All Students Planning to Graduate in Spring or Summer 2013:

If you plan to graduate in Spring or Summer 2013 with non-thesis option for Master of Science in Technology degree, please save this file and read it VERY carefully.

You are required by the Graduate School to be certified that you are qualified to graduate from the MS degree program. The certification of comprehensive knowledge (CCK) is done through a one-hour independent study.

This is an exciting task for all of us. We also realize that there is a lot of work ahead of us to make it happen. In order to facilitate the certification process, please do the following immediately:

1. Make sure you will meet the graduation requirements (32 hours including 1 hour independent study to be done in Spring 2013 and/or courses to be taken in Summer 2013, core courses etc). Please note that it is your legal responsibility to count the number of hours. My math dog is getting old and she cannot be liable for your counting.

2. Please do not attempt to register yourself for the CCK independent study. The following steps will tell you exactly what you are supposed to do.

3. For those planning to graduate in Summer 2013: We will not be able to offer independent study during summer term due to many reasons. In other words, you cannot meet the independent study requirement (for certification of comprehensive knowledge) in Summer 2013. For those students planning to graduate in Summer, the graduate committee has decided the following: If you will only have three (3) hours to complete your degree in Summer 2013, we will give you the opportunity to conduct your independent study during Spring 2013. Please discuss with me if you have any questions on the issue.

4. Please use the attached template to finalize your study plan which lists course title, semester, grade and instructor for each course you took or are planning to take before graduation. This final study plan is a part of requirements by the Graduate School.

   Please note that there are six (6) worksheets in the Excel file. You need to select the MS in Technology for the CCK purpose.

   If you are completing any graduate certificate, you also need to submit another study plan for the certificate. Please alert Laurie that you have more than one (1) study plan in your submission.

5. Please email Laurie Smith directly at (techgrad@eiu.edu) with your final study plan. We will then enter your study plan on your behalf after approval.
6. Please complete the above requirement within 10 days of this announcement since any delays will affect you and others. You may not be able to graduate as you expect if you delay your submission.

7. As a reminder, you will need to submit your application for graduation according to the deadline and fees ($99999?) by the Graduate School in Spring or Summer, respectively. Please note the application for graduation is administered by the Graduate School. This is separate from what we are doing here for academic certification.

Please note: If you are completing a graduate certificate in addition to your MS in Technology degree, you will need to have another graduation application for the certificate. In other words, you will be graduating with two (2) majors if you are completing both MS in Technology degree and a certificate. Thus, you will need two (2) applications for graduation.

8. The following links are handy for you for the whole process.

This file and other related files are also available at:
http://castle.eiu.edu/~pingliu/graduate/cck/
Thus, please bookmark the above link.

Policy and procedure for Certification of comprehensive knowledge, as well as the evaluation rubric can also be found in:
http://www.eiu.edu/~tech/Grad/nonthesis.php

Here is what to anticipate during your certification process:

1. After we receive study plans from all graduating students, we will begin assigning each student to a faculty chair for your upcoming semester. I hope to start working at the assignment on mid November and complete it by mid December 2011.

Please note there is a lot of detailed and time consuming work for the faculty assignment. In the past, any student who delayed their work affected other graduate students tremendously. Thus, please be prompt on your part.

If you have any preference on your faculty chair, please include your preference information in the study plan you will send to Laurie Smith. We will try to match your best preference even though we cannot guaranty it. The faculty chair assignment is decided by the Chairs in the School of Technology.

2. I will announce the faculty-student assignment before the Spring 2013 begins, or sooner if I have the information.
3. You will need to contact the assigned faculty and start working at the independent study application with the faculty chair. The application should be completed as soon as you could. The general practice in the School of Technology has been that any application for independent study should be completed within two weeks of each new semester.

4. Please note that you will need approval from your directing faculty before giving me the application form. I will then route your application for CCK independent study for further approval.

   The application form for certification independent study is available at:

   [http://www.eiu.edu/~tech/Grad/forms/ApplicationforComprehensiveKnowledge.pdf](http://www.eiu.edu/~tech/Grad/forms/ApplicationforComprehensiveKnowledge.pdf)

5. The office will manually register you for the independent study once it is approved. **Thus, do not attempt to register your independent study on PAWS.**

6. In order to avoid late fee charges to our graduating students, we will register your independent study on PAWS before Spring 2013 begins. You will be dropped from the independent study if you do not have the CCK independent study form approved within the above time frame (2 weeks after the Spring semester begins).

7. You and faculty chair will identify two other committee members for your certification committee.

8. You will conduct your independent study and write the paper according to the requirements specified in the policy, under the supervision of the faculty chair.

9. You and faculty chairperson will work closely together to identify a time slot for your presentation. Your faculty chair will help you reserve the room for your presentation.

10. Please plan your timelines with your faculty chair according to the procedure. Below is my suggested timeline:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Students inform the graduate program secretary of plan to graduate and provide a final study plan.</td>
<td>November 16, 2012</td>
</tr>
<tr>
<td>Assign faculty chair to each graduating</td>
<td>December 15, 2012 (tentative)</td>
</tr>
<tr>
<td>Application for independent study</td>
<td>All application approvals must be received before Jan. 17, 2013</td>
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<tr>
<td>Faculty chair notify the graduate coordinator on the committee members</td>
<td>No later than Feb. 1, 2013</td>
</tr>
<tr>
<td>Student paper due to the faculty chair</td>
<td>No later than March 8, 2013 (Before Spring Break)</td>
</tr>
<tr>
<td>Faculty chair notify student about the acceptance of written paper</td>
<td>No later than April 5, 2013</td>
</tr>
<tr>
<td>Paper presentation</td>
<td>No later than April 25, 2013.</td>
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</tbody>
</table>

Please note the above timeline is actually the deadline. You should plan to complete all your presentation **before** the deadline. (The earlier, the better.) Otherwise, you will jeopardize your own graduation plan.

It is a fun and exciting time for us to plan for our graduations. Please feel free to contact me if you have any questions.

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