjects, based on the materials from the specified courses:

- Applied Statistics (STA 590 and STA 682)
- Theoretical Statistics (STA 584 and STA 684)

All doctoral students must pass both examinations to begin work on their dissertation and officially become a doctoral candidate. A maximum of **two attempts** is allowed in each exam. A second failure in one subject results in a student being eliminated from the Ph.D. Program. Program.



## Timeline for Qualifying Exams

Exams are offered twice a year. The August or September exam takes place prior to the start of classes in the Fall Semester, and the January exam is held just prior to the start of classes in the Spring Semester.

Students will be asked to sign up for one or two examinations by email by early April for the August Exam and by late October for the January Exam. The Graduate Coordinator will organize and announce the examination committee within two weeks following the sign-up deadline.

Students are strongly encouraged to take the examinations as soon as possible.

- Full-time students entering with a bachelor's degree must pass both examinations by the end of their **seventh** semester, counting from the semester they enter the Ph.D. program. Semesters during an approved leave of absence do not count towards this limit.
- Full-time students entering with a master's degree must pass both examinations by the end of their **fifth** semester, counting from the semester they enter the Ph.D. program. Semesters during an approved leave of absence do not count towards this limit.
- Part-time students may request additional time from the department.

The Qualifying Exam Timeline is summarized in the following tables:

For students entering the Ph.D. Program with a bachelor's degree	
If your first regular semester was:	Must pass both two at the end of:
Fall 2022	Fall 2025
Spring 2023	Spring 2026
Fall 2023	Fall 2026
Spring 2024	Spring 2027
Fall 2024	Fall 2027
Spring 2025	Spring 2028
Fall 2025	Fall 2028
Spring 2026	Spring 2029

For students entering the Ph.D. Program with a master's degree	
If your first regular semester was:	Must pass both two at the end of:
Spring 2023	Spring 2025
Fall 2023	Fall 2025
Spring 2024	Spring 2026
Fall 2024	Fall 2026
Spring 2025	Spring 2027
Fall 2025	Fall 2027
Spring 2026	Spring 2028
Fall 2026	Fall 2028
Spring 2027	Spring 2029

Formula: Any student entering the program with a bachelor's degree in the current semester must pass both qualifying exams by the semester that is three years later. For instance, if a student with a bachelor's degree starts in **Fall 2023**, they must pass both exams by **Fall 2026**. A student entering with a master's degree must pass both exams

by the semester that is two years later. For example, if a student with a master's degree starts in **Fall 2024**, they must pass both exams by **Fall 2026**.

#### **Ph.D. Qualifying Exam Process**

- The qualifying exam committee shall consist of three members, all of whom must be graduate faculty in the department. The Graduate Coordinator selects the committee members and appoints the Chair. Two of the three members will write the questions and solutions for the exam. All three committee members will review and agree on the final exam questions. The Chair is responsible for preparing the final exam paper and arranging for proctors to administer the exam.
- The exam proctor will collect the question papers from the Chair (or designated personnel) and oversee the exam administration. After the exam is completed, the proctor must bring the exam papers to the Department Executive Secretary to make three copies of each student's answers, ensuring that no identifying information is included. Each paper will receive a unique identification number, and the original exam papers will be secured in the Department Office.
- Each student's paper will be graded by all three committee members. Once grading is complete, the committee members will discuss their grades and reach a consensus on the final grade for each student. The committee will then forward its pass/fail determination to the Graduate Committee for a final decision.
- After the Graduate Committee makes its decision, the Graduate Coordinator will inform the Department Chair to identify each student's identity associated with the exam papers. The Graduate Coordinator will communicate the results to students in writing within three weeks of the exam.

The examination papers from the last four qualifying exams will be made available as sample questions for students. These sample papers will be posted on the department's webpage under the [Qualifying Exam Information](#).

#### **Guidelines for Appealing**

- All students must pass both qualifying examinations offered by the department within the exam deadlines. If students fail to meet the exam deadlines, they must appeal to the Graduate Committee to remain in the Ph.D. program. The appeal should include a timeline for completing all remaining exams and must be supported by a letter from a faculty member. If the appeal is successful, students who fail to complete the qualifying exams within the timeline specified in the appeal process are removed from the Ph.D. program.
- If a student fails to meet a qualifying exam requirement after the August/September exam and their appeal is denied by the Graduate Committee in the fall semester, their Graduate Assistant support (if applicable) will be terminated at the end of the fall semester. The student may stay as a regular student without support until the end of the spring semester, at which point they will be eliminated from the Ph.D. program. If a student fails to meet a requirement after the January exam and their appeal is denied in the spring semester, they will be removed from the Ph.D. program by the end of that semester.
- If a student is unable to take the qualifying examination at the scheduled time due to a serious illness or an emergency, they must contact the Graduate Coordinator before the examination. The Graduate Coordinator will evaluate the evidence and decide whether to make an alternative

arrangement. If the Graduate Coordinator is unavailable, the Department Chair should be contacted.

- If a student fails a qualifying exam and wishes to appeal, the appeal letter must be submitted to the Graduate Coordinator within three weeks of the exam results being communicated to the student. Students have the option of not taking the scheduled exam due to unforeseen circumstances, such as illness or other events, provided they submit appropriate documentation. However, these circumstances cannot be used as the basis for an appeal.

### **Formation of the Dissertation Committee**

Upon successful completion of the qualifying examinations, students will select one or more dissertation supervisors. At least one of these supervisors must be a graduate faculty member from the STAD Department. Students must form a dissertation committee in consultation with their dissertation supervisor. The committee will be chaired by the supervisor(s) and must include at least two additional graduate faculty members. A minimum of two members of the dissertation committee must be from the STAD Department. Members from outside this department cannot serve as the sole Chair. A completed doctoral dissertation must receive approval from both the dissertation committee and the Office of Research & Graduate Studies.

### **Guidelines for Ph.D. Dissertation**

Students are required to successfully complete at least 12 credit hours of STA 898 (Dissertation). The dissertation should consist of original work that integrates scholarly, analytical, creative, and expository skills. It could consist of research on topics in statistics, actuarial science, data science, or subjects related to the teaching of collegiate statistics. Before starting the dissertation work, the proposed project must be approved by the dissertation committee and by the College of Graduate Studies. If human subjects, animals, or recombinant DNA are involved, the student must receive approval from the appropriate committee.

Verification of such approval is demonstrated by the completion of a Dissertation Prospectus. The STAD department requires that students whose dissertation work does not involve human subjects, animals, or recombinant DNA submit their prospectus within **one year** following the completion of qualifying exams.

Upon completing all coursework, the qualifying examinations, an internship, and the dissertation, the candidate for the Ph.D. degree must pass a final oral examination, which serves as the dissertation defense in a colloquium format. The student's dissertation committee will determine whether the student passes the oral examination.

### **Preparation and Completion of Dissertation**

The dissertation must be prepared according to the regulations prescribed in the Office of Research & Graduate Studies' most recent edition of the [Guidelines for the Preparation of Theses, Dissertations, Book\(s\) & Journal Article\(s\)](#).

Once a student passes the dissertation defense and is approved by the dissertation committee members, the student must submit the [Dissertation/Doctoral Project/Journal Article Completion Sign-off](#) form. This form is also signed via DocuSign procedures by every committee member and the Department Chair. A preview [form](#) is available.

## **Internship Application Policy for Ph.D. Students**

Ph.D. students have two options for their internship experience:

- Three hours of teaching internship
- Three hours of industrial, non-teaching internship

Each Ph.D. student is required to choose one of the internship options after passing the qualifying exams. Details about the internship policy and application procedures are available in a separate Internship Handbook.

## **Internship/Practicum/Plan B Project Application Policy for M.S. Students**

After completing one year of coursework, students in the M.S. in Applied Statistics and Analytics program may choose to complete either a three-hour non-teaching professional internship/practicum or a three-hour Plan B Project.

- The internship generally refers to working as an intern in industry or an agency for 12 weeks during the summer or a half-time position during a regular semester. More information about the non-teaching professional internship policy and application procedure can be found in a separate Internship Handbook.
- The practicum usually involves working at the Statistical Consulting Center or on an applied research project with a faculty member who is not from the STAD Department for a semester or 12 weeks during the summer
- A Plan B Project generally refers to working on a research project with a regular faculty member in the STAD Department.

If a Ph.D. student plans to withdraw from their program and instead complete an M.S. degree, a passed qualifying exam may count toward fulfilling the Plan B Project requirement, provided that the 600-level course associated with the qualifying exam does not count toward the M.S. degree coursework.

## **Independent Study Policy**

If the independent study topic is related to your research work and not part of a regular course, the course number is STA 597, 697 or 797. The procedure to sign up for an independent study course is as follows:

- Identify a faculty member who is willing to supervise the independent study.
- Ask the faculty to send an email to you and the department secretary (i) confirming that they agree to supervise the independent study and (ii) specifying the topic (e.g., related to your dissertation/thesis).
- The department secretary will provide the section number of the course for you to register. Register for the course through the Course Search/Registration/Drop & Add procedures in your "My Account".

For courses not listed under the Independent Study Policy, regular courses should not be offered as STA 597, 697, or 797. For instance, you should not register for STA 682 as STA 697. Any regularly scheduled course like STA 682 can only be taken as an Independent Study with prior approval from the Graduate Committee. The procedure to sign up for such an independent study is as follows:

- Consult with your academic advisor and get their approval for your request.
- Find a faculty (hereafter referred to as instructor) who has previously taught the course and is willing to supervise the independent study.

- Send an email to notify your academic advisor and the instructor of your request and ask for their approval of the independent study.
- Upon their approval, contact the Graduate Coordinator for final approval.
- Once the decision is made, the Graduate Coordinator will inform the academic advisor, instructor, student, and department secretary.
- If the request is denied, the student can appeal to the Chair of the department within one week of such a decision.

### **Time for Completion of Degree**

Students are expected to complete all degree requirements in a timely manner. Coursework and other requirements must be completed within the following time limits:

- Within seven years before the award of a master's degree.
- Within eight years before the award of a doctoral degree, if the student had a relevant graduate degree when beginning the program.
- Within ten years before the award of a doctoral degree, if the student began doctoral study without a prior relevant graduate degree.

### **Graduate Teaching Assistantships**

The department offers teaching assistantship opportunities for students in the graduate program. Graduate Teaching Assistantships (TAs) are awarded on a competitive basis. A student supported by a TA must complete an online or in-person workshop provided by the department before their first semester of TA duties. This requirement applies to all new teaching assistants, regardless of their status as new or returning students, and regardless of previous teaching experience. Returning students and those who do not receive a TA position are encouraged to participate in the workshop.

Scheduling policy for graduate teaching assistants can be found in Part IV of this handbook.

### **Stipend and Tuition Benefits**

For information about the stipend and tuition benefits for graduate teaching assistants, please refer to the agreement between CMU and the graduate student union at [https://www2.cmich.edu/office\\_provost/academic\\_administration/FPS/Pages/default.aspx](https://www2.cmich.edu/office_provost/academic_administration/FPS/Pages/default.aspx) or contact Faculty Personnel Services.

### **Graduate Research Assistantships**

The department may have Research Assistantships for students enrolled in the Ph.D. or M.S. programs. Candidates who are more likely to receive these positions typically include:

- Students chosen by a faculty member within the department who has a research grant to support the student.
- Ph.D. Students at the final stage of completing their dissertation work who expect to graduate within one year.
- New Ph.D. students who have excellent academic credentials.

Students who receive Research Assistantship positions during the summer may be assigned to work on a project with a faculty member.

## **Policy on Reappointment of Graduate Assistantship (TA or RA)**

Graduate Assistantships offered by the STAD Department are granted for one academic year and are not guaranteed for reappointment. The Graduate Committee makes reappointment decisions for graduate teaching assistants based on the Criteria for Evaluation of Graduate Students (outlined below).

Assistantships for students in a master's degree program are renewable for one additional year.

Doctoral students who enter the program with a master's degree and are supported by an assistantship from the STAD Department are eligible for funding for a maximum of five (5) years.

Those who enter the program with a bachelor's degree are eligible for a maximum of six (6) years. If students are admitted and funded as master's students, that time will count toward their six years of funding.

After passing both qualifying exams, doctoral students are eligible for funding for up to three (3) additional years. For example, a student who completes the qualifying exam requirement after taking the August 2025 exams is eligible for funding through Spring 2028; a student who completes after taking the January 2025 exams is eligible through Fall 2028. The overall funding duration limits stated in the previous paragraph remain in effect.

### **Criteria for Evaluation of Graduate Students**

Graduate students will be periodically evaluated to track their performance. Evaluations will focus on their progress toward their degree and their teaching performance if they are Graduate Teaching Assistants. The evaluation criteria include:

#### *Teaching Performance of Graduate Teaching Assistants*

- Preparation for and delivery of instruction:
  - Is the TA well prepared for class?
  - Does the TA prepare and bring all necessary materials to class?
  - Does the TA use the class time effectively?
  - Does the TA deliver instructions clearly and logically?
  - Does the TA connect statistical and mathematical concepts in lessons?
  - Does the TA assess students' progress using various methods, such as homework, quizzes, and tests, on time?
  - Does the TA grade and return assignments promptly?
- Communication with students:
  - Does the TA provide students with information regarding syllabi, exams, tutoring hours, and department and university policies?
  - Does the TA maintain adequate office hours?
  - Does the TA communicate clearly, both orally and in writing?
  - Does the TA address student questions clearly and thoroughly?
- Other teaching-related duties:
  - Does the TA clearly state the grading policy in the syllabus?
  - Does the TA keep accurate records of grades?
  - Does the TA hold all classes?

#### *Progress in the Degree Program*

- Completion of RCR training:
  - The Graduate Committee, in determining the completion of these requirements, will use records on file regarding the training.

- Progress in coursework:
  - Master's students must complete the Advising Worksheet (see Appendix D) with a two-year plan of study in consultation with their academic advisor during their first semester and provide the grades on the Advising Worksheet at the end of the spring semester. The Graduate Committee will review the grades earned and students' GPAs.
  - Ph.D. students must complete the Advising Worksheet (see Appendix D) in consultation with their advisor during the first semester and update the grades on the Advising Worksheet at the end of the spring semester. Students must meet with the academic advisor at the beginning of the fall semester to update the Advising Worksheet with an updated two-year plan. The Graduate Committee will review the grades earned and students' GPAs.
  - Students must submit their completed (signed by the Academic Advisor) Advising Worksheet to the department secretary before the request for graduate assistantship renewal early in the spring semester.
- Progress in Ph.D. Dissertation/Master's Plan B Project:
  - The Graduate Committee will consult with the supervisors of a Plan B Project or Ph.D. dissertation to assess a student's progress.
- Completion of Ph.D. qualifying examinations:
  - To determine the completion of this requirement, the Graduate Committee will refer to the letters on file regarding qualifying examination results.
- Completion of Ph.D. teaching internship or non-teaching industrial internship:
  - The Graduate Committee will evaluate internship portfolios and comments from course supervisors.
  - The Internship Coordinator will assess the completion of the non-teaching industrial internship requirement using the final report, portfolio, and field supervisor evaluation form.
- Completion of master's non-teaching practicum or industrial internship:
  - The Internship Coordinator will determine the completion of the non-teaching practicum or industrial internship requirement by evaluating the final report, portfolio, and field supervisor evaluation form.
- Completion of Ph.D. Prospectus:
  - The Graduate Committee will use the Prospectus submission record, as the Prospectus must be approved by the Office of Research & Graduate Studies, to determine the completion of this requirement.

#### **Additional Funding Opportunities from the Department, College, or University**

- The STAD Department and the College of Science and Engineering (CSE) offer funds for graduate students' professional development activities, such as travel funds for presenting research results at conferences. For departmental support, the GA Conference Grant Application Form can be found in the Appendix of this Handbook. For support from CSE, please contact the CSE Office for more information.
- The Office of Research & Graduate Studies provides student grants to support graduate students. The 2025-2026 [guides and application forms](#) will be available at the beginning of the Fall 2025 semester for the following graduate student grants:
  - Graduate Assistant (GA) Conference Grant



- Student Performance, Exhibition, Competition, or Presentation (PECP) Grant
- Student Endeavors Grant

## Part II: Timeline of Important Activities and Tasks

As a graduate student, your main responsibility is to maintain strong academic performance. Below is a list of activities described in the Graduate Student and Internship Handbooks. It is crucial to read these handbooks to understand the tasks and departmental policies related to your rights and responsibilities as a graduate student in the STAD Department.

### The Approximate Timeline of Important Tasks:

Timeline	Activities	Remarks
August	New TA Teaching Online Workshop	This is required for all first-time TAs.
	New Student Orientation Day	This is required for all new graduate students, but optional for current students
	August/September Qualifying Exams	August Qualifying Exams are usually scheduled during preparation week, just before the first week of classes in the Fall Semester.
	Deadline for submitting Thesis/Dissertation/Journal Article(s)/Book(s) to Graduate Studies for August graduation	See exact date on the <a href="#">Graduate Student Deadlines</a> webpage.
September	Qualifying Exam results	The results will be announced within 3 weeks after the August Qualifying exams.
	Plan/update coursework by completing the Department Advising Worksheet and consulting with the Academic Advisor	This should be done early in the fall semester. The worksheets are in Appendix D of this handbook and are available on the Information for Current Graduate Students webpage.
	Teaching Internship Application for Spring semester (Ph.D. students only)	Students will receive the form from the department.
October	Sign up for January Qualifying Exams	Students will receive the sign-up email from the department in October.
	Graduation application deadline for March or May graduation	See exact date on the <a href="#">Graduate Student Deadlines</a> webpage
	Deadline for submitting Thesis/Dissertation/Journal Article(s)/Book(s) to Graduate Studies for October graduation	See exact date on the <a href="#">Graduate Student Deadlines</a> webpage
	Application deadline for Student Performance, Exhibition, Competition, or Presentation (PECP) Grant – Fall Events	See exact date on the <a href="#">Graduate Student Deadlines</a> webpage
	Application deadline for Student Endeavors Grant	See exact date on the <a href="#">Graduate Student Deadlines</a> webpage
November		
December	Reminder of January Qualifying Exams	Department sends a reminder of January Exams to students and to Exam Committee Members
	Search for Industrial Internship opportunities	Students in the M.S. program begin looking for industrial internship opportunities. Ph.D. students interested in an industrial internship should also take action. Read through the Internship

		Handbook and contact the Internship Coordinator to identify industrial internship opportunities.
	Deadline for submitting Thesis/Dissertation/Journal Article(s)/Book(s) to Graduate Studies for December graduation	See the exact date on the <a href="#">Graduate Student Deadlines</a> webpage
January	January Qualifying Exams	January Qualifying Exams are usually scheduled just before the first week of classes in the Spring Semester
	Applications for Graduate Student Admission & Financial Support are processed	Admission submission is on the College of Graduate Studies website at <a href="https://fireup.cmich.edu/apply/">https://fireup.cmich.edu/apply/</a>
	Contact companies/agencies to secure industrial internship opportunities	Contact the Internship Coordinator and internship companies/agencies to look for an internship
February	Requests for Renewal of GA support and requests for summer funding are submitted	A form will be sent to supported students in late January or early February. Students must submit the Advising Worksheet prior to submitting summer funding requests.
	Application for graduate admission and support. Admission decisions are made once the admission materials are complete. Deadline for consideration of financial support is February 15.	See Information for Prospective Graduate Students on the STAD Department website for details
	Graduation Application deadline for June or August graduation	See the exact date on the <a href="#">Graduate Student Deadlines</a> webpage
	Application deadline for Student Endeavors Grant	See the exact date on the <a href="#">Graduate Student Deadlines</a> webpage
March	Teaching Internship Application for the fall semester (Ph.D. students only)	Students will receive the form from the department
	Sign up for the August Qualifying Exam	Students will receive the sign-up sheet from the department at the end of March
	Application deadline for Student Performance, Exhibition, Competition, or Presentation (PECP) Grant – Spring Events	See the exact date on the <a href="#">Graduate Student Deadlines</a> webpage
	Application deadline for Student Creative & Research Endeavors Exhibition (SCREE)	See the exact date on the <a href="#">Graduate Student Deadlines</a> webpage
	Deadline for submitting Thesis/Dissertation/Journal Article(s)/Book(s) to Graduate Studies for March graduation	See the exact date on the <a href="#">Graduate Student Deadlines</a> webpage
March April	In-class visit for TA evaluation; the department graduate faculty members will visit every TA each semester.	The visits usually occur in March or April for the Spring Semester
	Secure industrial internship	By the end of March, industrial internships should be secured. Contact the Internship Coordinator to complete the required forms. See Internship Handbook for details.
	Announce summer support and work duty	Students who receive support will be informed about their duties in early April

	Announce support renewal for the fall of the next academic year	Students who receive support will be informed of their duties in early April
April May	Conduct a survey of TAs' course schedules for the next fall semester	In order to properly assign TAs' teaching schedule(s) for the next academic year, a survey to collect TAs' course schedule(s) is conducted in early April.
	Secure and prepare for an industrial internship	By the end of April, all forms required for the industrial internship must be signed and submitted to the Internship Coordinator
	Graduation Application Deadline for October or December graduation	See the exact date on the <a href="#">Graduate Student Deadlines</a> webpage
	RCR Training. M.S.: due end of the 3 <sup>rd</sup> semester. Ph.D.: due one semester after completing Qualifying Exams	See Appendix B of the Graduate Handbook for detailed instructions.
	Industrial internships begin. Prepare the e-journal on Blackboard.	Some internships will begin in May and some in early June. Each student is required to write the weekly e-journal on Blackboard throughout the internship period.
June	Deadline for submitting Thesis/Dissertation/Journal Article(s)/Book(s) to Graduate Studies for June graduation	See the exact date on the <a href="#">Graduate Student Deadlines</a> webpage
	Application deadline for Student Performance, Exhibition, Competition, or Presentation (PECP) Grant – Summer Events	See the exact date on the <a href="#">Graduate Student Deadlines</a> webpage
June July, August	Internship Evaluation, Portfolio, and Final Report.	At the end of the industrial internship, students will be evaluated by the Internship Field Advisor and complete a portfolio and final report to be submitted to the Internship Coordinator for grading.

## Part III: Important Information from the Department Office for Graduate Assistants

### Office Hours, Local Phone, and Emergency Contact

At the beginning of each semester, you will receive an email from the STAD Department office requesting your local phone number and office hours. Your office hours will be posted in several locations, including the STAD Department webpage. If your office hours change during the semester, please email the updated information to the STAD Department Executive Secretary, Carol Cruz-Rios, at [cruzr1ce@cmich.edu](mailto:cruzr1ce@cmich.edu), as soon as possible.

To update your personal information with the University, log in to the CentralLink website with your global ID and password. Click on "My Account," then "My Profile," and select "Address Change" to make the necessary updates. The "My Profile" section also contains your "Emergency Contact Information," which is important to keep current.

### Keys

All new GAs will receive the following keys:

- A key to your office door, which also opens the copy room (PE 102), the STAD Student Research Room (PE 109), and the main office (PE 105).
- A key that opens:
  - PE 403 and PE 101 (STAD computer labs)
  - Any STAD classroom in Pearce Hall
  - All common classrooms in Pearce (these are classrooms not owned by a specific department)

You will be required to sign a statement acknowledging which keys you have received. Please read this form carefully BEFORE you sign it, and feel free to ask questions. There are consequences for losing keys.

### Mailboxes

Every GA will have a mailbox in the workroom located in Pearce 105. You should check your mailbox daily for important notifications and ensure it is emptied regularly.

### E-mail/Computer Assistance

All GAs should use their CMU email account and check it daily for departmental communications. If you need computer assistance, you can either contact the CMU Help Desk at 774-3662 or submit an email request to [helpdesk@cmich.edu](mailto:helpdesk@cmich.edu).

### Photocopying

- All GAs will receive a copy code (the last four digits of your CMU ID). This code will work on the photocopier in the department (PE 102).
- Do NOT share your copy code with others. Unauthorized copying or sharing of your copy code may result in charges being applied to you. Excessive unauthorized copying may result in the loss of copying privileges.
- Before using the photocopier, please ask the department staff for a brief tutorial on how to operate the machine correctly.
- Please avoid running blank sheets of paper through the copier! **The department is charged for all sheets**, regardless of whether they contain printed content. Use of colored paper is acceptable.

- Graduate Teaching Assistants (GTA) can make photocopies for teaching purposes only. The number of photocopies you make will be reviewed monthly by the Department Chair.
- Department/College-supported research GAs may make copies for research purposes only.
- It is essential to adhere to U.S. copyright laws. Do not risk legal complications for yourself or the STAD Department by making unauthorized copies of copyrighted materials.

If you have any questions regarding this policy, please contact the Department Chair.

### **Supplies**

At the beginning of each semester, you will receive supplies. Please return any unused supplies to the department office by the end of each semester. These supplies and those found in the workroom are for teaching purposes only.

### **Payroll**

GTAs are paid bi-weekly. You can access your pay statements electronically on CentralLink by clicking on “My Account,” “My Work Day,” and then “My Pay Statement.” If you have further questions, please call CMU Payroll and Travel Services at (989)774-3481.

Information about your pay and direct deposit options is available on the CMU Payroll and Travel Services website. There are two payment options:

- Direct Deposit
  - Have your paycheck sent directly into the checking or savings account of your choice at any financial institution in the United States. This is the safest, most confidential way to access your pay. You can send your money to more than one financial institution and/or account at the same institution.
- CMU Pay Card
  - This is a stored value Debit card that is accepted at millions of locations nationwide that accept MasterCard® debit cards (withdraw cash, pay bills, shop). You can use your card just about anywhere!

### **Custodian Issues**

- If there is a spill or any type of clean-up needed in Pearce Hall from Monday to Friday between 8:00 a.m. and 5:00 p.m., please contact the STAD Department Office at (989)774-7464.
- For any issues before 8:00 a.m. or after 5:00 p.m. or on the weekends, call **Action (the answering service for Facilities Management) at (989)772-8225**. Please indicate the location and nature of the cleanup required when you call.
- **DO NOT** attempt to clean up any type of body fluid (blood, vomit, etc.) on your own.

### **Office Etiquette and Professionalism**

Most GAs will have a desk and two drawers in a filing cabinet. Your desk and drawers will be labeled with your name. Please do not remove the labels. Please refrain from engaging in any behavior that would be deemed unprofessional in the office.

Please ensure your office is kept clean and organized. Do not leave food or trash anywhere in the room. Custodians cannot effectively clean your offices if there is litter on the floor. It is your responsibility to clean and dust your desk and tabletop.

Avoid storing items on the tops of file cabinets or in common areas. Do not write on furniture or post any items on surfaces that may leave marks or cannot be easily removed. Also, refrain from posting anything on the walls.

Remember that the impression students and other visitors have of your office and desk area reflects on the Department as a whole. Please do your best to create a positive impression.

### **Questions**

Contact the STAD Department Executive Secretary if you have questions regarding:

- Paychecks and tuition
- Budget issues or reimbursements
- Keys
- Photocopy codes
- Mailboxes
- Student Opinion Surveys
- Books for classes you are teaching
- Supplies
- Registering for classes

When your contract ends, return all department property and provide your forwarding address and contact information to the secretary.

### **STAD Contact Information:**

STAD Department Chair:

Dr. Chin-I Cheng

[cheng3c@cmich.edu](mailto:cheng3c@cmich.edu)

(989)774-2895

STAD Department Office – Pearce 105

STAD Department Executive Secretary:

Carol Cruz-Rios

[cruze1ce@cmich.edu](mailto:cruze1ce@cmich.edu)

(989)774-7464

STAD Department Office – Pearce 105



## Part IV: Graduate Teaching Assistant Information

### Teaching Responsibilities

This section addresses responsibilities and some questions you may have as a Teaching Assistant (TA) in the STAD Department at Central Michigan University. Please read it along with the textbook publisher's material before teaching your first class.

Most TAs will teach STA 282QR (Introduction to Statistics). This three-credit course meets either two 75-minute sessions or three 50-minute sessions weekly. The course is coordinated by a faculty member who determines the grading scale, curriculum, and exams. As a TA, you will teach, administer weekly quizzes or assessments, proctor and grade exams, and assign final grades.

STA 282QR Students must have a prerequisite of MTH 105 or demonstrate math competency. They should be familiar with rational and radical expressions, integer and rational exponents, functions, and quadratic equations. The course emphasizes descriptive statistics, probability, and regression while focusing on students' ability to use their knowledge in real-world applications. The course is a Quantitative Reasoning (QR) course. Projects or activities are a must component.

Be aware that some students may struggle with STEM subjects. Foster a supportive environment by moving at a pace that accommodates all students and encouraging questions without judgment.

#### Classroom Instruction

Prepare written lesson plans and comprehensive lecture notes. Work through examples thoroughly before and in class, and be ready to explain problems from multiple approaches. Be sure to write the solutions neatly. If you struggle to explain something in class, request extra time and ensure to revisit it in the next session. Consult the TA Faculty Course Coordinator with any questions.

#### If You Cannot Make Your Class

If you must miss a class, contact Dr. Cheng, the STAD Department Chair, as soon as possible to arrange a substitute. Make every effort to find a replacement and inform Dr. Cheng and the TA Coordinator of the details. Do not cancel classes for personal reasons. **Classes will not be canceled** unless there is a university-wide closure. You may call (989)774-7500 for a weather-related closure update.

#### Class Times

Always be on time and make full use of the class period. If you finish early, have extra problems ready for practice.

#### Office Hours

You must submit your office hours to the department. You are required to hold a minimum of three office hours per week, with one hour counting if it's at the MAC center. Stagger your hours to accommodate all students and inform them about the MAC center's hours. If you must cancel office hours, notify students in advance and schedule a makeup session.

#### Testing and Grading

For STA 282QR, all sections follow similar, if not the same, exams and grading scales. Grading policies are outlined in the course syllabus and discussed at instructor meetings. Consistency and fairness in grading are essential.

STA 282QR students will use online MyLab Statistics for homework, which is graded automatically, providing instant feedback. Use a mix of in-class quizzes, take-home quizzes, or group work to facilitate

student learning. You may drop quiz scores, provide makeup quizzes, or administer open-book or group quizzes if needed.

#### Attendance

Attendance is an important predictor of students' learning outcomes. Take attendance daily. Advisors and departments may inquire about student absences or missing assignments. If a student fails the class, you need to report their last attendance day. Quizzes or group work can serve as attendance checks, or you can use a sign-in sheet. If a student misses the first two weeks of class, you are required to report, and the student will be dropped from the class.

#### Instructor Meetings

Attendance at the mandatory preparation week meeting for STA 282QR instructors is essential for reviewing materials and sharing concerns. The Coordinator may hold monthly meetings, and TAs are required to attend.

#### End of Semester

Retain all grade records to address any student inquiries.

#### Syllabus

The Coordinator will provide a generic syllabus. You need to edit the syllabus with correct information on office location, office hours, contact details, and so on. A syllabus must include the following information.

### ***Academic Integrity and Responsibilities***

#### ***Academic Integrity***

*Because academic integrity is a cornerstone of the University's commitment to the principles of free inquiry, students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics in their areas of study. Written or other work that students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism, and other forms of dishonest or unethical behavior, is prohibited. See CMU Bulletin (<https://bulletins.cmich.edu/>).*

#### ***Student Rights and Responsibilities***

*Each member of the Central Michigan University community assumes an obligation regarding self-conduct to act in a manner consistent with a respect for the rights of others and with the University's function as an educational institution. As guides for individual and group actions within this community, the University affirms the general principles of conduct described in the [Code of Student Rights, Responsibilities and Disciplinary Procedures](#)*

#### ***Special Needs***

*CMU provides students with disabilities with reasonable accommodations to participate in educational programs, activities, or services. Students with disabilities requiring accommodations to participate in class activities or meet course requirements should first register with the office of Student Disability Services (120 Park Library; Telephone: 989-774-3018; Telecommunications Device for the Deaf: 989-774-2586), and then contact me as soon as possible.*

#### ***Additional Resources***

##### ***Writing Center***

*The [CMU Writing Center](#) is a free online service for all CMU students, providing help with grammar, citations, bibliographies, drafts, and editing of academic papers. Suggestions and feedback are typically provided within two business days.*

**Mathematics Assistance Center**

The CMU [Mathematics Assistance Center](#) provides free tutoring in mathematics and statistics to students enrolled in select courses. Tutoring is available online and via telephone.

**Career Development Center**

The [Career Development Center](#) in Ronan Hall 240 has many services, including peer-to-peer career exploration during walk-in hours and by appointment.

**Additional Remarks and Helpful Suggestions**Classroom Observation

The TA/STA 282 Coordinator will observe each TA's class at least once during the semester. You will be notified at least five days before the observation, and you will receive written feedback with suggestions for improvement. New instructors will be observed first; if necessary, another professor may be asked to conduct the observation.

Dress code

While there is no formal dress code for students, student employees are expected to dress professionally. Consult the TA Coordinator with any questions about attire.

Remembering students' names

Make an effort to remember your students' first names quickly. Knowing their names fosters a better learning environment and helps maintain attendance and class order. Consider using a seating chart or an attendance sheet. By the end of the second or third week, you should be able to recognize students by their names.

Discipline Problems—Student Code of Conduct

Disruptive behavior should not be tolerated and should be addressed as soon as it starts. Feel free to visit the TA Coordinator for advice and guidance regarding any issues you encounter. The University Bulletin Appendix 1, article 3.2.3 and 3.2.4, supports the instructor's right to remove a disruptive student from class. Be aware of these policies, as you have the authority to invoke them if needed; see [https://www.cmich.edu/docs/default-source/student-affairs-division/student-conduct/code-of-conduct.pdf?sfvrsn=b87e6d4d\\_6](https://www.cmich.edu/docs/default-source/student-affairs-division/student-conduct/code-of-conduct.pdf?sfvrsn=b87e6d4d_6).

Grade books

You can use electronic spreadsheets, Blackboard, or handwritten grade books. Keep track of grades and ensure they are itemized clearly for documentation.

Lesson Plans

When preparing for STA 282QR, familiarize yourself with the sections to cover based on the textbook's objectives. Practice any challenging homework problems to ensure effective teaching.

Classrooms

Classes will be held in Pearce Hall, which is equipped with visualizers. Familiarize yourself with the setup before classes start. You will receive the necessary code to operate the visualizers.

What to Do if You Finish Your Lecture Early

If you frequently end your lectures early, consider slowing your pace to ensure students grasp the material. Always allow time for questions about homework or lecture content. Prepare class with extra examples for student practice. Do not dismiss class early – use every minute available.

Ask your students questions! They don't have to be elaborate. Here are some sample questions you could ask:

- Who solved this problem differently? Can you share your approach?
- Which solution to this problem is easier to understand: mine or Student X's? Why do you think so?
- Which homework problems did you find challenging?
- Is there a specific rule or formula we need for this problem?

If you've allowed plenty of time for questions and still have time remaining, consider these suggestions:

- Provide students with review problems on a topic covered earlier in the week.
- Let them work in groups while you circulate to answer questions.
- Administer a quiz; have it prepared in advance or select problems from the textbook.
- Work on some review word problems, as these can often be confusing for students.
- As a last resort, begin introducing new material, especially if the current topic seems easy for your students and you anticipate more challenging concepts ahead.

### Grading Tips

Keep your quizzes short, around 10 to 15 minutes with two or three problems. Short, frequent quizzes provide more useful feedback than long, infrequent ones. They are easier to create, grade, and consume less class time. It's courteous to grade quizzes promptly and provide feedback.

### Student Opinion Surveys

At the end of each semester, an online student survey will be sent to students.

### Grade Reports

Final semester grades must be submitted online to the Registrar's Office.

### Giving an Incomplete (I) Grade

If a student requests an incomplete grade, consult the TA Coordinator to see if it is appropriate before filing it. According to CMU policy, an "I" grade should only be given if a student has completed most course requirements satisfactorily and can finish the remaining work without reregistering. See <https://cmich.smartcatalogiq.com/en/2021-2022/graduate-bulletin/policies-and-general-information/academic-policies-and-information/incomplete-and-deferred-grade/>.

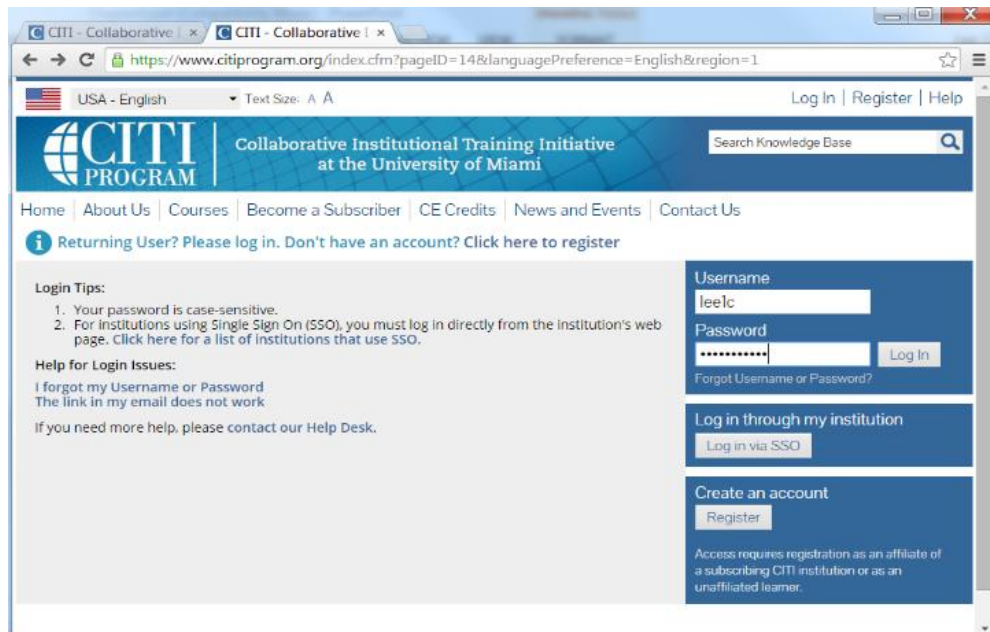
## **Part V: Appendices**

## Appendix A: Instructions for Conducting RCR Training

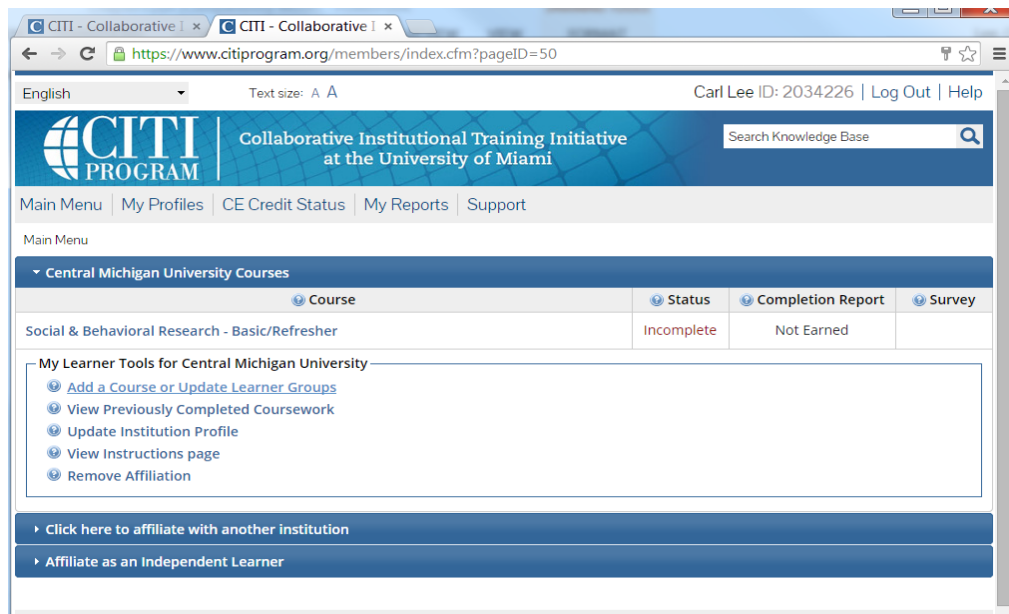
Go to [www.citiprogram.org](http://www.citiprogram.org)

First-time user: You need to register to create your Username and Password.

After successful registration, enter your Username and Password to Log In



Click on 'Add a Course or Update Learner Groups', then, move the cursor down on the page to see the bottom part of the page.



Click on Responsible Conduct Research (RCR) Courses, then, Next,  
In the following page, move the cursor down to the bottom of the page to select the College.

CITI - Collaborative | x

https://www.citiprogram.org/members/index.cfm?pageID=166&qID=4973

## CITI Course Enrollment Questions

[View instructions page](#)

### Getting Started

Please select which type of courses you need to take below (choose all that apply):  
Choose all that apply

- ☐ Human Subjects Courses
- ☐ Good Clinical Practice Courses (GCP)
- ☐ Health Information Privacy & Security (HIPS) Courses
- ☐ Responsible Conduct of Research (RCR) Courses
- ☐ Animal Care and Use

[Next](#) [Start Over](#)

Choose College of Science & Technology,

CITI - Collaborative | x

https://www.citiprogram.org/members/index.cfm?pageID=166&qID=4976

## Responsible Conduct of Research Course Enrollment

If you need to take the RCR Course, please begin by selecting your College below:

**Note: If you are in the College of Science and Technology (CST), or the College of Humanities and Social & Behavioral Sciences (CHSBS), there will be a follow up question to ensure you are properly enrolled.**

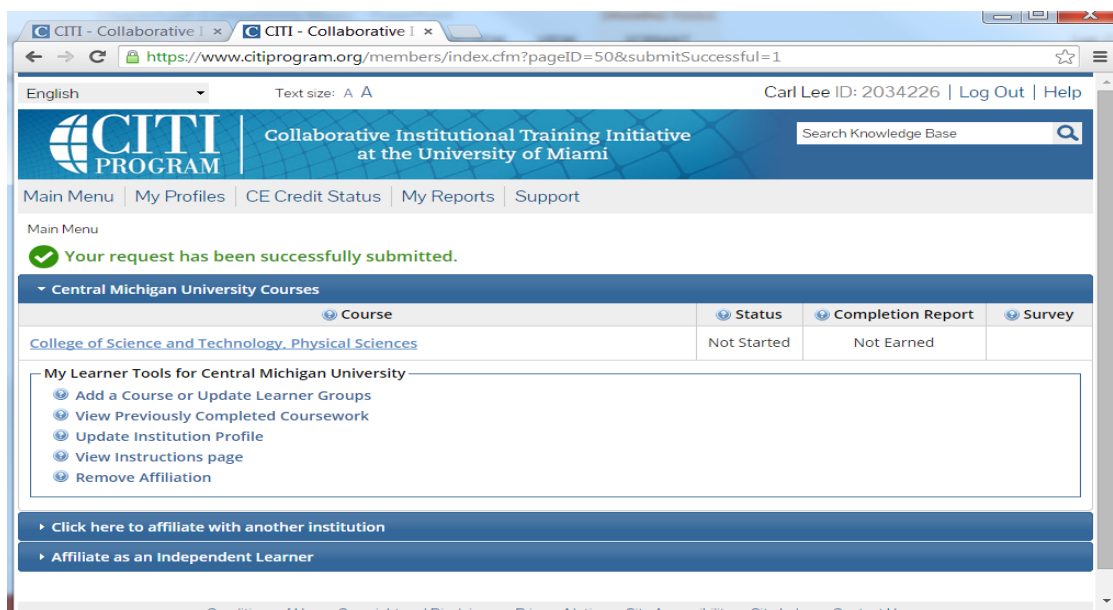
Choose one answer

- ☒ College of Science & Technology
- ☐ College of Health Professionals
- ☐ College of Humanities and Social & Behavioral Sciences
- ☐ College of Education and Human Services
- ☐ College of Communication and Fine Arts
- ☐ College of Business Administration
- ☐ RCR for Administrators (this is not linked to a specific college)
- ☐ College of Medicine

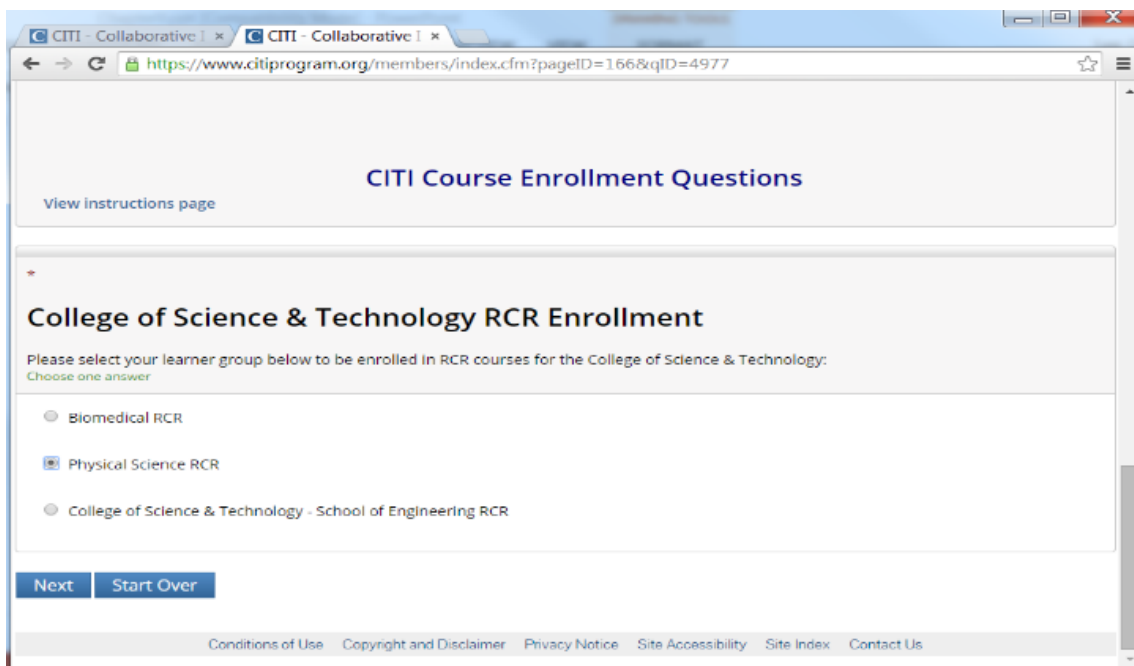
[Next](#) [Start Over](#)

Click Next to go to the next page. Move the cursor down to the bottom to see the following





Click on the course you just added: 'College of Science and Technology, Physical Science to begin your training.



Once completed, download your completion report and bring it to the STAD department secretary in Pearce 105 for the department to record your completion. Please keep a copy of your completion report.

**Appendix B: Link for Graduate College Forms**

Access forms for Central Michigan University graduate students that include: admissions, thesis/dissertation, student grants, and more: [Graduate Student Forms](#)

## Appendix C: Course Waiver Form

CENTRAL MICHIGAN UNIVERSITY  
Department of Statistics, Actuarial and Data Sciences  
Course Requirement Waiver Form

NAME \_\_\_\_\_ Student # \_\_\_\_\_

Any course requirement to be waived must be discussed with and approved by the graduate student's academic advisor before being submitted to the Graduate Coordinator. If the course content is not in the specialized area of the student's academic advisor, the advisor should consult with a content area faculty to ensure the two courses are comparable.

STATE WHICH CMU COURSE YOU WOULD LIKE TO HAVE WAIVED:

STATE THE EQUIVALENT COURSE YOU HAVE TAKEN AND AT WHAT UNIVERSITY YOU TOOK THIS COURSE:

Attach the course description and the syllabus of the course you took.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

Advisor's Comments:

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

Graduate Committee's Comments:

\_\_\_\_\_  
Graduate Coordinator's Signature

\_\_\_\_\_  
Date

**Appendix D: Graduate Student Advising Worksheets, Department of Statistics, Actuarial and Data Sciences**

<p><b>This Advising Course Work Planning Worksheet must be filled out by each student and reviewed by the student's Advisor once a year. The planning of coursework must be at least one year ahead of the review semester.</b></p> <p><b>For students who plan to submit the GA Renewal Application Form for the next academic year, this form must be reviewed by the student's Academic Advisor prior to submitting the GA Renewal Application Form early in the Spring semester.</b></p>															
Degree Pursuing (Highlight by color)	Ph.D. in Statistics and Analytics				M.S. in Applied Statistics and Analytics				Graduate Certificate in Data Mining			Graduate Certificate in Actuarial Science			
Student Name					Degree (Start BA/MA/MS)							Start Date			
Academic Semester/Year															
Advisor Name															
Advisor Signature															
Prospectus Filed (YES/NO)															
RCR Completed (YES/NO)															
Academic Status Change if any															
Qualifying Exam Fail/Pass															
Internship (Teach/Industrial)															
Supervisor of Internship															
GA support (RA, TA)															
Advisor Reviewed the Worksheet (YES/NO)															
Qualifying Exam Deadlines:	Must Pass at least one exam by:					Must Pass both exams by:									

**Pick one of the following forms according to your study program.**

Worksheets for each program can be found at:

### Ph.D. in Statistics and Analytics (45 - 75 hours)

Course	Semester/ Year	Grade	Semester/ Year	Grade	Semester/ Year	Grade	Semester/ Year	Grade	Semester/ Year	Grade	Semester/ Year	Grade
<b>Core Courses (30 hours)</b>												
STA 575												
STA 582												
STA 584												
STA 590												
STA 591												
STA 675												
STA 682												
STA 684												
STA 686												
STA 691												
<b>Core Courses (18 hours)</b>												
STA 580												
STA 588												
STA 589												
STA 678												
STA 694												
STA 696												
STA 697												
STA 782												
STA 784												
STA 785												
STA 797												

Electives Courses (12 hours)												
Internship (3 hours)												
STA 794												
STA 795												
Dissertation (12 hours)												
STA 898												



MS in Applied Statistics and Analytics (30-33 hours)										
Course	Semester/ Year	Grade	Semester/ Year	Grade	Semester/ Year	Grade	Semester/ Year	Grade	Semester/ Year	Grade
<b>Required Prerequisite Courses (0-3 hours)</b>										
STA 580										
<b>Required Courses I (15 hours)</b>										
STA 575										
STA 581										
STA 591										
STA 675										
STA 691										
<b>Electives I (9 hours)</b>										
ITC 630										
ITC 686										
STA678										
STA 686										
STA 694										
<b>Electives II (9 hours): Analytics Track</b>										
ITC 510										
ITC 686										
STA 691										
<b>Elective Courses (3 hours):</b> Students may select elective coursework from a variety of options in Statistics, Computer Science, Mathematics, Geographic Information Systems, and disciplines in Business, Health Professions, and other areas.										
<b>Practicum Requirement (3 hours)</b>										
STA 695										
STA 698										

<b>MS in Applied Statistics and Analytics (30-33 hours) for 2022-2023 or later Bulletin</b>										
Course	Semester/ Year	Grade	Semester/ Year	Grade	Semester/ Year	Grade	Semester/ Year	Grade	Semester/ Year	Grade
<b>Required Prerequisite Courses (0-3 hours)</b>										
STA 580										
<b>Required Courses (15 hours)</b>										
STA 575										
STA 581										
STA 591										
STA 675										
STA 691										
<b>Required Electives (9 hours)</b>										
ITC 630										
ITC 686										
STA 678										
STA 686										
STA 694										
<b>Elective Course (3 hours):</b> Students may select elective course work from a variety of options in Statistics, Computer Science, Mathematics, Geographic Information Systems, and disciplines in Business, Health Professions, and other areas.										
<b>Practicum Requirement (3 hours)</b>										
STA 695										
STA 698										

Graduate Certificate in Data Mining (15 - 18 hours)								
Course	Semester/ Year	Grade	Semester/ Year	Grade	Semester/ Year	Grade	Semester/ Year	Grade
Required Prerequisite Courses (0-6 hours)								
STA 575								
STA 580								
Required courses (12 hours)								
GEO 501								
STA 591								
STA 675								
STA 691								
Electives (0 - 6 hours)								
Any graduate level quantitative or computational course. Secondary electives are to be chosen in consultation with and approval of a data mining program advisor. Some examples include <a href="#">GEO 512</a> , <a href="#">ITC 510</a> , <a href="#">ITC 686</a> , <a href="#">STA 582</a> , <a href="#">STA 583</a> , <a href="#">STA 587</a> , <a href="#">STA 589</a> , <a href="#">STA 590</a> .								

