

# Graduate School

## Doctor of Philosophy



The doctor of philosophy degree is a research degree. It is awarded in recognition of demonstrated mastery of subject matter in a chosen field of study and demonstrated competence in the conduct of an individual research investigation that represents a significant contribution to the cumulative knowledge of the field. The program of study and research will be planned and supervised by an advisory committee. Each candidate's course work and research topic must be approved by the advisory committee as meeting the standards generally associated with the doctoral degree.

The doctoral student must comply with the requirements on this page, the requirements of their program, and complete any [necessary forms: \(/gradschool/policies-procedures/forms-deadlines/index.html\)](/gradschool/policies-procedures/forms-deadlines/index.html) to document their progress with the Graduate School.

**Individual programs may have higher standards, and students are expected to know their program's requirements.**

Milestone Timeline by Academic-Year Semester after Start of Program (click to expand)

| Semester | Recommended Timeline      |  |                        |                 |                      |                    |                 |  | Deadlines* |
|----------|---------------------------|--|------------------------|-----------------|----------------------|--------------------|-----------------|--|------------|
| 1        | Select Advisor            |  | Course work            |                 |                      |                    |                 |  |            |
| 2        |                           |  |                        |                 |                      |                    |                 |  |            |
| 3        | Select Advisory Committee |  |                        | Qualifying Exam |                      |                    |                 |  |            |
| 4        |                           |  | Research Proposal Exam |                 |                      |                    |                 |  |            |
| 5        |                           |  |                        |                 |                      |                    |                 |  |            |
| 6        |                           |  |                        |                 | Prepare Dissertation | Final Oral Defense | Complete Degree |  |            |
| 7        |                           |  |                        |                 |                      |                    |                 |  |            |
| 8        |                           |  |                        |                 |                      |                    |                 |  |            |

|    |  |  |  |  |  |  |  |  |                        |
|----|--|--|--|--|--|--|--|--|------------------------|
| 9  |  |  |  |  |  |  |  |  |                        |
| 10 |  |  |  |  |  |  |  |  | Qualifying Exam        |
| 11 |  |  |  |  |  |  |  |  |                        |
| 12 |  |  |  |  |  |  |  |  | Research Proposal Exam |
| 13 |  |  |  |  |  |  |  |  |                        |
| 14 |  |  |  |  |  |  |  |  |                        |
| 15 |  |  |  |  |  |  |  |  |                        |
| 16 |  |  |  |  |  |  |  |  | PhD Completion         |

\*Items noted in the deadlines column must be completed no later than the semester noted.

Description of PhD Milestones (click to expand)

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Complete course work

**Select Advisor**

- **Purpose**
  - Advises student on courses/research
- **Requirements**
  - Member of graduate faculty
  - Regular or adjunct appointment in student's administrative home department
- **Recommended Timing**
  - At start may be graduate program director
  - Permanent advisor chosen within 1 (post master's) or 2 (post bachelor's) academic semesters after start

**Select Advisory Committee**

- **Purpose**
  - Advises student on courses/research
  - Provides cognate expertise
  - Contributes diverse perspectives
  - Promotes cross-disciplinary communications
- **Requirements**
  - Members of graduate faculty
  - Minimum of one from outside student's academic home department
- **Recommended Timing**
  - Appointed within 2 (post master's) or 4 (post bachelor's) academic semesters after start

**Pass Qualifying Examination**

- **Purpose**
  - Test of disciplinary knowledge
- **Examiners**
  - Standing Committee or Advisory Committee
- **Format**
  - Written (required), oral (optional; determined by program)

### Pass Research Proposal Examination

- **Timing**
  - **Recommended:** Within 3 (post master's) or 4 (post bachelor's) academic semesters after start
  - **Required:** No more than 5 years after start
- **Purpose**
  - Test of capability to conduct independent research
- **Examiners**
  - Standing Committee or Advisory Committee
- **Format**
  - Oral (required), written (optional; determined by program)
- **Candidacy**
  - After completion of qualifying and proposal Exam, can enter research-only mode
- **Timing**
  - **Recommended:** Within 4 (post master's) or 6 (post bachelor's) academic semesters after start
  - **Required:** No more than 6 years after start

### Prepare Dissertation

- **Purpose**
  - Written description of research
- **Recommended Timing**
  - Within 6 (post master's) or 10 (post bachelor's) academic semesters after start

### Pass Final Oral Defense

- **Purpose**
  - Public defense of research
- **Recommended Timing**
  - Within 6 (post master's) or 10 (post bachelor's) academic semesters after start

### Complete Degree Requirements

- **Purpose**
  - Leads to awarding of degree
- **Requirements**
  - Final dissertation approved
- **Required Timing**
  - Within 8 years after start

## Residency Requirements

- A minimum of two-thirds of the required non-research course work credits required for the degree must be taken through Michigan Tech. PhD students must take at least 20 credits beyond the masters or 50 credits beyond the bachelors through Michigan Tech.
- Research credits used to satisfy degree requirements must be taken through Michigan Tech and must be supervised by a member of Michigan Tech's graduate faculty.

Courses which meet the "through Michigan Tech" requirement are defined as courses listed in the Michigan Tech course catalog and taught by Michigan Tech faculty.

## Degree Completion Timeline

The slider(s) below shows a detailed timeline of items that you need to complete in order to obtain a degree and prepare for arrival on campus. Click on the arrow to expand the slider, and click on the buttons in the table for more information about each item.

You can check the Current Students area of [MyMichiganTech: \(http://www.mymichigantech.mtu.edu/\)](http://www.mymichigantech.mtu.edu/) for a detailed checklist of items that are required for you at this time, and see a list of items that are complete or pending for each degree you are pursuing. See the Graduate School's [online tutorial: \(https://blogs.mtu.edu/gradschool/2014/08/17/dct-mmt/\)](https://blogs.mtu.edu/gradschool/2014/08/17/dct-mmt/) for help with MyMichiganTech.

### Doctoral Degree Completion Timeline

| When                        | What   | Click for details       | Click for an explanation |
|-----------------------------|--|-------------------------|--------------------------|
| Before you arrive on campus | Arrange for housing (not applicable for online students)   | <a href="#">Details</a> | <a href="#">Why?</a>     |
|                             | Consult with <a href="#">graduate program director: (/gradschool/prospective/directors/index.html)</a> and/or advisor for proper course selection  | <a href="#">Details</a> | <a href="#">Why?</a>     |
|                             | Submit your arrival information on <a href="#">MyMichiganTech: (http://www.MyMichiganTech.mtu.edu)</a> to notify <a href="#">International Programs and Services: (/international/index.html)</a> (IPS) of your travel plans (International students only) | <a href="#">Details</a> | <a href="#">Why?</a>     |
|                             | Upload your photo for your HuskyCard (optional)  | <a href="#">Details</a> | <a href="#">Why?</a>     |
| When you arrive on campus   | Obtain a HuskyCard   | <a href="#">Details</a> | <a href="#">Why?</a>     |
|                             | Report to <a href="#">International Programs and Services: (/international/index.html)</a> (international students only)   | <a href="#">Details</a> | <a href="#">Why?</a>     |
|                             | Complete <a href="#">Basic Responsible Conduct of Research Training: (/gradschool/resources-for/students/academic/rcr/index.html)</a>  | <a href="#">Details</a> | <a href="#">Why?</a>     |
|                             | Submit official proof of previous degrees earned   | <a href="#">Details</a> | <a href="#">Why?</a>     |
| Every year                  | Submit <a href="#">Patent, research, and proprietary rights agreement form: (https://mymichigantech.mtu.edu/web/home-community/current-students)</a> on <a href="#">MyMichiganTech: (http://www.MyMichiganTech.mtu.edu)</a>                                | <a href="#">Details</a> | <a href="#">Why?</a>     |
|                             | Provide <a href="#">proof of health insurance: (/hr/students/insurance/index.html)</a> or <a href="#">pay for University policy: (http://www.banweb.mtu.edu)</a> (on campus students only)   | <a href="#">Details</a> | <a href="#">Why?</a>     |
|                             | Obtain a <a href="#">parking permit:</a>   |                         |                          |

|   |  |                         |                      |
|---|--|-------------------------|----------------------|
|   | ( <a href="https://mtuparking.t2hosted.com/cmn/index.aspx">https://mtuparking.t2hosted.com/cmn/index.aspx</a> ) for any vehicle you desire to park on MTU property   | <a href="#">Details</a> | <a href="#">Why?</a> |
|   | Register for courses   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Every fall and spring semester until your degree is complete                              | Pay your bill  | <a href="#">Details</a> | <a href="#">Why?</a> |
|   | Confirm your enrollment  | <a href="#">Details</a> | <a href="#">Why?</a> |
|   | Register for courses   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Every summer session you are a supported student, plan to complete your degree, or defend | Pay your bill  | <a href="#">Details</a> | <a href="#">Why?</a> |
|   | Confirm your enrollment  | <a href="#">Details</a> | <a href="#">Why?</a> |
| First semester  | Complete <a href="#">Campus Clarity</a> : ( <a href="https://www.campusclarity.com/signup">https://www.campusclarity.com/signup</a> ) training   | <a href="#">Details</a> | <a href="#">Why?</a> |
| First (post master's) or second (post baccalaureate) semester                             | Select advisor by submitting the <a href="#">Advisor and committee recommendation form</a>   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Second or third academic semester   | Complete <a href="#">Advanced Responsible Conduct of Research Training</a> : ( <a href="https://gradschool/resources-for/students/academic/rcr/index.html">gradschool/resources-for/students/academic/rcr/index.html</a> ) | <a href="#">Details</a> | <a href="#">Why?</a> |
| Second (post master's) or fourth (post baccalaureate) semester                            | Appoint advisory committee by submitting the <a href="#">Advisor and committee recommendation form</a>   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Third (post master's) or fourth (post baccalaureate) semester                             | Pass qualifying examination and <a href="#">record results</a>   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Fourth (post master's) or sixth (post baccalaureate) semester                             | Pass research proposal examination and <a href="#">record results</a>  | <a href="#">Details</a> | <a href="#">Why?</a> |
| Semester coursework is complete OR semester before you want to enter research mode        | Submit <a href="#">Degree schedule</a> to Graduate School  | <a href="#">Details</a> | <a href="#">Why?</a> |
| Due one week before semester you wish to enter research mode                              | Submit <a href="#">Petition to enter research mode</a> (optional)  | <a href="#">Details</a> | <a href="#">Why?</a> |
| Semester of planned degree completion   | Submit <a href="#">Commencement application form</a> if you wish to participate in commencement (fall/spring semester only)  | <a href="#">Details</a> | <a href="#">Why?</a> |

|  |  |                         |                      |
|--|--|-------------------------|----------------------|
|  | Submit <a href="#">Degree completion form</a> to Graduate School   | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Pick up diploma folder   | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Pick up Graduate School pin  | <a href="#">Details</a> | <a href="#">Why?</a> |
| When you leave campus or complete a degree   | Submit the Graduate student workspace cleanout form on <a href="https://mymichigantech.mtu.edu/web/home-community/current-students">MyMichiganTech</a> : ( <a href="https://mymichigantech.mtu.edu/web/home-community/current-students">https://mymichigantech.mtu.edu/web/home-community/current-students</a> ) | <a href="#">Details</a> | <a href="#">Why?</a> |
| Four weeks before your defense - Sixth (post master's) or tenth (post baccalaureate) semester  | Plan :()for your defense - Work with your committee to find a date and time that works for everyone then work with your department to schedule a room for your defense   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Two weeks before your defense  | Schedule:() your defense by submitting the <a href="#">Pre-defense form</a>  | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Submit complete defense draft of your dissertation <a href="#">to the Graduate School</a> : ( <a href="https://mtu.instructure.com/courses/286200/modules">https://mtu.instructure.com/courses/286200/modules</a> )  | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Submit complete defense draft of your dissertation to your advisor and committee   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Day of defense   | Publicly defend your dissertation:()   | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Bring copy of <a href="#">Report on final oral examination form</a> to defense   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Post-defense (see <a href="#">deadlines: (/gradschool/policies-procedures/forms-deadlines/index.html)</a> for upcoming semesters)  | Make:() all required technical corrections from advisor and committee  | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Make all required formatting corrections from Graduate School  | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Submit the <a href="#">Approval of a dissertation, thesis, or report form</a>  | <a href="#">Details</a> | <a href="#">Why?</a> |
| Within one week of submitting the <a href="#">Approval of a dissertation, thesis, or report form</a> and by the <a href="#">deadline: (/gradschool/policies-procedures/forms-deadlines/index.html)</a> | Submit:() dissertation to <a href="#">Digital Commons</a> : ( <a href="http://digitalcommons.mtu.edu/cgi/ir_submit.cgi?context=etdr">http://digitalcommons.mtu.edu/cgi/ir_submit.cgi?context=etdr</a> )  | <a href="#">Details</a> | <a href="#">Why?</a> |

for the semester you wish to complete your degree

|   |   |                         |                      |
|---|---|-------------------------|----------------------|
|   | Submit dissertation to <a href="http://dissertations.umi.com/michigantech/">ProQuest:</a><br>( <a href="http://dissertations.umi.com/michigantech/">http://dissertations.umi.com/michigantech/</a> )  | <a href="#">Details</a> | <a href="#">Why?</a> |
| Before completing degree                          | Complete <a href="https://sed-ncses.org/">Survey of Earned Doctorates:</a> (required)   | <a href="#">Details</a> | <a href="#">Why?</a> |
|   | Complete <a href="https://www.surveymonkey.com/r/MTUGradSchool2018">Exit Survey:</a><br>( <a href="https://www.surveymonkey.com/r/MTUGradSchool2018">https://www.surveymonkey.com/r/MTUGradSchool2018</a> )   | <a href="#">Details</a> | <a href="#">Why?</a> |
| After dissertation is approved by Graduate School | ;) Pay fees (if needed)   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Within two weeks after the end of the semester    | Watch your e-mail or <a href="https://mymichigantech.mtu.edu/web/home-community/current-students">MyMichiganTech:</a><br>( <a href="https://mymichigantech.mtu.edu/web/home-community/current-students">https://mymichigantech.mtu.edu/web/home-community/current-students</a> ) for notification that your degree is awarded | <a href="#">Details</a> | <a href="#">Why?</a> |
| Two months after the end of the semester          | Watch your e-mail for notification that your diploma is ready   | <a href="#">Details</a> | <a href="#">Why?</a> |
| One month after Degree is awarded                 | Check <a href="http://digitalcommons.mtu.edu/">Digital Commons:</a> to see your published dissertation  | <a href="#">Details</a> | <a href="#">Why?</a> |

## Credit Requirements

### Minimum requirements

Programs may have stricter requirements than listed here and may require more than the minimum numbers of credits listed here.

- Thirty credits beyond the bachelor's degree are required for a master's degree.
- Thirty credits beyond the master's degree are required for a PhD.
- Maximum of 12 credits may be at the 3000 or 4000 level (with program approval).
  - MEng allows a maximum of 14 credits at the 3000 or 4000 level.
- One-third of the non-research credits may be transfer credits as long as they were not applied toward another degree.
- Research credits are the only non-graded classes that may be counted toward a degree.
- All credits must meet the [Scholastic Standards:](http://gradschool/policies-procedures/academic/scholastic-standards/index.html) of the Graduate School in order to be counted toward the credit requirements.

### Unallowable credits

- Courses numbered below 3000
- Audited courses
- Continuous enrollment courses (ex: UN5951, UN5953)
- Non-research courses taken for a pass/fail courses

- Credits applied toward another degree (see exceptions below)

## Special Exceptions

- [Peace Corps Master's International](http://gradschool/policies-procedures/requirements/peace-corps/index.html): ([/gradschool/policies-procedures/requirements/peace-corps/index.html](http://gradschool/policies-procedures/requirements/peace-corps/index.html)) students may use 2 credits of language courses below the 3000 level.
- A portion of the non-research/non-practicum credits earned at Michigan Tech may be reused to earn an additional master's degree in accordance with [Graduate School policy](http://gradschool/policies-procedures/academic/additional-masters/index.html): ([/gradschool/policies-procedures/academic/additional-masters/index.html](http://gradschool/policies-procedures/academic/additional-masters/index.html))
- Students in an accelerated master's program may apply up to 6 of the credits earned while an undergraduate toward both their bachelor's and master's degrees in accordance with [University policy](http://www.admin.mtu.edu/usenate/propose/11/13-11.htm): (<http://www.admin.mtu.edu/usenate/propose/11/13-11.htm>). Each program may set limits on the type and number of credits.

## Academic Progress

Students must be in [good standing](http://gradschool/policies-procedures/academic/good-standing/index.html): ([/gradschool/policies-procedures/academic/good-standing/index.html](http://gradschool/policies-procedures/academic/good-standing/index.html)) to earn a graduate degree.

## Time Limits: ()

All work must be completed within the specified time frame starting from the first enrollment in the degree program or earliest course listed on the degree schedule, whichever is earliest.

- Master's degree must be completed within five (5) calendar years.
- PhD must be completed within eight (8) calendar years.

Requests for extension must be made by the advisor to the Graduate School.

## Responsible Conduct for Research Training

The University requires that students complete [basic and advanced responsible conduct for research training](http://gradschool/resources-for/students/academic/rcr/index.html): ([/gradschool/resources-for/students/academic/rcr/index.html](http://gradschool/resources-for/students/academic/rcr/index.html)). Basic training is required for all students. Advanced training is required for all students who began their degree in spring 2013 or later OR who are funded by external sponsor. See our [web page](http://gradschool/resources-for/students/academic/rcr/index.html): ([/gradschool/resources-for/students/academic/rcr/index.html](http://gradschool/resources-for/students/academic/rcr/index.html)) for details on how to complete the training.

## Advisor: ()

Faculty who advise graduate students must be members of the Michigan Tech graduate faculty. These individuals advise students on course selection and supervise the students' research. All graduate students must have an advisor.

Each student's advisor must hold a regular or adjunct appointment in the student's administrative home department or school.

- Students may be co-advised by two faculty members. At least one of the co-advisors must hold a regular or adjunct appointment in the student's administrative home department or school.
- In the case that a faculty member has a joint appointment between multiple departments, the faculty member must have greater than 50% appointment in the student's administrative home department in order to be considered an internal committee member ([Senate Policy 37-15](http://senate/policies-procedures/proposals-year/2014-15/37-15/index.html): ([/senate/policies-procedures/proposals-year/2014-15/37-15/index.html](http://senate/policies-procedures/proposals-year/2014-15/37-15/index.html))).
- Before recommending a sole advisor who holds an adjunct appointment in the student's administrative home department or school, the appropriate graduate program director should ensure that this person is sufficiently familiar with the department/school standards for research and with applicable university policies/procedures and that this person can maintain adequate contact with the student.

Students who enter the University may initially be advised by the [graduate program director](http://gradschool/prospective/directors/index.html): ([/gradschool/prospective/directors/index.html](http://gradschool/prospective/directors/index.html)) for their degree program.



A permanent advisor should be chosen prior to the end of the second academic-year semester in residence.

## Advisory Committee: ()

The advisory committee consists of at least four members of the graduate faculty including the advisor/co-advisors. The membership of the committee is recommended to the dean of the Graduate School by the advisor and the chair, dean, or graduate program director of the student's academic home department or school or program using the [Advisor and Committee Recommendation form](#).

In addition to the primary advisor/co-advisor requirements specified in the [Advisor: \(/gradschool/policies-procedures/requirements/phd/index.html#Advisor\)](#) section above, at least one member of the committee must be external to the student's academic home department or school. A faculty member is classified as external if **one** of the following is true:

- They have less than a 50% primary appointment in the student's administrative home department, **OR**
- They are appointed as an ad-hoc graduate faculty member

An advisor or co-advisor cannot serve as an external member of the committee.

The advisory committee should be appointed prior to the end of the student's fourth academic-year semester in residence.

## Qualifying Examination

A qualifying examination will be given to determine each student's ability to apply general concepts and methods in their chosen field. This examination must include a written component and may also include an oral component. Typically this exam is given prior to the research proposal examination.

The qualifying examination will be administered by members of the Graduate Faculty who are familiar with the examinee's chosen field of study. The examining committee may be a standing committee appointed by the academic home department or school or it may consist of a student's advisory committee. Any member of the graduate faculty may attend the oral component of this examination (if one exists) as an observer.

Satisfactory performance on the qualifying examination is required for students to maintain good progress toward completion of their degree.

The qualifying examination should be administered prior to the end of the fourth academic-year semester in residence at Michigan Tech. It must be given no later than five years after enrollment. It should be given at least two academic-year semesters before the final oral defense.

## Research Proposal Examination

The research proposal examination is used to determine each student's readiness to conduct and complete an independent research project that will contribute to the body of knowledge in their chosen field. This examination must include an oral component and may also include a written component. Typically this examination is given after the qualifying examination.

The research proposal examination will be administered by members of the Graduate Faculty who are familiar with the examinee's chosen field of study. The examining committee may be a standing committee appointed by the academic home department or school or it may consist of a student's advisory committee. Any member of the graduate faculty may attend the oral examination as an observer.

Satisfactory performance on the research proposal examination is required for students to maintain good progress toward completion of their degree.

The research proposal examination should be administered prior to the end of the sixth academic-year semester in residence at Michigan Tech. It must be given no later than six years after enrollment. It should be given at least one academic-year semester before the final oral defense.

## Candidacy and Research-Only Mode

Students who successfully complete both the qualifying examination and the research proposal examination are considered candidates for the PhD. These students are also eligible for research-only mode tuition rates. Students in research-only mode are permitted to take courses, for which they pay regular tuition.

## Dissertation

The research undertaken as part of the doctoral degree program will be presented in the form of a dissertation that will be a permanent acquisition of the library. Any classified or proprietary material that cannot be made available to the public is not acceptable as a dissertation. Completing the dissertation requires preparation of the document [according to Graduate School guidelines: \(/gradschool/policies-procedures/theses-dissertations/index.html\)](https://gradschool/policies-procedures/theses-dissertations/index.html), and [submitting the completed: \(/gradschool/policies-procedures/theses-dissertations/index.html\)](https://gradschool/policies-procedures/theses-dissertations/index.html) (and successfully defended) dissertation to the Graduate School.

A completed draft of the dissertation must be distributed to the advisory committee chair two weeks prior to the final examination.

## Oral Examination

At a public final oral examination, primarily concerning the research and doctoral dissertation, the candidate should justify the validity of the methods and conclusions contained in the dissertation and should demonstrate familiarity with the significance of the study in relation to the existing body of knowledge.

The examining committee will be appointed by the Graduate School in consultation with the department chair or school dean of the student's academic home unit. The student's advisory committee will typically serve as the examining committee. For requirements on committee composition, please see [Advisory Committee: \(/gradschool/policies-procedures/requirements/phd/#advisory committee\)](https://gradschool/policies-procedures/requirements/phd/#advisory%20committee) section above. Persons who are not members of the Graduate Faculty may not serve as voting members of doctoral examination committees.

The examination will be scheduled by filing a [Pre-defense form](#) with the Graduate School.

The date of the examination must be at least two weeks following approval of a completed draft of the dissertation by the advisor and distribution of the completed draft of the dissertation to the examining committee.

The examination may be given two academic-year semesters following successful completion of the qualifying examination and one academic-year semester following successful completion of the research proposal examination. The student's examination results must be reported to the Graduate School on the [Report on Final Oral Examination Form](#).

### Graduate School

Administration Building, 4th Floor  
1400 Townsend Drive  
Houghton, MI 49931-1295



# Graduate School

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## Master of Business Administration



## Tech MBA

The Michigan Tech MBA program with a focus in innovation and technology management is an easy choice for students who want to gain a competitive edge while working or before entering the workforce. Earn a BS and MBA in just five years or earn your degree while working with flexible course options, including evening classes. After completing the MBA, graduates will be well equipped to take on positions in management, entrepreneurial endeavors, and make challenging decisions in a global economy.

For information about course scheduling, visit the [program page: \(https://www.mtu.edu/business/graduate/techmba/\)](https://www.mtu.edu/business/graduate/techmba/) on the School of Business website. Current students should become familiar with the [necessary forms and deadlines: \(/gradschool/policies-procedures/forms-deadlines/index.html\)](/gradschool/policies-procedures/forms-deadlines/index.html) for degree completion.

**Master's Path Program**—See [additional details: \(/gradschool/policies-procedures/requirements/masters-path/index.html\)](/gradschool/policies-procedures/requirements/masters-path/index.html) about program requirements.

## Residency Requirements

- **Tech MBA:** A minimum of 20 of the required credits required for the degree must be taken through Michigan Tech.

Courses which meet the "at Michigan Tech" requirement are defined as courses listed in the course catalog and taught by Michigan Tech faculty either on campus, at field locations, or through distance learning.

## Degree Completion Timeline

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The slider(s) below shows a detailed timeline of items that you need to complete in order to obtain a degree and prepare for arrival on campus. Click on the arrow to expand the slider, and click on the buttons in the table for more information about each item.

You can check the Current Students area of [MyMichiganTech: \(http://www.mymichigantech.mtu.edu/\)](http://www.mymichigantech.mtu.edu/) for a detailed checklist of items that are required for you at this time, and see a list of items that are complete or pending for each degree you are pursuing. See the Graduate School's [online tutorial: \(https://blogs.mtu.edu/gradschool/2014/08/17/dct-mmt/\)](https://blogs.mtu.edu/gradschool/2014/08/17/dct-mmt/) for help with MyMichiganTech.

## Master's Degree Completion Timeline - Coursework Option

| When                        | What   | Click for details       | Click for an explanation |
|-----------------------------|--|-------------------------|--------------------------|
| Before you arrive on campus | Arrange for housing (not applicable for online students)   | <a href="#">Details</a> | <a href="#">Why?</a>     |
|                             | Consult with <a href="#">graduate program director: (/gradschool/prospective/directors/index.html)</a> and/or advisor for proper course selection  | <a href="#">Details</a> | <a href="#">Why?</a>     |
|                             | Submit your arrival information on <a href="#">MyMichiganTech: (http://www.MyMichiganTech.mtu.edu)</a> to notify <a href="#">International Programs and Services: (/international/index.html)</a> (IPS) of your travel plans (International students only) | <a href="#">Details</a> | <a href="#">Why?</a>     |
|                             | Upload your photo for your HuskyCard (optional)  | <a href="#">Details</a> | <a href="#">Why?</a>     |
| When you arrive on campus   | Obtain a HuskyCard   | <a href="#">Details</a> | <a href="#">Why?</a>     |
|                             | Report to <a href="#">International Programs and Services: (/international/index.html)</a> (international students only)   | <a href="#">Details</a> | <a href="#">Why?</a>     |
|                             | Complete <a href="#">Basic Responsible Conduct of Research Training: (/gradschool/resources-for/students/academic/rcr/index.html)</a>  | <a href="#">Details</a> | <a href="#">Why?</a>     |
|                             | Submit official proof of previous degrees earned   | <a href="#">Details</a> | <a href="#">Why?</a>     |
| Every year                  | Submit <a href="#">Patent, research, and proprietary rights agreement form: (http://www.MyMichiganTech.mtu.edu)</a> on <a href="#">MyMichiganTech: (https://mymichigantech.mtu.edu/web/home-community/current-students)</a>                                | <a href="#">Details</a> | <a href="#">Why?</a>     |
|                             | Provide <a href="#">proof of health insurance: (/hr/students/insurance/index.html)</a> OR <a href="#">pay for University policy: (http://www.banweb.mtu.edu)</a> (on campus students only)   | <a href="#">Details</a> | <a href="#">Why?</a>     |
|                             | Obtain a <a href="#">parking permit: (https://mtuparking.t2hosted.com/cmn/index.aspx)</a> for  | <a href="#">Details</a> | <a href="#">Why?</a>     |

any vehicle you desire to park on MTU property

Every fall and spring semester until your degree is complete

Register for courses

[Details](#)

[Why?](#)

Pay your bill

[Details](#)

[Why?](#)

Confirm your enrollment

[Details](#)

[Why?](#)

Every summer session you are a supported student, plan to complete your degree, or defend

Register for courses

[Details](#)

[Why?](#)

Pay your bill

[Details](#)

[Why?](#)

Confirm your enrollment

[Details](#)

[Why?](#)

First semester

Complete [Campus Clarity:](https://www.campusclarity.com/signup) (<https://www.campusclarity.com/signup>) training

[Details](#)

[Why?](#)

Second semester

Select advisor by submitting the [Advisor and committee recommendation form](#) (not required for MBA students)

[Details](#)

[Why?](#)

Second or third academic semester

Complete [Advanced Responsible Conduct of Research Training:](https://gradschool/resources-for/students/academic/rcr/index.html) (<https://gradschool/resources-for/students/academic/rcr/index.html>)

[Details](#)

[Why?](#)

Semester before planned degree completion

Submit [Degree schedule](#) to Graduate School

[Details](#)

[Why?](#)

When you leave campus or complete a degree

Submit the Graduate student workspace cleanout form on [MyMichiganTech:](https://mymichigantech.mtu.edu/web/home-community/current-students) (<https://mymichigantech.mtu.edu/web/home-community/current-students>)

[Details](#)

[Why?](#)

Semester of planned degree completion

Submit [Commencement application form](#) if you wish to participate in commencement (fall/spring semester only)

[Details](#)

[Why?](#)

Submit [Degree completion form](#) to Graduate School

[Details](#)

[Why?](#)

Pick up diploma folder

[Details](#)

[Why?](#)

Pick up Graduate School pin

[Details](#)

[Why?](#)

|  |   |                         |                      |
|--|---|-------------------------|----------------------|
| Four weeks before your defense                 | Plan for your defense (select programs only; click the Details button for a list of programs)   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Finals week of planned degree completion       | Submit <a href="#">Verification of final degree requirements form</a>   | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Complete <a href="#">Exit Survey</a> :<br>( <a href="https://www.surveymonkey.com/r/MTUGradSchool2018">https://www.surveymonkey.com/r/MTUGradSchool2018</a> )                               | <a href="#">Details</a> | <a href="#">Why?</a> |
| Within two weeks after the end of the semester | Watch your e-mail or <a href="#">MyMichiganTech</a> :<br>( <a href="http://www.MyMichiganTech.mtu.edu">http://www.MyMichiganTech.mtu.edu</a> ) for notification that your degree is awarded | <a href="#">Details</a> | <a href="#">Why?</a> |
| Two months after the end of the semester       | Watch your e-mail for notification that your diploma is ready   | <a href="#">Details</a> | <a href="#">Why?</a> |

## Credit Requirements

### Minimum requirements

Programs may have stricter requirements than listed here and may require more than the minimum numbers of credits listed here.

- Thirty credits beyond the bachelor's degree are required for a master's degree.
- Thirty credits beyond the master's degree are required for a PhD.
- Maximum of 12 credits may be at the 3000 or 4000 level (with program approval).
  - MEng allows a maximum of 14 credits at the 3000 or 4000 level.
- One-third of the non-research credits may be transfer credits as long as they were not applied toward another degree.
- Research credits are the only non-graded classes that may be counted toward a degree.
- All credits must meet the [Scholastic Standards](#): ([/gradschool/policies-procedures/academic/scholastic-standards/index.html](http://gradschool/policies-procedures/academic/scholastic-standards/index.html)) of the Graduate School in order to be counted toward the credit requirements.

### Unallowable credits

- Courses numbered below 3000
- Audited courses
- Continuous enrollment courses (ex: UN5951, UN5953)
- Non-research courses taken for a pass/fail courses
- Credits applied toward another degree (see exceptions below)

### Special Exceptions

- [Peace Corps Master's International](#): ([/gradschool/policies-procedures/requirements/peace-corps/index.html](http://gradschool/policies-procedures/requirements/peace-corps/index.html)) students may use 2 credits of language courses below the 3000 level.
- A portion of the non-research/non-practicum credits earned at Michigan Tech may be reused to earn an additional master's degree in accordance with [Graduate School policy](#): ([/gradschool/policies-procedures/academic/additional-masters/index.html](http://gradschool/policies-procedures/academic/additional-masters/index.html))

- Students in an accelerated master's program may apply up to 6 of the credits earned while an undergraduate toward both their bachelor's and master's degrees in accordance with [University policy: \(http://www.admin.mtu.edu/usenate/propose/11/13-11.htm\)](http://www.admin.mtu.edu/usenate/propose/11/13-11.htm). Each program may set limits on the type and number of credits.

## Academic Progress

Students must be in [good standing: \(/gradschool/policies-procedures/academic/good-standing/index.html\)](/gradschool/policies-procedures/academic/good-standing/index.html) to earn a graduate degree.

## Time Limits: ()

All work must be completed within the specified time frame starting from the first enrollment in the degree program or earliest course listed on the degree schedule, whichever is earliest.

- Master's degree must be completed within five (5) calendar years.
- PhD must be completed within eight (8) calendar years.

Requests for extension must be made by the advisor to the Graduate School.

## Responsible Conduct for Research Training

The University requires that students complete [basic and advanced responsible conduct for research training: \(/gradschool/resources-for/students/academic/rcr/index.html\)](/gradschool/resources-for/students/academic/rcr/index.html). Basic training is required for all students. Advanced training is required for all students who began their degree in spring 2013 or later OR who are funded by external sponsor. See our [web page: \(/gradschool/resources-for/students/academic/rcr/index.html\)](/gradschool/resources-for/students/academic/rcr/index.html) for details on how to complete the training.

## Advisor: ()

Faculty who advise graduate students must be members of the Michigan Tech graduate faculty. These individuals advise students on course selection and supervise the students' research. All graduate students must have an advisor.

Each student's advisor must hold a regular or adjunct appointment in the student's administrative home department or school.

- Students may be co-advised by two faculty members. At least one of the co-advisors must hold a regular or adjunct appointment in the student's administrative home department or school.
- In the case that a faculty member has a joint appointment between multiple departments, the faculty member must have greater than 50% appointment in the student's administrative home department in order to be considered an internal committee member ([Senate Policy 37-15: \(/senate/policies-procedures/proposals-year/2014-15/37-15/index.html\)](/senate/policies-procedures/proposals-year/2014-15/37-15/index.html)).
- Before recommending a sole advisor who holds an adjunct appointment in the student's administrative home department or school, the appropriate graduate program director should ensure that this person is sufficiently familiar with the department/school standards for research and with applicable university policies/procedures and that this person can maintain adequate contact with the student.

Students who enter the University may initially be advised by the [graduate program director: \(/gradschool/prospective/directors/index.html\)](/gradschool/prospective/directors/index.html) for their degree program.

A permanent advisor should be chosen prior to the end of the second academic-year semester in residence.

## Options

Each student must submit any necessary forms for their degree option to document their progress with the Graduate School. Individual option requirements are as follows.



## Tech MBA

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This program requires a minimum of 36 credits be completed through course work from the approved course list. Review the [course descriptions: \(/business/graduate/techmba/schedule/index.html\)](/business/graduate/techmba/schedule/index.html) for available classes. Satisfactory completion of the Professional Development Seminars is also necessary for this degree.

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### Distribution of course work credit

|                            |            |
|----------------------------|------------|
| 5000–6000 series (minimum) | 36 credits |
|----------------------------|------------|

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## Graduate School

Administration Building, 4th Floor

1400 Townsend Drive

Houghton, MI 49931-1295

Ph: 906-487-2327 | Fax: 906-487-2284 | [gradadms@mtu.edu](mailto:gradadms@mtu.edu)



# Graduate School

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## Master of Engineering



The master of engineering degree is intended to be a terminal professional degree where the candidate demonstrates advanced ability in course work and with an advanced engineering design project, or practicum. The master of engineering student must comply with the requirements on this page, the requirements of their program, and complete any necessary forms to document their progress with the Graduate School.

**Campus Residency Requirement**—A minimum of one-half of the course work credits must be taken in residence at Michigan Tech. (Note that this is inconsistent with the general requirement that 2/3 of the course work be taken in residence. See [Senate Proposal 5-98: \(http://www.admin.mtu.edu/usenate/propose/98/5-98.htm\)](http://www.admin.mtu.edu/usenate/propose/98/5-98.htm).)

## Credit Requirements

### Minimum requirements

Programs may have stricter requirements than listed here and may require more than the minimum numbers of credits listed here.

- Thirty credits beyond the bachelor's degree are required for a master's degree.
- Thirty credits beyond the master's degree are required for a PhD.
- Maximum of 12 credits may be at the 3000 or 4000 level (with program approval).
  - MEng allows a maximum of 14 credits at the 3000 or 4000 level.
- One-third of the non-research credits may be transfer credits as long as they were not applied toward another degree.
- Research credits are the only non-graded classes that may be counted toward a degree.
- All credits must meet the [Scholastic Standards: \(/business/graduate/techmba/schedule/index.html\)](http://business/graduate/techmba/schedule/index.html) of the Graduate School in order to be counted toward the credit requirements.

### Unallowable credits

- Courses numbered below 3000
- Audited courses
- Continuous enrollment courses (ex: UN5951, UN5953)
- Non-research courses taken for a pass/fail courses
- Credits applied toward another degree (see exceptions below)

## Special Exceptions

- [Peace Corps Master's International: \(/business/graduate/techmba/schedule/index.html\)](http://business/graduate/techmba/schedule/index.html) students may use 2 credits of language courses below the 3000 level.
- A portion of the non-research/non-practicum credits earned at Michigan Tech may be reused to earn an additional master's degree in accordance with [Graduate School policy: \(/gradschool/policies-procedures/academic/additional-masters/index.html\)](http://gradschool/policies-procedures/academic/additional-masters/index.html)
- Students in an accelerated master's program may apply up to 6 of the credits earned while an undergraduate toward both their bachelor's and master's degrees in accordance with [University policy: \(http://www.admin.mtu.edu/usenate/propose/11/13-11.htm\)](http://www.admin.mtu.edu/usenate/propose/11/13-11.htm). Each program may set limits on the type and number of credits.

## Academic Progress

Students must be in [good standing: \(/gradschool/policies-procedures/academic/good-standing/index.html\)](http://gradschool/policies-procedures/academic/good-standing/index.html) to earn a graduate degree.

## Time Limits: ()

All work must be completed within the specified time frame starting from the first enrollment in the degree program or earliest course listed on the degree schedule, whichever is earliest.

- Master's degree must be completed within five (5) calendar years.
- PhD must be completed within eight (8) calendar years.

Requests for extension must be made by the advisor to the Graduate School.

## Responsible Conduct for Research Training

The University requires that students complete [basic and advanced responsible conduct for research training: \(/gradschool/resources-for/students/academic/rcr/index.html\)](http://gradschool/resources-for/students/academic/rcr/index.html). Basic training is required for all students. Advanced training is required for all students who began their degree in spring 2013 or later OR who are funded by external sponsor. See our [web page: \(/gradschool/resources-for/students/academic/rcr/index.html\)](http://gradschool/resources-for/students/academic/rcr/index.html) for details on how to complete the training.

## Advisor: ()

Faculty who advise graduate students must be members of the Michigan Tech graduate faculty. These individuals advise students on course selection and supervise the students' research. All graduate students must have an advisor.

Each student's advisor must hold a regular or adjunct appointment in the student's administrative home department or school.

- Students may be co-advised by two faculty members. At least one of the co-advisors must hold a regular or adjunct appointment in the student's administrative home department or school.
- In the case that a faculty member has a joint appointment between multiple departments, the faculty member must have greater than 50% appointment in the student's administrative home department in order to be considered an internal committee member ([Senate Policy 37-15: \(/senate/policies-procedures/proposals-year/2014-15/37-15/index.html\)](http://senate/policies-procedures/proposals-year/2014-15/37-15/index.html)).
- Before recommending a sole advisor who holds an adjunct appointment in the student's administrative home department or school, the appropriate graduate program director should ensure that this person is sufficiently familiar with the department/school standards for research and with applicable university policies/procedures and that this person can maintain adequate contact with the student.

Students who enter the University may initially be advised by the [graduate program director: \(/gradschool/prospective/directors/index.html\)](http://gradschool/prospective/directors/index.html) for their degree program.

A permanent advisor should be chosen prior to the end of the second academic-year semester in residence.

**Advisory Committee**—The advisory committee is nominated by the chair of the major department, usually in consultation with the advisor, and approved by the College of Engineering. At least two of the three examiners must be members of the graduate faculty and at least one of the graduate faculty members must be from outside the major department. If co-advisors are chosen and one co-advisor is from outside the student's home department, it is recommended but not required that an additional external member be chosen.

**Course Work**—The minimum requirements are as follows:

|   |               |
|---|---------------|
| <b>Course work</b>                        | 26–30 credits |
| <b>Practicum</b>                          | 0–4 credits   |
| <b>Total (minimum)</b>                    | 30 credits    |
| <b>Distribution of course work credit</b> |               |
| 5000–6000 series (minimum)                | 12 credits    |
| 3000–4000 level (maximum)                 | 14 credits    |

**Master of Engineering Practicum**—The practicum is an advanced independent study for students in the master of engineering program. The student in consultation with the advisor develops and executes a project demonstrating capabilities in problem solving, communication, and decision making. The practicum can be completed on campus or at the site of a Michigan Tech corporate partner. Students must submit a written report and make an oral presentation related to their project to their advisory committee. In some cases, the practicum may be waived; approval of the waiver is indicated on the Final Degree Schedule.

The successful on-campus oral presentation will be evaluated by the committee on the [Verification of Degree Requirements](#) (MEng3).

## Degree Completion Timeline

The slider(s) below shows a detailed timeline of items that you need to complete in order to obtain a degree and prepare for arrival on campus. Click on the arrow to expand the slider, and click on the buttons in the table for more information about each item.

You can check the Current Students area of [MyMichiganTech: \(http://www.mymichigantech.mtu.edu/\)](http://www.mymichigantech.mtu.edu/) for a detailed checklist of items that are required for you at this time, and see a list of items that are complete or pending for each degree you are pursuing. See the Graduate School's [online tutorial: \(https://blogs.mtu.edu/gradschool/2014/08/17/dct-mmt/\)](https://blogs.mtu.edu/gradschool/2014/08/17/dct-mmt/) for help with MyMichiganTech.

### Master of Engineering Degree Completion Timeline

| When                        | What   | Click for details       | Click for an explanation |
|-----------------------------|--|-------------------------|--------------------------|
| Before you arrive on campus | Arrange for housing (not applicable for online students) | <a href="#">Details</a> | <a href="#">Why?</a>     |
|                             | Consult with <a href="#">graduate program director</a> : | <a href="#">Details</a> | <a href="#">Why?</a>     |

(</gradschool/prospective/directors/index.html>) and/or advisor for proper course selection

Submit your arrival information on [MyMichiganTech](#): (<http://www.MyMichiganTech.mtu.edu>) to notify [International Programs and Services](#): (</international/index.html>) (IPS) of your travel plans (International students only)

[Details](#) [Why?](#)

Upload your photo for your HuskyCard (optional)

[Details](#) [Why?](#)

When you arrive on campus Obtain a HuskyCard

[Details](#) [Why?](#)

Report to [International Programs and Services](#): (</international/index.html>) (international students only)

[Details](#) [Why?](#)

Complete [Basic Responsible Conduct of Research Training](#): (</gradschool/resources-for/students/academic/rcr/index.html>)

[Details](#) [Why?](#)

Submit official proof of previous degrees earned

[Details](#) [Why?](#)

Submit [Patent, research, and proprietary rights agreement form](#): (<http://www.MyMichiganTech.mtu.edu>) on [MyMichiganTech](#): (<https://mymichigantech.mtu.edu/web/home-community/current-students>)

[Details](#) [Why?](#)

Every year Provide [proof of health insurance](#): (</hr/students/insurance/index.html>) OR [pay for University policy](#): (<http://www.banweb.mtu.edu>) (on campus students only)

[Details](#) [Why?](#)

Obtain a [parking permit](#): (<https://mtuparking.t2hosted.com/cmnr/index.aspx>) for any vehicle you desire to park on MTU property

[Details](#) [Why?](#)

Every fall and spring semester until your degree is complete Register for courses

[Details](#) [Why?](#)

Pay your bill

[Details](#) [Why?](#)

Confirm your enrollment

[Details](#) [Why?](#)

Every summer session you are a supported student, plan to complete your degree, or defend Register for courses

[Details](#) [Why?](#)

|  |  |                         |                      |
|--|--|-------------------------|----------------------|
|  | Pay your bill  | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Confirm your enrollment  | <a href="#">Details</a> | <a href="#">Why?</a> |
| First semester                                 | Complete <a href="#">Campus Clarity:</a><br>( <a href="https://www.campusclarity.com/signup">https://www.campusclarity.com/signup</a> ) training   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Second semester                                | Select advisor by submitting the <a href="#">Advisor and committee recommendation form</a> (not required for MBA students)   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Second or third academic semester              | Complete <a href="#">Advanced Responsible Conduct of Research Training:</a> ( <a href="https://gradschool/resources-for/students/academic/rcr/index.html">/gradschool/resources-for/students/academic/rcr/index.html</a> )                                   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Semester before planned degree completion      | Submit <a href="#">Degree schedule</a> to Graduate School  | <a href="#">Details</a> | <a href="#">Why?</a> |
| When you leave campus or complete a degree     | Submit the Graduate student workspace cleanout form on <a href="#">MyMichiganTech:</a><br>( <a href="https://mymichigantech.mtu.edu/web/home-community/current-students">https://mymichigantech.mtu.edu/web/home-community/current-students</a> )            | <a href="#">Details</a> | <a href="#">Why?</a> |
| Semester of planned degree completion          | Submit <a href="#">Commencement application form</a> if you wish to participate in commencement (fall/spring semester only)  | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Submit <a href="#">Degree completion form</a> to Graduate School   | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Pick up diploma folder   | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Pick up Graduate School pin  | <a href="#">Details</a> | <a href="#">Why?</a> |
| Four weeks before your defense                 | Plan for your defense (if you select the practicum option; consult your <a href="#">graduate program director:</a> ( <a href="https://gradschool/prospective/directors/index.html">/gradschool/prospective/directors/index.html</a> ) and advisor)           | <a href="#">Details</a> | <a href="#">Why?</a> |
| Finals week of planned degree completion       | Submit <a href="#">Verification of final degree requirements form</a>  | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Complete <a href="#">Exit Survey:</a><br>( <a href="https://www.surveymonkey.com/r/MTUGradSchool2018">https://www.surveymonkey.com/r/MTUGradSchool2018</a> )   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Within two weeks after the end of the semester | Watch your e-mail or <a href="#">MyMichiganTech:</a><br>( <a href="https://mymichigantech.mtu.edu/web/home-community/current-students">https://mymichigantech.mtu.edu/web/home-community/current-students</a> ) for notification that your degree is awarded | <a href="#">Details</a> | <a href="#">Why?</a> |

Two months after the end of the semester

Watch your e-mail for notification that your diploma is ready

[Details](#)

[Why?](#)

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### Graduate School

Administration Building, 4th Floor  
1400 Townsend Drive  
Houghton, MI 49931-1295

Ph: 906-487-2327 | Fax: 906-487-2284 | [gradadms@mtu.edu](mailto:gradadms@mtu.edu)



# Graduate School

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## Master of Forestry



## Program Regulations

The program of study for each student will be planned and supervised in accordance with existing University and School policies. The student's advisory committee (which includes the student's advisor) must ensure that each Master of Forestry candidate's course work meets the standards of a master's program. To become a Michigan Tech forester and to achieve Society of American Foresters accreditation specific skills are needed. Therefore, the Master of Forestry has completely specified course work.

Students must file the necessary forms with the Graduate School to document their progress.

## Degree Completion Timeline

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The slider(s) below shows a detailed timeline of items that you need to complete in order to obtain a degree and prepare for arrival on campus. Click on the arrow to expand the slider, and click on the buttons in the table for more information about each item.

You can check the Current Students area of [MyMichiganTech: \(http://www.mymichigantech.mtu.edu/\)](http://www.mymichigantech.mtu.edu/) for a detailed checklist of items that are required for you at this time, and see a list of items that are complete or pending for each degree you are pursuing. See the Graduate School's [online tutorial: \(https://blogs.mtu.edu/gradschool/2014/08/17/dct-mmt/\)](https://blogs.mtu.edu/gradschool/2014/08/17/dct-mmt/) for help with MyMichiganTech.

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### Master's Degree Completion Timeline — Report Option

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| When   | What   | Click for details       | Click for an explanation |
|--|--|-------------------------|--------------------------|
| Before you arrive on campus                                  | Arrange for housing (not applicable for online students)   | <a href="#">Details</a> | <a href="#">Why?</a>     |
|  | Consult with <a href="#">graduate program director</a> : ( <a href="#">/gradschool/prospective/directors/index.html</a> ) and/or advisor for proper course selection   | <a href="#">Details</a> | <a href="#">Why?</a>     |
|  | Submit your arrival information on <a href="#">MyMichiganTech</a> : ( <a href="http://www.MyMichiganTech.mtu.edu">http://www.MyMichiganTech.mtu.edu</a> ) to notify <a href="#">International Programs and Services</a> : ( <a href="#">/international/index.html</a> ) (IPS) of your travel plans (International students only)   | <a href="#">Details</a> | <a href="#">Why?</a>     |
|  | Upload your photo for your HuskyCard (optional)  | <a href="#">Details</a> | <a href="#">Why?</a>     |
| When you arrive on campus                                    | Obtain a HuskyCard   | <a href="#">Details</a> | <a href="#">Why?</a>     |
|  | Report to <a href="#">International Programs and Services</a> : ( <a href="#">/international/index.html</a> ) (international students only)  | <a href="#">Details</a> | <a href="#">Why?</a>     |
|  | Complete <a href="#">Basic Responsible Conduct of Research Training</a> : ( <a href="#">/gradschool/resources-for/students/academic/rcr/index.html</a> )   | <a href="#">Details</a> | <a href="#">Why?</a>     |
|  | Submit official proof of previous degrees earned   | <a href="#">Details</a> | <a href="#">Why?</a>     |
| Every year   | Submit <a href="#">Patent, research, and proprietary rights agreement form</a> : ( <a href="https://mymichigantech.mtu.edu/web/home-community/current-students">https://mymichigantech.mtu.edu/web/home-community/current-students</a> ) on <a href="#">MyMichiganTech</a> : ( <a href="https://mymichigantech.mtu.edu/web/home-community/current-students">https://mymichigantech.mtu.edu/web/home-community/current-students</a> ) | <a href="#">Details</a> | <a href="#">Why?</a>     |
|  | Provide <a href="#">proof of health insurance</a> : ( <a href="#">/hr/students/insurance/index.html</a> ) or <a href="#">pay for University policy</a> : ( <a href="http://www.banweb.mtu.edu">http://www.banweb.mtu.edu</a> ) (on campus students only)   | <a href="#">Details</a> | <a href="#">Why?</a>     |
| Every fall and spring semester until your degree is complete | Obtain a <a href="#">parking permit</a> : ( <a href="https://mtuparking.t2hosted.com/cmn/index.aspx">https://mtuparking.t2hosted.com/cmn/index.aspx</a> ) for any vehicle you desire to park on MTU property   | <a href="#">Details</a> | <a href="#">Why?</a>     |
|  | Register for courses   | <a href="#">Details</a> | <a href="#">Why?</a>     |
|  | Pay your bill  | <a href="#">Details</a> | <a href="#">Why?</a>     |
|  |  |                         |                          |

|  |   |                         |                      |
|--|---|-------------------------|----------------------|
|  | Confirm your enrollment   | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Register for courses  | <a href="#">Details</a> | <a href="#">Why?</a> |
| Every summer session you are a supported student, plan to complete your degree, or defend    | Pay your bill   | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Confirm your enrollment   | <a href="#">Details</a> | <a href="#">Why?</a> |
| First semester   | Complete <a href="#">Campus Clarity</a> : ( <a href="https://www.campusclarity.com/signup">https://www.campusclarity.com/signup</a> ) training  | <a href="#">Details</a> | <a href="#">Why?</a> |
| Second semester  | Select advisor by submitting the <a href="#">Advisor and committee recommendation form</a>  | <a href="#">Details</a> | <a href="#">Why?</a> |
| Second or third academic semester  | Complete <a href="#">Advanced Responsible Conduct of Research Training</a> : ( <a href="https://gradschool/resources-for/students/academic/rcr/index.html">gradschool/resources-for/students/academic/rcr/index.html</a> )                      | <a href="#">Details</a> | <a href="#">Why?</a> |
| Semester before planned degree completion OR semester before you want to enter research mode | Submit <a href="#">Degree schedule</a> to Graduate School   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Due one week before semester you wish to enter research mode                                 | Submit <a href="#">Petition to enter research mode</a> (optional)   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Semester of planned degree completion  | Submit <a href="#">Commencement application form</a> if you wish to participate in commencement (fall/spring semester only)   | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Submit <a href="#">Degree completion form</a> to Graduate School  | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Pick up diploma folder  | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Pick up Graduate School pin   | <a href="#">Details</a> | <a href="#">Why?</a> |
| When you leave campus or complete a degree   | Submit the Graduate student workspace cleanout form on <a href="#">MyMichiganTech</a> : ( <a href="https://mymichigantech.mtu.edu/web/home-community/current-students">https://mymichigantech.mtu.edu/web/home-community/current-students</a> ) | <a href="#">Details</a> | <a href="#">Why?</a> |
| Four weeks before your defense   | Plan <a href="#">your defense</a> - Work with your committee to find a date and time that works for everyone then work with your department to schedule a room for your defense   | <a href="#">Details</a> | <a href="#">Why?</a> |

|  |  |                         |                      |
|--|--|-------------------------|----------------------|
| Two weeks before your defense  | Schedule your defense by submitting the <a href="#">Pre-defense form</a>   | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Submit complete defense draft of your report to <a href="#">the Graduate School:</a><br>( <a href="https://mtu.instructure.com/courses/286200/modules">https://mtu.instructure.com/courses/286200/modules</a> )  | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Submit complete defense draft of your report to your advisor and committee   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Day of defense   | Publicly defend your report  | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Bring copy of <a href="#">Report on final oral examination form</a> to defense   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Post-defense (see <a href="#">deadlines:</a><br>( <a href="https://gradschool/policies-procedures/forms-deadlines/index.html">/gradschool/policies-procedures/forms-deadlines/index.html</a> ) for upcoming semesters)   | Make all required technical corrections from advisor and committee   | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Make all required formatting corrections from Graduate School  | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Submit the <a href="#">Approval of a dissertation, thesis, or report form</a>  | <a href="#">Details</a> | <a href="#">Why?</a> |
| Within one week of submitting the <a href="#">Approval of a dissertation, thesis, or report form</a> and by the <a href="#">deadline:</a> ( <a href="https://gradschool/policies-procedures/forms-deadlines/index.html">/gradschool/policies-procedures/forms-deadlines/index.html</a> ) for the semester you wish to complete your degree | Submit report to <a href="#">Digital Commons:</a><br>( <a href="http://digitalcommons.mtu.edu/cgi/ir_submit.cgi?context=etdr">http://digitalcommons.mtu.edu/cgi/ir_submit.cgi?context=etdr</a> )   | <a href="#">Details</a> | <a href="#">Why?</a> |
| After report is approved by Graduate School  | Pay fees (if needed)   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Your last semester   | Complete <a href="#">Exit Survey:</a><br>( <a href="https://www.surveymonkey.com/r/MTUGradSchool2018">https://www.surveymonkey.com/r/MTUGradSchool2018</a> )   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Within two weeks after the end of the semester   | Watch your e-mail or <a href="#">MyMichiganTech:</a><br>( <a href="https://mymichigantech.mtu.edu/web/home-community/current-students">https://mymichigantech.mtu.edu/web/home-community/current-students</a> ) for notification that your degree is awarded | <a href="#">Details</a> | <a href="#">Why?</a> |
| Two months after the end of the semester   | Watch your e-mail for notification that your diploma is ready  | <a href="#">Details</a> | <a href="#">Why?</a> |
|  |  |                         |                      |

One month after degree is awarded

Check [Digital Commons](#): (<http://digitalcommons.mtu.edu/etdr>) to see your published report.

[Details](#)

[Why?](#)

## Master's Degree Completion Timeline — Coursework Option

| When                        | What   | Click for details       | Click for an explanation |
|-----------------------------|--|-------------------------|--------------------------|
| Before you arrive on campus | Arrange for housing (not applicable for online students)   | <a href="#">Details</a> | <a href="#">Why?</a>     |
|                             | Consult with <a href="#">graduate program director</a> : ( <a href="/gradschool/prospective/directors/index.html">/gradschool/prospective/directors/index.html</a> ) and/or advisor for proper course selection  | <a href="#">Details</a> | <a href="#">Why?</a>     |
|                             | Submit your arrival information on <a href="#">MyMichiganTech</a> : ( <a href="http://www.MyMichiganTech.mtu.edu">http://www.MyMichiganTech.mtu.edu</a> ) to notify <a href="#">International Programs and Services</a> : ( <a href="/international/index.html">/international/index.html</a> ) (IPS) of your travel plans (International students only)           | <a href="#">Details</a> | <a href="#">Why?</a>     |
|                             | Upload your photo for your HuskyCard (optional)  | <a href="#">Details</a> | <a href="#">Why?</a>     |
| When you arrive on campus   | Obtain a HuskyCard   | <a href="#">Details</a> | <a href="#">Why?</a>     |
|                             | Report to <a href="#">International Programs and Services</a> : ( <a href="/international/index.html">/international/index.html</a> ) (international students only)  | <a href="#">Details</a> | <a href="#">Why?</a>     |
|                             | Complete <a href="#">Basic Responsible Conduct of Research Training</a> : ( <a href="/gradschool/resources-for/students/academic/rcr/index.html">/gradschool/resources-for/students/academic/rcr/index.html</a> )  | <a href="#">Details</a> | <a href="#">Why?</a>     |
|                             | Submit official proof of previous degrees earned   | <a href="#">Details</a> | <a href="#">Why?</a>     |
| Every year                  | Submit <a href="#">Patent, research, and proprietary rights agreement form</a> : ( <a href="http://www.MyMichiganTech.mtu.edu">http://www.MyMichiganTech.mtu.edu</a> ) on <a href="#">MyMichiganTech</a> : ( <a href="https://mymichigantech.mtu.edu/web/home-community/current-students">https://mymichigantech.mtu.edu/web/home-community/current-students</a> ) | <a href="#">Details</a> | <a href="#">Why?</a>     |
|                             | Provide <a href="#">proof of health insurance</a> : ( <a href="/transportation/registration/index.html">/transportation/registration/index.html</a> ) or <a href="#">pay for University policy</a> : ( <a href="http://www.banweb.mtu.edu">http://www.banweb.mtu.edu</a> ) (on campus students only)   | <a href="#">Details</a> | <a href="#">Why?</a>     |
|                             | Obtain a <a href="#">parking permit</a> : ( <a href="https://mtuparking.t2hosted.com/cmnm/index.aspx">https://mtuparking.t2hosted.com/cmnm/index.aspx</a> ) for  | <a href="#">Details</a> | <a href="#">Why?</a>     |

any vehicle you desire to park on MTU property

Every fall and spring semester until your degree is complete

Register for courses

[Details](#)

[Why?](#)

Pay your bill

[Details](#)

[Why?](#)

Confirm your enrollment

[Details](#)

[Why?](#)

Every summer session you are a supported student, plan to complete your degree, or defend

Register for courses

[Details](#)

[Why?](#)

Pay your bill

[Details](#)

[Why?](#)

Confirm your enrollment

[Details](#)

[Why?](#)

First semester

Complete [Campus Clarity](#): (<https://www.campusclarity.com/signup>) training

[Details](#)

[Why?](#)

Second semester

Select advisor by submitting the [Advisor and committee recommendation form](#) (not required for MBA students)

[Details](#)

[Why?](#)

Second or third academic semester

Complete [Advanced Responsible Conduct of Research Training](#): ([gradschool/resources-for/students/academic/rcr/index.html](https://gradschool/resources-for/students/academic/rcr/index.html))

[Details](#)

[Why?](#)

Semester before planned degree completion

Submit [Degree schedule](#) to Graduate School

[Details](#)

[Why?](#)

When you leave campus or complete a degree

Submit the Graduate student workspace cleanout form on [MyMichiganTech](#): (<https://mymichigantech.mtu.edu/web/home-community/current-students>)

[Details](#)

[Why?](#)

Semester of planned degree completion

Submit [Commencement application form](#) if you wish to participate in commencement (fall/spring semester only)

[Details](#)

[Why?](#)

Submit [Degree completion form](#) to Graduate School

[Details](#)

[Why?](#)

Pick up diploma folder

[Details](#)

[Why?](#)

Pick up Graduate School pin

[Details](#)

[Why?](#)

|  |   |                         |                      |
|--|---|-------------------------|----------------------|
| Four weeks before your defense                 | Plan for your defense (select programs only; click the Details button for a list of programs)   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Finals week of planned degree completion       | Submit <a href="#">Verification of final degree requirements form</a>   | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Complete <a href="#">Exit Survey</a> :<br>( <a href="https://www.surveymonkey.com/r/MTUGradSchool2018">https://www.surveymonkey.com/r/MTUGradSchool2018</a> )                               | <a href="#">Details</a> | <a href="#">Why?</a> |
| Within two weeks after the end of the semester | Watch your e-mail or <a href="#">MyMichiganTech</a> :<br>( <a href="http://www.MyMichiganTech.mtu.edu">http://www.MyMichiganTech.mtu.edu</a> ) for notification that your degree is awarded | <a href="#">Details</a> | <a href="#">Why?</a> |
| Two months after the end of the semester       | Watch your e-mail for notification that your diploma is ready   | <a href="#">Details</a> | <a href="#">Why?</a> |

## Residency Requirements

- A minimum of two-thirds of the required non-research course work credits required for the degree must be taken through Michigan Tech. PhD students must take at least 20 credits beyond the masters or 50 credits beyond the bachelors through Michigan Tech.
- Research credits used to satisfy degree requirements must be taken through Michigan Tech and must be supervised by a member of Michigan Tech's graduate faculty.

Courses which meet the "through Michigan Tech" requirement are defined as courses listed in the Michigan Tech course catalog and taught by Michigan Tech faculty.

## Credit Requirements

### Minimum requirements

Programs may have stricter requirements than listed here and may require more than the minimum numbers of credits listed here.

- Thirty credits beyond the bachelor's degree are required for a master's degree.
- Thirty credits beyond the master's degree are required for a PhD.
- Maximum of 12 credits may be at the 3000 or 4000 level (with program approval).
  - MEng allows a maximum of 14 credits at the 3000 or 4000 level.
- One-third of the non-research credits may be transfer credits as long as they were not applied toward another degree.
- Research credits are the only non-graded classes that may be counted toward a degree.
- All credits must meet the [Scholastic Standards: \(/gradschool/policies-procedures/academic/scholastic-standards/index.html\)](http://gradschool/policies-procedures/academic/scholastic-standards/index.html) of the Graduate School in order to be counted toward the credit requirements.

### Unallowable credits

- Courses numbered below 3000
- Audited courses
- Continuous enrollment courses (ex: UN5951, UN5953)

- Non-research courses taken for a pass/fail courses
- Credits applied toward another degree (see exceptions below)

f:16812055

## Special Exceptions

- [Peace Corps Master's International](http://gradschool/policies-procedures/requirements/peace-corps/index.html): ([/gradschool/policies-procedures/requirements/peace-corps/index.html](http://gradschool/policies-procedures/requirements/peace-corps/index.html)) students may use 2 credits of language courses below the 3000 level.
- A portion of the non-research/non-practicum credits earned at Michigan Tech may be reused to earn an additional master's degree in accordance with [Graduate School policy](http://gradschool/policies-procedures/academic/additional-masters/index.html): ([/gradschool/policies-procedures/academic/additional-masters/index.html](http://gradschool/policies-procedures/academic/additional-masters/index.html))
- Students in an accelerated master's program may apply up to 6 of the credits earned while an undergraduate toward both their bachelor's and master's degrees in accordance with [University policy](http://www.admin.mtu.edu/usenate/propose/11/13-11.htm): (<http://www.admin.mtu.edu/usenate/propose/11/13-11.htm>). Each program may set limits on the type and number of credits.

## Academic Progress

Students must be in [good standing](http://gradschool/policies-procedures/academic/good-standing/index.html): ([/gradschool/policies-procedures/academic/good-standing/index.html](http://gradschool/policies-procedures/academic/good-standing/index.html)) to earn a graduate degree.

## Time Limits: ()

All work must be completed within the specified time frame starting from the first enrollment in the degree program or earliest course listed on the degree schedule, whichever is earliest.

- Master's degree must be completed within five (5) calendar years.
- PhD must be completed within eight (8) calendar years.

Requests for extension must be made by the advisor to the Graduate School.

## Responsible Conduct for Research Training

The University requires that students complete [basic and advanced responsible conduct for research training](http://gradschool/resources-for/students/academic/rcr/index.html): ([/gradschool/resources-for/students/academic/rcr/index.html](http://gradschool/resources-for/students/academic/rcr/index.html)). Basic training is required for all students. Advanced training is required for all students who began their degree in spring 2013 or later OR who are funded by external sponsor. See our [web page](http://gradschool/resources-for/students/academic/rcr/index.html): ([/gradschool/resources-for/students/academic/rcr/index.html](http://gradschool/resources-for/students/academic/rcr/index.html)) for details on how to complete the training.

## Advisor: ()

Faculty who advise graduate students must be members of the Michigan Tech graduate faculty. These individuals advise students on course selection and supervise the students' research. All graduate students must have an advisor.

Each student's advisor must hold a regular or adjunct appointment in the student's administrative home department or school.

- Students may be co-advised by two faculty members. At least one of the co-advisors must hold a regular or adjunct appointment in the student's administrative home department or school.
- In the case that a faculty member has a joint appointment between multiple departments, the faculty member must have greater than 50% appointment in the student's administrative home department in order to be considered an internal committee member ([Senate Policy 37-15](http://senate/policies-procedures/proposals-year/2014-15/37-15/index.html): ([/senate/policies-procedures/proposals-year/2014-15/37-15/index.html](http://senate/policies-procedures/proposals-year/2014-15/37-15/index.html))).
- Before recommending a sole advisor who holds an adjunct appointment in the student's administrative home department or school, the appropriate graduate program director should ensure that this person is sufficiently familiar with the department/school standards for research and with applicable university policies/procedures and that this person can maintain adequate contact with the student.

Students who enter the University may initially be advised by the [graduate program director: \(/gradschool/prospective/directors/index.html\)](#) for their degree program.

A permanent advisor should be chosen prior to the end of the second academic-year semester in residence.

## Options

Each student must submit any necessary forms for their degree option to document their progress with the Graduate School. Individual option requirements are as follows.

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### Report Option

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This option requires a report describing the results of an independent study project. The scope of the research topic should be defined in such a way that a full-time student could complete the requirements for a master's degree in twelve months or three semesters following the completion of course work by regularly scheduling graduate research credits. The report must be [prepared: \(/gradschool/policies-procedures/reports/formatting/index.html\)](#) following the current procedures.

At least two weeks prior to the oral examination, students must

- Schedule their examination using the [Pre-defense form](#)
- Distribute the report to the examining committee
- [Submit the report: \(/gradschool/policies-procedures/timelines/report/index.html\)](#) to the Graduate School

The [Degree schedule form](#) must be approved before a defense is scheduled.

Students must also report the results of the oral examination and submit the final report to the Graduate School using the current [procedures: \(/gradschool/policies-procedures/timelines/report/index.html\)](#).

Of the minimum total of 30 credits, at least 24 must be earned in course work other than the project.

---

|   |             |
|---|-------------|
| <b>Course work</b>                        | 24 credits  |
| <b>Report</b>                             | 2–6 credits |
| Total (minimum)                           | 30 credits  |
| <b>Distribution of course work credit</b> |             |
| 5000–6000 series (minimum)                | 12 credits  |
| 3000–4000 level (maximum)                 | 12 credits  |

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### Coursework Option

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This option requires a minimum of 30 credits be earned through coursework. Use of limited number research credits in partial fulfillment of the requirements for a coursework degree may be allowed in exceptional cases. Students wishing to apply research credits toward a coursework degree must obtain approval from their advisor and department. The department must then obtain approval from the Graduate School. Approval will only be granted when there is evidence that an appropriate body of work has been completed, sufficient deliverables have been produced, and circumstances beyond the students' control have made it necessary for them to change from a research-based to a coursework-based degree program.

A graduate program may require an oral or written examination before conferring the degree.



**Distribution of coursework credit**

|                            |            |
|----------------------------|------------|
| 5000–6000 series (minimum) | 18 credits |
| 3000–4000 level (maximum)  | 12 credits |

## Oral Examination

Examination by and approval of a faculty committee is required for awarding a master's degree for students enrolled in the thesis or report options. This committee will examine the general professional knowledge, course work, and the written documents of each master's candidate. The public defense is scheduled and the committee nominated via the [Pre-defense form](#), which must be in the Graduate School two weeks prior to the defense date. The committee's written evaluation must be filed on the [Report on oral examination form](#). The student must be enrolled to defend.

**Examination Committee**—The examination committee will be appointed by the Graduate School in consultation with the department chair. The student's advisory committee will typically serve as the examining committee. The committee will consist of at least three members of the graduate faculty (including advisor/co-advisors). The primary advisor, or a co-advisor (if one is desired), must hold a regular or adjunct appointment in the student's administrative home department or school, with a greater than 50% appointment to that department (per [Senate Proposal 37-15: \(/senate/policies-procedures/proposals-year/2014-15/37-15/index.html\)](#)). One co-advisor may be from outside the student's administrative home department.

While no external member is required by the Graduate School for Master's committees, departments may require an external member.

### Graduate School

Administration Building, 4th Floor

1400 Townsend Drive

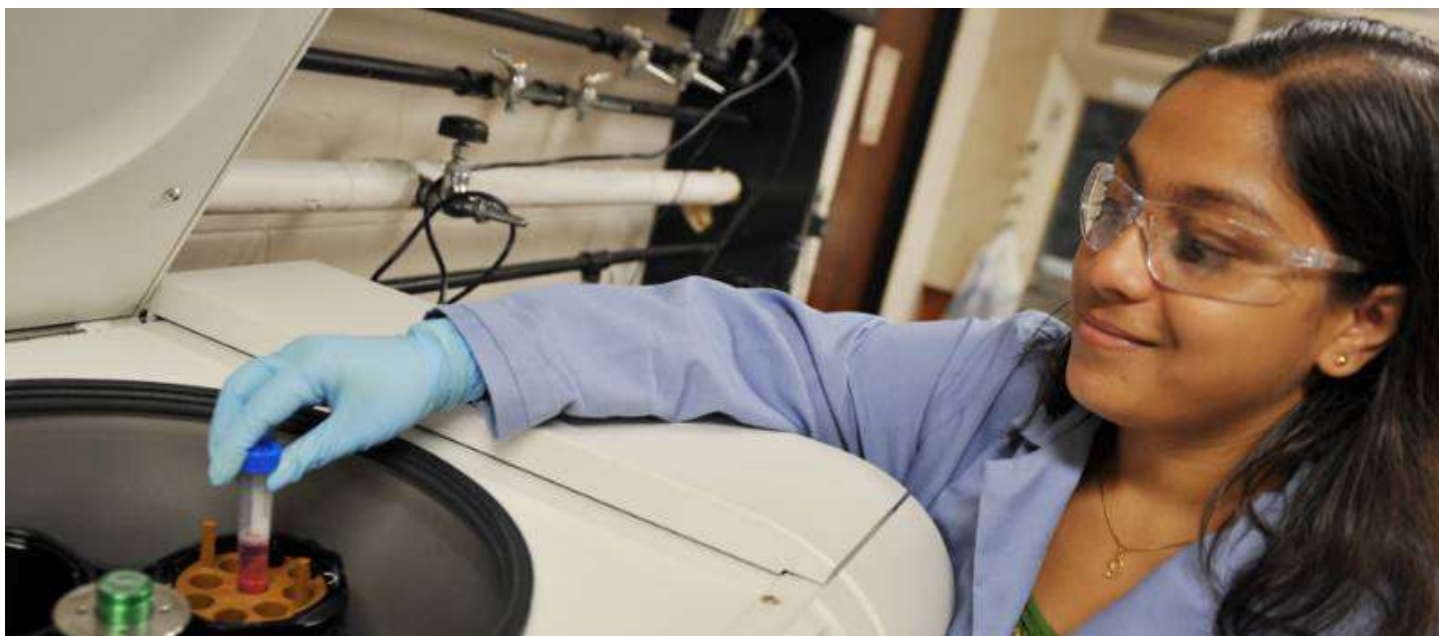
Houghton, MI 49931-1295

Ph: 906-487-2327 | Fax: 906-487-2284 | [gradadms@mtu.edu](mailto:gradadms@mtu.edu)



# Graduate School

## Master of Science



The master's degree demonstrates advanced ability, usually in both course work and research. The master's student must comply with the degree requirements on this page, and submit any necessary forms for their degree option to document their progress with the Graduate School. Individual programs may have higher standards. Students are expected to know their program's requirements.

**Master's Path Program**—may have [additional credit requirements: \(/gradschool/policies-procedures/requirements/masters-path/index.html\)](/gradschool/policies-procedures/requirements/masters-path/index.html).

## Residency Requirements

- A minimum of two-thirds of the required non-research course work credits required for the degree must be taken through Michigan Tech. PhD students must take at least 20 credits beyond the masters or 50 credits beyond the bachelors through Michigan Tech.
- Research credits used to satisfy degree requirements must be taken through Michigan Tech and must be supervised by a member of Michigan Tech's graduate faculty.

Courses which meet the "through Michigan Tech" requirement are defined as courses listed in the Michigan Tech course catalog and taught by Michigan Tech faculty.

## Credit Requirements

### Minimum requirements

Programs may have stricter requirements than listed here and may require more than the minimum numbers of credits listed here.

- Thirty credits beyond the bachelor's degree are required for a master's degree.
- Thirty credits beyond the master's degree are required for a PhD.
- Maximum of 12 credits may be at the 3000 or 4000 level (with program approval).
  - MEng allows a maximum of 14 credits at the 3000 or 4000 level.
- One-third of the non-research credits may be transfer credits as long as they were not applied toward another degree.
- Research credits are the only non-graded classes that may be counted toward a degree.
- All credits must meet the [Scholastic Standards: \(/gradschool/policies-procedures/academic/scholastic-standards/index.html\)](http://gradschool/policies-procedures/academic/scholastic-standards/index.html) of the Graduate School in order to be counted toward the credit requirements.

## Unallowable credits

- Courses numbered below 3000
- Audited courses
- Continuous enrollment courses (ex: UN5951, UN5953)
- Non-research courses taken for a pass/fail courses
- Credits applied toward another degree (see exceptions below)

## Special Exceptions

- [Peace Corps Master's International: \(/gradschool/policies-procedures/requirements/peace-corps/index.html\)](http://gradschool/policies-procedures/requirements/peace-corps/index.html) students may use 2 credits of language courses below the 3000 level.
- A portion of the non-research/non-practicum credits earned at Michigan Tech may be reused to earn an additional master's degree in accordance with [Graduate School policy: \(/gradschool/policies-procedures/academic/additional-masters/index.html\)](http://gradschool/policies-procedures/academic/additional-masters/index.html)
- Students in an accelerated master's program may apply up to 6 of the credits earned while an undergraduate toward both their bachelor's and master's degrees in accordance with [University policy: \(http://www.admin.mtu.edu/usenate/propose/11/13-11.htm\)](http://www.admin.mtu.edu/usenate/propose/11/13-11.htm). Each program may set limits on the type and number of credits.

## Academic Progress

Students must be in [good standing: \(/gradschool/policies-procedures/academic/good-standing/index.html\)](http://gradschool/policies-procedures/academic/good-standing/index.html) to earn a graduate degree.

## Time Limits: ()

All work must be completed within the specified time frame starting from the first enrollment in the degree program or earliest course listed on the degree schedule, whichever is earliest.

- Master's degree must be completed within five (5) calendar years.
- PhD must be completed within eight (8) calendar years.

Requests for extension must be made by the advisor to the Graduate School.

## Responsible Conduct for Research Training

The University requires that students complete [basic and advanced responsible conduct for research training: \(/gradschool/resources-for/students/academic/rcr/index.html\)](http://gradschool/resources-for/students/academic/rcr/index.html). Basic training is required for all students. Advanced training is required for all students who began their degree in spring 2013 or later OR who are funded by external sponsor. See our [web page: \(/gradschool/resources-for/students/academic/rcr/index.html\)](http://gradschool/resources-for/students/academic/rcr/index.html) for details on how to complete the training.

## Advisor: ()

Faculty who advise graduate students must be members of the Michigan Tech graduate faculty. These individuals advise students on course selection and supervise the students' research. All graduate students must have an advisor.

Each student's advisor must hold a regular or adjunct appointment in the student's administrative home department or school.

- Students may be co-advised by two faculty members. At least one of the co-advisors must hold a regular or adjunct appointment in the student's administrative home department or school.
- In the case that a faculty member has a joint appointment between multiple departments, the faculty member must have greater than 50% appointment in the student's administrative home department in order to be considered an internal committee member ([Senate Policy 37-15: \(/senate/policies-procedures/proposals-year/2014-15/37-15/index.html\)](/senate/policies-procedures/proposals-year/2014-15/37-15/index.html)).
- Before recommending a sole advisor who holds an adjunct appointment in the student's administrative home department or school, the appropriate graduate program director should ensure that this person is sufficiently familiar with the department/school standards for research and with applicable university policies/procedures and that this person can maintain adequate contact with the student.

Students who enter the University may initially be advised by the [graduate program director: \(/gradschool/prospective/directors/index.html\)](/gradschool/prospective/directors/index.html) for their degree program.

A permanent advisor should be chosen prior to the end of the second academic-year semester in residence.

## Options

Each student must submit any necessary forms for their degree option to document their progress with the Graduate School. Individual option requirements are as follows.

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Thesis Option

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Report Option

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Coursework Option

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## Degree Completion Timeline

The slider(s) below shows a detailed timeline of items that you need to complete in order to obtain a degree and prepare for arrival on campus. Click on the arrow to expand the slider, and click on the buttons in the table for more information about each item.

You can check the Current Students area of [MyMichiganTech: \(http://www.mymichigantech.mtu.edu/\)](http://www.mymichigantech.mtu.edu/) for a detailed checklist of items that are required for you at this time, and see a list of items that are complete or pending for each degree you are pursuing. See the Graduate School's [online tutorial: \(https://blogs.mtu.edu/gradschool/2014/08/17/dct-mmt/\)](https://blogs.mtu.edu/gradschool/2014/08/17/dct-mmt/) for help with MyMichiganTech.

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### Master's Degree Completion Timeline - Thesis Option

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| When                        | What   | Click for details       | Click for an explanation |
|-----------------------------|--|-------------------------|--------------------------|
| Before you arrive on campus | Arrange for housing (not applicable for online students) | <a href="#">Details</a> | <a href="#">Why?</a>     |

|   |  |                         |                      |
|---|--|-------------------------|----------------------|
|   | Consult with <a href="#">graduate program director</a> : ( <a href="#">/gradschool/prospective/directors/index.html</a> ) and/or advisor for proper course selection   | <a href="#">Details</a> | <a href="#">Why?</a> |
|   | Submit your arrival information on <a href="#">MyMichiganTech</a> : ( <a href="http://www.MyMichiganTech.mtu.edu">http://www.MyMichiganTech.mtu.edu</a> ) to notify <a href="#">International Programs and Services</a> : ( <a href="#">/international/index.html</a> ) (IPS) of your travel plans (International students only)   | <a href="#">Details</a> | <a href="#">Why?</a> |
|   | Upload your photo for your HuskyCard (optional)  | <a href="#">Details</a> | <a href="#">Why?</a> |
| When you arrive on campus   | Obtain a HuskyCard   | <a href="#">Details</a> | <a href="#">Why?</a> |
|   | Report to <a href="#">International Programs and Services</a> : ( <a href="#">/international/index.html</a> ) (international students only)  | <a href="#">Details</a> | <a href="#">Why?</a> |
|   | Complete <a href="#">Basic Responsible Conduct of Research Training</a> : ( <a href="#">/gradschool/resources-for/students/academic/rcr/index.html</a> )   | <a href="#">Details</a> | <a href="#">Why?</a> |
|   | Submit official proof of previous degrees earned   | <a href="#">Details</a> | <a href="#">Why?</a> |
|   | Submit <a href="#">Patent, research, and proprietary rights agreement form</a> : ( <a href="https://mymichigantech.mtu.edu/web/home-community/current-students">https://mymichigantech.mtu.edu/web/home-community/current-students</a> ) on <a href="#">MyMichiganTech</a> : ( <a href="https://mymichigantech.mtu.edu/web/home-community/current-students">https://mymichigantech.mtu.edu/web/home-community/current-students</a> ) | <a href="#">Details</a> | <a href="#">Why?</a> |
| Every year  | Provide <a href="#">proof of health insurance</a> : ( <a href="#">/hr/students/insurance/index.html</a> ) or <a href="#">pay for University policy</a> : ( <a href="http://www.banweb.mtu.edu">http://www.banweb.mtu.edu</a> ) (on campus students only)   | <a href="#">Details</a> | <a href="#">Why?</a> |
|   | Obtain a <a href="#">parking permit</a> : ( <a href="https://mtuparking.t2hosted.com/cm/index.aspx">https://mtuparking.t2hosted.com/cm/index.aspx</a> ) for any vehicle you desire to park on MTU property   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Every fall and spring semester until your degree is complete                              | Register for courses   | <a href="#">Details</a> | <a href="#">Why?</a> |
|   | Pay your bill  | <a href="#">Details</a> | <a href="#">Why?</a> |
|   | Confirm your enrollment  | <a href="#">Details</a> | <a href="#">Why?</a> |
| Every summer session you are a supported student, plan to complete your degree, or defend | Register for courses   | <a href="#">Details</a> | <a href="#">Why?</a> |
|   | Pay your bill  | <a href="#">Details</a> | <a href="#">Why?</a> |

|  |   |                         |                      |
|--|---|-------------------------|----------------------|
|  |   | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Confirm your enrollment   | <a href="#">Details</a> | <a href="#">Why?</a> |
| First semester   | Complete <a href="#">Campus Clarity</a> :<br>( <a href="https://www.campusclarity.com/signup">https://www.campusclarity.com/signup</a> ) training   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Second semester  | Select advisor by submitting the <a href="#">Advisor and committee recommendation form</a>  | <a href="#">Details</a> | <a href="#">Why?</a> |
| Second or third academic semester  | Complete <a href="#">Advanced Responsible Conduct of Research Training</a> : ( <a href="https://gradschool/resources-for/students/academic/rcr/index.html">gradschool/resources-for/students/academic/rcr/index.html</a> )                      | <a href="#">Details</a> | <a href="#">Why?</a> |
| Semester before planned degree completion OR semester before you want to enter research mode | Submit <a href="#">Degree schedule</a> to Graduate School   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Due one week before semester student wishes to enter research mode                           | Submit <a href="#">Petition to enter research mode</a> (optional)   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Semester of planned degree completion  | Submit <a href="#">Commencement application form</a> if you wish to participate in commencement (fall/spring semester only)   | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Submit <a href="#">Degree completion form</a> to Graduate School  | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Pick up diploma folder  | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Pick up Graduate School pin   | <a href="#">Details</a> | <a href="#">Why?</a> |
| When you leave campus or complete a degree   | Submit the Graduate student workspace cleanout form on <a href="#">MyMichiganTech</a> : ( <a href="https://mymichigantech.mtu.edu/web/home-community/current-students">https://mymichigantech.mtu.edu/web/home-community/current-students</a> ) | <a href="#">Details</a> | <a href="#">Why?</a> |
| Four weeks before your defense   | Plan <a href="#">() for your defense</a> - Work with your committee to find a date and time that works for everyone then work with your department to schedule a room for your defense  | <a href="#">Details</a> | <a href="#">Why?</a> |
| Two weeks before your defense  | Schedule <a href="#">() your defense</a> by submitting the <a href="#">Pre-defense form</a>   | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Submit complete defense draft of your thesis <a href="#">to the Graduate School</a> :<br>( <a href="https://mtu.instructure.com/courses/286200/modules">https://mtu.instructure.com/courses/286200/modules</a> )                                | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Submit complete defense draft of your thesis to your advisor and committee  | <a href="#">Details</a> | <a href="#">Why?</a> |

|  |  |                         |                      |
|--|--|-------------------------|----------------------|
| Day of defense   | Publicly defend your thesis  | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Bring copy of <a href="#">Report on final oral examination form</a> to defense   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Post-defense (see <a href="#">deadlines: (/gradschool/policies-procedures/forms-deadlines/index.html)</a> for upcoming semesters)  | Make all required technical corrections from advisor and committee   | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Make all required formatting corrections from Graduate School  | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Submit the <a href="#">Approval of a dissertation, thesis, or report form</a>  | <a href="#">Details</a> | <a href="#">Why?</a> |
| Within one week of submitting the <a href="#">Approval of a dissertation, thesis, or report form</a> and by the <a href="#">deadline: (/gradschool/policies-procedures/forms-deadlines/index.html)</a> | Submit thesis to <a href="#">Digital Commons: (http://digitalcommons.mtu.edu/cgi/ir_submit.cgi?context=etdr)</a>   | <a href="#">Details</a> | <a href="#">Why?</a> |
| for the semester you wish to complete your degree  | Submit thesis to <a href="#">ProQuest: (http://dissertations.umi.com/michigantech/)</a>  | <a href="#">Details</a> | <a href="#">Why?</a> |
| After approval of thesis by Graduate School  | Pay all fees (if needed)   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Your last semester   | Complete <a href="#">Exit Survey: (https://www.surveymonkey.com/r/MTUGradSchool2018)</a>   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Within two weeks after the end of the semester   | Watch your e-mail or <a href="#">MyMichiganTech: (https://mymichigantech.mtu.edu/web/home-community/current-students)</a> for notification that your degree is awarded | <a href="#">Details</a> | <a href="#">Why?</a> |
| Two months after the end of the semester   | Watch your e-mail for notification that your diploma is ready  | <a href="#">Details</a> | <a href="#">Why?</a> |
| One month after Degree is awarded  | Check <a href="#">Digital Commons: (http://digitalcommons.mtu.edu/etdr)</a> to see your published thesis   | <a href="#">Details</a> | <a href="#">Why?</a> |

### Master's Degree Completion Timeline - Report Option

| When                        | What   | Click for details       | Click for an explanation |
|-----------------------------|--|-------------------------|--------------------------|
| Before you arrive on campus | Arrange for housing (not applicable for online students) | <a href="#">Details</a> | <a href="#">Why?</a>     |
|                             | Consult with <a href="#">graduate program director:</a>  |                         |                          |

|  |   |                         |                      |
|--|---|-------------------------|----------------------|
|  | ( <a href="http://gradschool/prospective/directors/index.html">/gradschool/prospective/directors/index.html</a> ) and/or advisor for proper course selection  | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Submit your arrival information on <a href="http://www.MyMichiganTech.mtu.edu">MyMichiganTech</a> : ( <a href="http://www.MyMichiganTech.mtu.edu">http://www.MyMichiganTech.mtu.edu</a> ) to notify <a href="http://international/index.html">International Programs and Services</a> : ( <a href="http://international/index.html">/international/index.html</a> ) (IPS) of your travel plans (International students only)  | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Upload your photo for your HuskyCard (optional)   | <a href="#">Details</a> | <a href="#">Why?</a> |
| When you arrive on campus                                    | Obtain a HuskyCard  | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Report to <a href="http://international/index.html">International Programs and Services</a> : ( <a href="http://international/index.html">/international/index.html</a> ) (international students only)   | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Complete <a href="http://gradschool/resources-for/students/academic/rcr/index.html">Basic Responsible Conduct of Research Training</a> : ( <a href="http://gradschool/resources-for/students/academic/rcr/index.html">/gradschool/resources-for/students/academic/rcr/index.html</a> ).   | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Submit official proof of previous degrees earned  | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Submit <a href="https://mymichigantech.mtu.edu/web/home-community/current-students">Patent, research, and proprietary rights agreement form</a> : ( <a href="https://mymichigantech.mtu.edu/web/home-community/current-students">https://mymichigantech.mtu.edu/web/home-community/current-students</a> ) on <a href="http://www.MyMichiganTech.mtu.edu">MyMichiganTech</a> : ( <a href="https://mymichigantech.mtu.edu/web/home-community/current-students">https://mymichigantech.mtu.edu/web/home-community/current-students</a> ) | <a href="#">Details</a> | <a href="#">Why?</a> |
| Every year   | Provide <a href="http://hr/students/insurance/index.html">proof of health insurance</a> : ( <a href="http://hr/students/insurance/index.html">/hr/students/insurance/index.html</a> ) or <a href="http://www.banweb.mtu.edu">pay for University policy</a> : ( <a href="http://www.banweb.mtu.edu">http://www.banweb.mtu.edu</a> ) (on campus students only)  | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Obtain a <a href="https://mtuparking.t2hosted.com/cmn/index.aspx">parking permit</a> : ( <a href="https://mtuparking.t2hosted.com/cmn/index.aspx">https://mtuparking.t2hosted.com/cmn/index.aspx</a> ) for any vehicle you desire to park on MTU property   | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Register for courses  | <a href="#">Details</a> | <a href="#">Why?</a> |
| Every fall and spring semester until your degree is complete | Pay your bill   | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Confirm your enrollment   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Every summer session you are a supported student,            | Register for courses  | <a href="#">Details</a> | <a href="#">Why?</a> |



|  |   |                         |                      |
|--|---|-------------------------|----------------------|
| plan to complete your degree, or defend  | Pay your bill   | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Confirm your enrollment   | <a href="#">Details</a> | <a href="#">Why?</a> |
| First semester   | Complete <a href="#">Campus Clarity</a> : ( <a href="https://www.campusclarity.com/signup">https://www.campusclarity.com/signup</a> ) training  | <a href="#">Details</a> | <a href="#">Why?</a> |
| Second semester  | Select advisor by submitting the <a href="#">Advisor and committee recommendation form</a>  | <a href="#">Details</a> | <a href="#">Why?</a> |
| Second or third academic semester  | Complete <a href="#">Advanced Responsible Conduct of Research Training</a> : ( <a href="https://gradschool/resources-for/students/academic/rcr/index.html">/gradschool/resources-for/students/academic/rcr/index.html</a> )                     | <a href="#">Details</a> | <a href="#">Why?</a> |
| Semester before planned degree completion OR semester before you want to enter research mode | Submit <a href="#">Degree schedule</a> to Graduate School   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Due one week before semester you wish to enter research mode                                 | Submit <a href="#">Petition to enter research mode</a> (optional)   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Semester of planned degree completion  | Submit <a href="#">Commencement application form</a> if you wish to participate in commencement (fall/spring semester only)   | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Submit <a href="#">Degree completion form</a> to Graduate School  | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Pick up diploma folder  | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Pick up Graduate School pin   | <a href="#">Details</a> | <a href="#">Why?</a> |
| When you leave campus or complete a degree   | Submit the Graduate student workspace cleanout form on <a href="#">MyMichiganTech</a> : ( <a href="https://mymichigantech.mtu.edu/web/home-community/current-students">https://mymichigantech.mtu.edu/web/home-community/current-students</a> ) | <a href="#">Details</a> | <a href="#">Why?</a> |
| Four weeks before your defense   | Plan <a href="#">_()</a> for your defense - Work with your committee to find a date and time that works for everyone then work with your department to schedule a room for your defense   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Two weeks before your defense  | Schedule <a href="#">_()</a> your defense by submitting the <a href="#">Pre-defense form</a>  | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Submit complete defense draft of your report <a href="#">to the Graduate School</a> : ( <a href="https://mtu.instructure.com/courses/286200/modules">https://mtu.instructure.com/courses/286200/modules</a> )                                   | <a href="#">Details</a> | <a href="#">Why?</a> |

|  |  |                         |                      |
|--|--|-------------------------|----------------------|
|  | Submit complete defense draft of your report to your advisor and committee   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Day of defense   | Publicly defend your report  | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Bring copy of <a href="#">Report on final oral examination form</a> to defense   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Post-defense (see <a href="#">deadlines: (/gradschool/policies-procedures/forms-deadlines/index.html)</a> for upcoming semesters)  | Make all required technical corrections from advisor and committee   | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Make all required formatting corrections from Graduate School  | <a href="#">Details</a> | <a href="#">Why?</a> |
|  | Submit the <a href="#">Approval of a dissertation, thesis, or report form</a>  | <a href="#">Details</a> | <a href="#">Why?</a> |
| Within one week of submitting the <a href="#">Approval of a dissertation, thesis, or report form</a> and by the <a href="#">deadline: (/gradschool/policies-procedures/forms-deadlines/index.html)</a> for the semester you wish to complete your degree | Submit report to <a href="#">Digital Commons: (http://digitalcommons.mtu.edu/cgi/ir_submit.cgi?context=etdr)</a>   | <a href="#">Details</a> | <a href="#">Why?</a> |
| After report is approved by Graduate School  | Pay fees (if needed)   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Your last semester   | Complete <a href="#">Exit Survey: (https://www.surveymonkey.com/r/MTUGradSchool2018)</a>   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Within two weeks after the end of the semester   | Watch your e-mail or <a href="#">MyMichiganTech: (https://mymichigantech.mtu.edu/web/home-community/current-students)</a> for notification that your degree is awarded | <a href="#">Details</a> | <a href="#">Why?</a> |
| Two months after the end of the semester   | Watch your e-mail for notification that your diploma is ready  | <a href="#">Details</a> | <a href="#">Why?</a> |
| One month after degree is awarded  | Check <a href="#">Digital Commons: (http://digitalcommons.mtu.edu/etdr)</a> to see your published report.  | <a href="#">Details</a> | <a href="#">Why?</a> |

Master's Degree Completion Timeline - Coursework Option

| When   | What   | Click for details       | Click for an explanation |
|--|--|-------------------------|--------------------------|
| Before you arrive on campus                                  | Arrange for housing (not applicable for online students)   | <a href="#">Details</a> | <a href="#">Why?</a>     |
|  | Consult with <a href="#">graduate program director</a> : ( <a href="#">/gradschool/prospective/directors/index.html</a> ) and/or advisor for proper course selection   | <a href="#">Details</a> | <a href="#">Why?</a>     |
|  | Submit your arrival information on <a href="#">MyMichiganTech</a> : ( <a href="http://www.MyMichiganTech.mtu.edu">http://www.MyMichiganTech.mtu.edu</a> ) to notify <a href="#">International Programs and Services</a> : ( <a href="/international/index.html">/international/index.html</a> ) (IPS) of your travel plans (International students only)           | <a href="#">Details</a> | <a href="#">Why?</a>     |
|  | Upload your photo for your HuskyCard (optional)  | <a href="#">Details</a> | <a href="#">Why?</a>     |
| When you arrive on campus                                    | Obtain a HuskyCard   | <a href="#">Details</a> | <a href="#">Why?</a>     |
|  | Report to <a href="#">International Programs and Services</a> : ( <a href="/international/index.html">/international/index.html</a> ) (international students only)  | <a href="#">Details</a> | <a href="#">Why?</a>     |
|  | Complete <a href="#">Basic Responsible Conduct of Research Training</a> : ( <a href="/gradschool/resources-for/students/academic/rcr/index.html">/gradschool/resources-for/students/academic/rcr/index.html</a> )  | <a href="#">Details</a> | <a href="#">Why?</a>     |
|  | Submit official proof of previous degrees earned   | <a href="#">Details</a> | <a href="#">Why?</a>     |
| Every year   | Submit <a href="#">Patent, research, and proprietary rights agreement form</a> : ( <a href="http://www.MyMichiganTech.mtu.edu">http://www.MyMichiganTech.mtu.edu</a> ) on <a href="#">MyMichiganTech</a> : ( <a href="https://mymichigantech.mtu.edu/web/home-community/current-students">https://mymichigantech.mtu.edu/web/home-community/current-students</a> ) | <a href="#">Details</a> | <a href="#">Why?</a>     |
|  | Provide <a href="#">proof of health insurance</a> : ( <a href="/hr/students/insurance/index.html">/hr/students/insurance/index.html</a> ) or <a href="#">pay for University policy</a> : ( <a href="http://www.banweb.mtu.edu">http://www.banweb.mtu.edu</a> ) (on campus students only)   | <a href="#">Details</a> | <a href="#">Why?</a>     |
|  | Obtain a <a href="#">parking permit</a> : ( <a href="https://mtuparking.t2hosted.com/cmnm/index.aspx">https://mtuparking.t2hosted.com/cmnm/index.aspx</a> ) for any vehicle you desire to park on MTU property   | <a href="#">Details</a> | <a href="#">Why?</a>     |
| Every fall and spring semester until your degree is complete | Register for courses   | <a href="#">Details</a> | <a href="#">Why?</a>     |
|  | Pay your bill  | <a href="#">Details</a> | <a href="#">Why?</a>     |

|   |  |                         |                      |
|---|--|-------------------------|----------------------|
|   | Confirm your enrollment  | <a href="#">Details</a> | <a href="#">Why?</a> |
| Every summer session you are a supported student, plan to complete your degree, or defend | Register for courses   | <a href="#">Details</a> | <a href="#">Why?</a> |
|   | Pay your bill  | <a href="#">Details</a> | <a href="#">Why?</a> |
|   | Confirm your enrollment  | <a href="#">Details</a> | <a href="#">Why?</a> |
| First semester  | Complete <a href="#">Campus Clarity</a> : ( <a href="https://www.campusclarity.com/signup">https://www.campusclarity.com/signup</a> ) training   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Second semester   | Select advisor by submitting the <a href="#">Advisor and committee recommendation form</a> (not required for MBA students)   | <a href="#">Details</a> | <a href="#">Why?</a> |
| Second or third academic semester   | Complete <a href="#">Advanced Responsible Conduct of Research Training</a> : ( <a href="https://gradschool/resources-for/students/academic/rcr/index.html">gradschool/resources-for/students/academic/rcr/index.html</a> )                     | <a href="#">Details</a> | <a href="#">Why?</a> |
| Semester before planned degree completion   | Submit <a href="#">Degree schedule</a> to Graduate School  | <a href="#">Details</a> | <a href="#">Why?</a> |
| When you leave campus or complete a degree  | Submit the Graduate student workspace cleanup form on <a href="#">MyMichiganTech</a> : ( <a href="https://mymichigantech.mtu.edu/web/home-community/current-students">https://mymichigantech.mtu.edu/web/home-community/current-students</a> ) | <a href="#">Details</a> | <a href="#">Why?</a> |
| Semester of planned degree completion   | Submit <a href="#">Commencement application form</a> if you wish to participate in commencement (fall/spring semester only)  | <a href="#">Details</a> | <a href="#">Why?</a> |
|   | Submit <a href="#">Degree completion form</a> to Graduate School   | <a href="#">Details</a> | <a href="#">Why?</a> |
|   | Pick up diploma folder   | <a href="#">Details</a> | <a href="#">Why?</a> |
|   | Pick up Graduate School pin  | <a href="#">Details</a> | <a href="#">Why?</a> |
| Four weeks before your defense  | Plan for your defense (select programs only; click the Details button for a list of programs)  | <a href="#">Details</a> | <a href="#">Why?</a> |
| Finals week of planned degree completion  | Submit <a href="#">Verification of final degree requirements form</a>  | <a href="#">Details</a> | <a href="#">Why?</a> |

Complete [Exit Survey](#):<https://www.surveymonkey.com/r/MTUGradSchool2018>[Details](#)[Why?](#)

Within two weeks after the end of the semester

Watch your e-mail or [MyMichiganTech](#):  
(<http://www.MyMichiganTech.mtu.edu>) for notification that your degree is awarded[Details](#)[Why?](#)

Two months after the end of the semester

Watch your e-mail for notification that your diploma is ready

[Details](#)[Why?](#)

## Oral Examination

Examination by and approval of a faculty committee is required for awarding a master's degree for students enrolled in the thesis or report options. This committee will examine the general professional knowledge, course work, and the written documents of each master's candidate. The public defense is scheduled and the committee nominated via the [Pre-defense form](#), which must be in the Graduate School two weeks prior to the defense date. The committee's written evaluation must be filed on the [Report on oral examination form](#). The student must be enrolled to defend.

**Examination Committee**—The examination committee will be appointed by the Graduate School in consultation with the department chair. The student's advisory committee will typically serve as the examining committee. The committee will consist of at least three members of the graduate faculty (including advisor/co-advisors). The primary advisor, or a co-advisor (if one is desired), must hold a regular or adjunct appointment in the student's administrative home department or school, with a greater than 50% appointment to that department (per [Senate Proposal 37-15: \(/senate/policies-procedures/proposals-year/2014-15/37-15/index.html\)](#)). One co-advisor may be from outside the student's administrative home department.

While no external member is required by the Graduate School for Master's committees, departments may require an external member.

### Graduate School

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# Graduate School

## Master's Path



Some colleges and universities outside the US offer a three-year bachelor's degree and a five-year master's degree. After obtaining the three-year degree in their home country, many students would like to go abroad to pursue a high-quality master's degree, gain international experience, and perfect their English. The Michigan Tech Master's Path Program allows students who have completed a three-year bachelor's program outside the US to pursue a master's degree directly, rather than requiring they first complete a bachelor's program at a US institution. The Master's Path Program is offered in more than twenty disciplines in the sciences, engineering, forestry, communications, social sciences, and business.

## Application Process

Students apply for graduate admission using the international form, specifying "Master's Path." Applications must be approved by both the department chair or school dean and by the Graduate School.

Suggested minimum admissions criteria for Master's Path programs are:

- Completion of a recognized three-year degree in an appropriate area
- Statement of purpose and official transcripts
- Three letters of reference
- Adequate academic achievement in pursuit of the three-year degree
- GRE/general test results, if required by graduate program,
- Proof of English proficiency TOEFL (at least 550 written, 213 computer-based, or 79 internet based) or ILETS (a score comparable to TOEFL requirements)

## Master's Path Curriculum

Students who hold a 4-year bachelor's degree are required to take at least 30 semester credits beyond the bachelor's for their master's degree. Students entering the Master's Path Program with a 3-year bachelor's degree will be required to take additional credits depending on their preparation in the chosen field of study. The transcript of each accepted student is reviewed by the graduate program, which delineates the specific course requirements needed for completion of the master's degree.

Based on the specific Michigan Tech degree program, the student's focus, and the transcript review, a set of bridge courses, required in addition to the 30 credits, is defined. Courses on the student's transcript that have been taken beyond the requirement of their 3-year bachelor's degree may be evaluated for transfer into the master's curriculum. Bridge courses are integrated into the Master's Path curriculum, which is normally completed within 24 months. Students typically will take a mix of graduate and bridge courses during their first one or two semesters. Students in the Master's Path Program may take an hourly, salaried job on campus during their first semester of residence, provided it does not slow progress toward their degree. (A limited number of hourly research, teaching, and service jobs are available.) Following the successful completion of their first semester, they may, at the discretion of their advisor, be eligible for a research and/or teaching stipend.

Students may use the [Master's Path course planning form](#) to assist them in degree planning.

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# Graduate School

## Peace Corps Master's International



Michigan Tech partnered with the U.S. Peace Corps for 20 years to offer Peace Corps Master's International Programs (PCMI) across campus. PCMI students combined a master's degree with Peace Corps service. From 2005 until Peace Corps retired the program in 2016, Michigan Tech was the nation's largest Master's International campus. Our students have served in 52 countries around the world.

While Michigan Tech can no longer admit new students to the program, students now enrolled in the program are able to finish their studies and service as planned with no interruptions. Current students can see the Graduate program guidelines below. More information on Peace Corps retiring the PCMI program can be found [here](https://www.peacecorps.gov/volunteer/university-programs/masters-international/): (<https://www.peacecorps.gov/volunteer/university-programs/masters-international/>).

After completing a program of on-campus academic work, **our current students** serve two years with the US Peace Corps. While participating in Peace Corps field work, students enroll in one of [these courses](/gradschool/administration/academics/policies-procedures/course-list/): (</gradschool/administration/academics/policies-procedures/course-list/>) to maintain full-time student status. Students return to campus to complete their degree requirements.

Michigan Tech is continuing to partner with Peace Corp in two other programs: Peace Corps Prep for undergraduates interested in Peace Corps and community-engaged learning, and Peace Corps Coverdell Fellows programs for Returned Peace Corps Volunteer graduate students to work and do research in underserved U.S. communities.

## Graduate School Policies

### I. Peace Corps Status



Graduate students entering any of the Peace Corps Master's International Programs on campus receive Peace Corps status and are eligible for the Peace Corps tuition rates and support from the Graduate School for tuition while serving in Peace Corps.

1. Any student who enters their Peace Corps country of service after successfully completing Peace Corps staging maintains Peace Corps status unless they are administratively separated or early terminate their service (as defined by Peace Corps).

Students who are administratively separated or early terminate may appeal to maintain Peace Corps status. The appeal is made to a committee composed of the Program Directors of the Michigan Technological University Peace Corps Master's International Programs. Appeals are approved at a meeting of the coordinators where a majority of the coordinators constitutes a quorum. Meetings may be held in person or electronically. Appeals to reinstate Peace Corps status must receive approval by a majority of the coordinators who are present. If the student is not satisfied with the decision of the committee, the student may appeal to the dean of the Graduate School. The decision of the dean of the Graduate School is final. Appeals may be made at any time prior to graduation; however decisions are not retroactive. Therefore, it is in the student's best interest to appeal promptly if the student wishes to maintain Peace Corps enrollment status.

Students who are granted Interrupted Service by the Peace Corps to leave a country of service early will be reviewed on a case-by-case basis at a meeting of the coordinators where a majority of the coordinators constitutes a quorum. Meetings may be held in person or electronically. The student's case will be reviewed by the coordinators to confirm that the early dismissal from Peace Corps was due to circumstances beyond the student's control. If this is the case, the student maintains Peace Corps status. If the reason for early dismissal appears to be similar to administrative separation or early termination, the student will lose Peace Corps status but be allowed to appeal as above.

Students who are evacuated by the Peace Corps from a country of service for medical or safety reasons and cannot complete Peace Corps service (as determined by Peace Corps) will maintain Peace Corps status.

2. Any student who is declined by Peace Corps maintains Peace Corps status.
3. Students who do not enter a country of service, except those declined by Peace Corps, lose Peace Corps status. This group of students includes those students who voluntarily choose to change programs.
4. Any who loses Peace Corps status may need to develop a new graduate committee and find a new advisor. This responsibility lies with the student and not the department or school, although the department or school is required to make a good-faith effort to accommodate the student in transition. Students and committee members who agreed to advise a Peace Corps Master's International student are not required to advise the same student if the student is no longer affiliated with the Peace Corps Master's International program. If there are no faculty members willing to advise the research for a student who has changed status, the student can continue as a coursework-only student (if such option is available) and be advised by the appropriate Graduate Program Director. Students who are not able to find an advisor and are not able or willing to pursue a coursework-only degree will be considered to be unable to make continual good progress toward their degree and will therefore be subject to academic sanctions that may include probation, suspension, and dismissal. Students who make changes in the advisor, committee, and or degree plans will be required to file a new set of forms with the Graduate School.

This policy is effective for all students who entered a Peace Corps Master's International Program in the 2016-2017 academic year or in subsequent years. Students who entered before the 2016-2017 academic year are covered by the previous policy.

## II. Language Credit

Up to 2 credits of 1000 or 2000 level language credits may be counted as 3000-4000 degree credit towards the completion of Peace Corps Masters International degree. These credits may only be used if the student's home department or school approves of the use of these credits towards a graduate degree.

## III. Thesis Research Credit

Students pursuing thesis option MS degrees may count up to 4 of their "in-country" PCMI courses as thesis research credits if they conducted research while serving in the Peace Corps.

## IV. UN5951

Peace Corps Master's International students can enroll in UN5951 if their program is inactive. This includes students who have completed their course work prior to entering Peace Corps but have not been given a country assignment by Peace Corps or have been given a late departure date for their assignment.

## V. Enrollment in Overseas Peace Corps Credit

1. Each student should send a copy of his or her Volunteer Assignment Description to the Director of Peace Corps Programs to start the overseas course enrollment.
2. Since the university has no control over when Peace Corps starts people in their assignments or when Peace Corps closes their service, if a student is serving in Peace Corps for any part of a semester the student can be enrolled for the overseas credit for that entire semester. If a student chooses, he or she may opt to be an on-campus student during a semester that is at the beginning or end of Peace Corps service. In this case the student pays the tuition since it is for on-campus credit.
3. If a student is enrolled for the one overseas Peace Corps credit the student cannot be enrolled in any other credits during that semester.
4. The Peace Corps course should not be used as a placeholder for students who have finished on-campus course work prior to Peace Corps but have not been placed by Peace Corps. This happens most frequently for students with some kind of medical hold from Peace Corps, but there have been other reasons Peace Corps has delayed placement. These students can request enrollment in UN5951.
5. Students can finish their degree while overseas and enrolled in the Peace Corps credit.
6. Students not enrolled in the overseas Peace Corps credit must follow general university regulations regarding health insurance. Students in Peace Corps are covered by the Peace Corps for health insurance.

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# Graduate School

## Certificate Programs



Graduate certificates can be obtained concurrently with a graduate degree or as a separate graduate program. A graduate certificate requires fewer credits and is more limited in scope than a master's degree. Students may be interested in a graduate certificate to enhance a specific skill set. Many students seeking certificates use them to further their career, find a new job, or meet state or national licensing requirements.

A [current listing: \(/gradschool/programs/certificates/index.html\)](/gradschool/programs/certificates/index.html) and brief description of graduate certificate programs may be found online. For more information on graduate certificate admissions, see the [Certificate Admissions:](#) [\(https://www.mtu.edu/gradschool/programs/certificates/\)](https://www.mtu.edu/gradschool/programs/certificates/) page.

Certificate-specific requirements, including required courses, are listed on the certificate's [degree schedule:](#) [\(/gradschool/policies-procedures/timelines/certificates/index.html\)](/gradschool/policies-procedures/timelines/certificates/index.html). For general information about graduate certificate requirements, including details on credit minimums, transfers, and double counting, see [University Senate Policy 411.1:](#) <http://www.admin.mtu.edu/usenate/policies/p411-1.htm>.

## Completing a Graduate Certificate

To demonstrate that they have fulfilled the requirements of a certificate program, students must submit the appropriate [degree schedule: \(/gradschool/policies-procedures/timelines/certificates/index.html\)](#) to the Graduate School. Michigan Tech degree-seeking graduate students who wish to earn a graduate certificate must be enrolled in a degree program in the semester they wish to complete their graduate certificate. Non-degree seeking students interested in obtaining a graduate certificate **must apply** using the [online application: \(https://www.banweb.mtu.edu/pls/owa/bwskalog.P\\_DisLoginNon\)](https://www.banweb.mtu.edu/pls/owa/bwskalog.P_DisLoginNon) prior to submitting a degree schedule.

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