MONTANA
TECHNOLOGICAL UNIVERSITY
GRADUATE SCHOOL

Graduate Student Handbook
2024-2025

September & December 2024

Contact Us

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Important Information

This handbook is intended to provide *procedures* related to Graduate Studies at Montana Technological University. As such, the handbook is a supplement—and supporting document to—the Graduate School Catalog, which provides the academic policies for graduate studies.

Much of the content of the handbook has been moved to the 'Current Student Resources' section of the Graduate School webpage, to offer greater accessibility and clarity of processes. If any discrepancies are noted, which sometimes arise due to updates of one document without the other, the order of authority is as follows: The Catalog policies override the Graduate Handbook, which override the Graduate School webpage.

All graduate school forms are maintained on the Graduate School webpage.

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Welcome to Montana Technological University's Graduate School

Welcome to the Graduate School at Montana Technological University.

Whether you are pursuing a doctorate, a master's degree, a graduate certificate, or are taking a course or two for your personal interest or advancement, we are pleased to have you among us.

Thank you for trusting us with your education. We welcome your feedback.

On behalf of the faculty and staff of Montana Technological University, we welcome you to our community.

Registration

The Graduate Catalog is the ultimate authority for degree requirements, registration, and academic policy. A summary of key points regarding registration is below:

- Master's students and pre-candidate PhD students must register for at least 3 credit hours per term until all requirements (with the exception of the thesis) are completed.
- Graduate courses are 400-level and above.
- Graduate students must maintain a GPA of 3.0 or greater and be making satisfactory progress toward their degree to remain in good academic standing. Failure of the student to achieve either of these requirements will result in academic probation and can result in ineligibility for financial assistance and eventual dismissal from the Graduate School. A student on academic probation must achieve a term GPA of at least 3.00. The student will remain on probation until the CGPA equals or exceeds 3.00.
- Master's students may enroll for 1 credit hour in their final semester for the purpose of finishing their thesis or product. Master's students my only exercise this option once.
- Students must be registered for a minimum of 1 credit in the term that they plan to defend their graduate product, including summer.
- Registration will not be allowed after the official "close of registration" (10 days after the first day of class).

- To remain enrolled in the Graduate School, students must be continually enrolled over Fall and Spring terms.
- Students desiring to take a break in their studies should submit a *Request for Leave of Absence Form*, for up to one calendar year.
- Students that are not continually enrolled (without an approved leave of absence), may be reinstated upon submission of a Returning Student Application.

Master's Degree Programs

The Graduate Catalog is the ultimate authority for degree requirements, registration, and academic policy. It lists the criteria for all the Master's degrees at Montana Technological University. A summary of key points regarding the Master's degree programs is below:

- Montana Technological University's Master's degree offerings include both a "thesis option" (Option A) or a "non-thesis option" (Option B).
- Both options require a graduate product in addition to graduate coursework. The thesis option requires a written thesis or publishable paper, with an oral defense of the product that is open to the public. The product for the non-thesis option varies by program, and may include a comprehensive exam, a project (typically within the confines of one or two semesters), a report, and/or a presentation.
- Both options require a faculty advisor and a Master's committee.
- Montana Technological University offers an Interdisciplinary Master of Science (IMS) degree. The IMS has several additional admission and program conditions, as outlined in the Catalog. The IMS degree is not intended to be a surrogate for a field that does not offer a graduate degree at Montana Tech. Thus, the IMS degree plan (both the courses and the thesis) should extend beyond a single department.
- The IMS degree plan should have no more than 6 credit hours of independent study or special topics, as the IMS degree is intended to extend beyond the expertise of a single faculty advisor or single department.

Doctoral Degree Programs

The Graduate Catalog is the ultimate authority for degree requirements, registration, and academic policy. It lists the criteria for all the doctoral degrees at Montana Technological University. A summary of key points regarding the Master's degree programs is below:

- Montana Technological University's doctoral degree programs require passage of a discipline-specific qualifying examination, a discipline- and topic-specific candidacy examination, coursework, and completion and oral defense of a dissertation describing the original and significant research contributions of the Ph.D. candidate.
- Refer to the program handbook for specific details on required coursework and the timing of the intermediate examinations.
- There are specific criteria for the composition of the dissertation committee to ensure appropriate background and diversity of expertise. Please see the Graduate Catalog.
- Montana Tech's PhD programs are interdisciplinary and extend beyond a single department. However, faculty within the PhD program must be pre-approved to relevant disciplinary expertise. This is typically a formality, and is handled by the program chair.
- After successful completion of the Qualifying and Candidacy Examinations, PhD students become "PhD candidates".

Progress Toward Your Graduate Degree

The Graduate School webpage (see 'Current Resources' section) reiterates the process below, and includes links to relevant forms. The information below is intended to supplement details of various steps in the processes.

Graduate Program Form (MS and PhD)

Link: *Graduate Program Form*

Deadline: End of second semester

Why: This form serves as a memorandum of understanding between the student and advisor, and is kept on record with the Graduate School, should any concerns or misunderstandings arise. Signature of both the student and advisor is required.

To do: Students are encouraged to have a short (~50-word) abstract of their thesis or project. This is a good exercise to help outline your work plan.

Rules: The Graduate Program Form does not supersede the degree requirements in the relevant Graduate Catalog.

Graduate Committee and Form (MS and PhD)

Link: *Graduate Committee Appointment Form*.

Deadline: Second semester (or prior to completion of 15 credits for MS students or 20 credits for PhD students)

To do: It is the student's responsibility for assembling the committee, confirming their commitment to be on the committee, and then, convening the committee at various 'check points' throughout your degree. Working with your committee improves the quality of the degree and enhances mentoring you receive while at Montana Tech.

Who: The Chair of the Graduate Committee will be selected by the student and will be responsible for approving the student's program of academic study and research. Committee members shall be chosen by the student in consultation with their academic advisor, and the student shall forward the nominations to the dean of the Graduate School for approval, using the form above.

Why: The Graduate Committee is an important mechanism to expand the scope and breadth of the academic mentors that will advise on your

graduate studies. The graduate committee also will step in for the advisor, in any case in which the advisor becomes unable to perform his or her duties.

Additional rules: In each case, the committee must be proposed and approved by the Graduate School (form above). Please refer to the Graduate Catalog for requirements of committee members; there are different requirements for MS versus PhD students.

Changes: Changes in the Graduate Committee membership for any reason require resubmission of the form.

Changes: Inform the Graduate School of any changes in the academic program.

Intermediate Progress and Check In

Some programs require you to present the topic and research plan before you start the project, and have them approved by your committee. As noted above, it is the student's responsibility to schedule and convene committee appointments to discuss progress toward the Thesis or Dissertation topic. The Graduate School recommends that you meet with your committee once per semester, starting in the second or third semester of your studies.

Intermediate Examinations & Check-Ins (PhD only)

Forms: *Results of Candidacy/Comprehensive Examination*
Graduate Product Rubric

Ph.D. Qualifying Examination (QE):

Material Science (PhD): The Qualifying examination is typically taken August after the first year of your PhD Program. The *Qualifying Examination* in Materials Science is a proctored written examination at a predetermined date, taken in partnership with our 'sister site' at Montana State University. Every student must take and pass a comprehensive, written qualifying examination at the end of the first year. Qualifying exams will be offered at a specified time during the summer and prior to the start of fall classes. The outcome of the exam will be "pass," "conditional pass," or "fail." A conditional pass indicates that a student has significant deficiencies in one of the areas tested. This student would be required to take and pass (B or better) designated course(s) in the following year to "pass" the qualifying exam. Students who fail on the first attempt may retake the exam at the next scheduled date. Students who fail twice are released from the Ph.D.

program. By passing the qualifying exam, the students demonstrate that they understand materials and their properties from the atomic to the macroscopic levels and have familiarity with the growing set of materials fabrication, assembly, processing, characterization, and modeling tools and techniques. In general, passing the qualifying examination requires class attendance and good study habits related to course material. Follow up with the instructor on points of uncertainty during the semester in which you are enrolled in the class; approaching a professor a couple of weeks before the QE to provide clarification as to "what I did wrong on problem 3 of the mid-term examination" or for a compendium of problems and solutions is not a productive study strategy. Also, forming a study group that meets regularly throughout the summer seems to benefit most students. Additional study tips for the QE, combined with format of the examination change periodically, and can be found *here*.

Earth Science & Engineering (Ph.D.): The Qualifying examination is typically taken at the end of the 4th semester of your PhD Program. The Qualifying Examination in ESE is an independent research proposal unrelated to the dissertation research with an oral defense. The Qualifying Exam tests the student's ability to be an independent thinker and scholar, as well as demonstrate knowledge breadth and depth in earth science and engineering. The student will write an independent research proposal unrelated to their dissertation research topic and present and defend it to their dissertation committee. During the oral defense, the student will be questioned on their proposal as well as breadth of knowledge in earth science and engineering. To prepare and complete the ESE qualifying examination, the recommended steps are as follows:

- Confirm that your independent proposal topic is different from your dissertation research with your committee.
- Prepare a research proposal and submit to your committee.
- Present your proposal to your committee.
- Your committee asks you questions about your proposal.
- The committee asks you questions about your Earth Science and Engineering knowledge based on the classes that you have taken.

Candidacy Examinations:

Material Science Ph.D./ Earth Science & Engineering Ph.D.: After the qualifying examination, the next formal examination in is either the comprehensive (ESE) or candidacy (MatSci) examination. Although these have different names for the different programs, they are of similar structure with the same goal. The purpose of this examination is three-fold. First, the examination demonstrates that the student can conceive, plan, and design

an original and creative research project on a topic important to advancing understanding in the field. Second, the examination demonstrates the student can communicate effectively both orally and in writing. Lastly, the examination serves as a means by which to lay a specific plan on what is needed to finalize your thesis, present a timeline for meeting these goals, and get committee feedback and approval on this plan. The MatSci Candidacy Examination is typically taken before the start of a student's third year. The examination typically consists of both: (1) a written proposal describing the student's intended dissertation research; and (2) an oral defense of the proposal to the student's doctoral committee. The defense will include an open seminar followed by a closed interview/examination by the Committee that can cover a broad range of topics related to the proposed dissertation research. Check with your advisor and/or program chair for best practices in your degree program on length of both the written and oral portions of the examination. You are encouraged to schedule a pre-meeting with your committee to briefly discuss the proposal, and provide your committee members sufficient time (e.g. >1 week) to review the written proposal prior to the oral defense. After you have passed your candidacy/comprehensive examination, you become a PhD candidate. You may register for research dissertation credits to fulfill credit hour requirements necessary to maintain full time student status and be eligible for assistantships. Continue to meet regularly with your advisor and periodically with your committee. Once you have complete the work and benchmarks that were agreed upon in your candidacy/ comprehensive examination, and your advisor agrees, work to write your dissertation and schedule your defense.

Application to Graduate

Form: *Degree Application Form*

Deadline: Submit your intent to graduate at the start (first week) of the semester you plan to defend.

Why: This form ensures you will be included in the commencement program and receive important updates regarding deadlines to complete the degree in the semester you plan. Further details and procedures regarding deadlines and scheduling of the defense are posted on the Graduate School web page, and also communicated as reminders to students (who submit the form) via a Canvas 'graduation' course.

Exceptions: Sometimes research takes longer than expected. This intent to graduate may be an estimate, subject to final experimental results, writing, editing, and thesis revisions. Completion of the form is not a binding contract, but it's intended to keep you on track towards your goals.

If degree requirements are not met, continuing enrollment is required until requirements are completed, and an *updated degree application* is required.

Other Cases: Student receiving multiple degrees and/or certificates should complete a for each degree/certificate completed. Only one graduation fee is charged.

Rules: The candidate must be registered for a minimum of one (1) credit hour of thesis or dissertation research in the academic term the student intends to defend and graduate, including the summer term.

Thesis and Dissertation Formatting and Submission

Form: **Required** templates are found *here.*

Deadline: You should plan to submit the written version of your thesis or dissertation two weeks prior to your oral defense. It is also in your best interest to submit a copy of this 'almost final' version to the Graduate Program Manager for an initial format check.

Other Formatting Notes:

Images: must show a full range of contrast and the resolution must be at least 300 dpi.

Citations: Adhere to one style for your citations, notes, and other elements of your thesis. The Graduate School does not have a specific style for citations. Adhere to the standards for your discipline and be sure to consult your advisor. You may wish to review past theses from your department, and/or the library *Print and Electronic Style Guides*. You may also find it useful to use a citation manager like Mendeley or EndNote.

Supplemental materials (data files, large maps, etc.) must be identified at the end of the Table of Contents.

Large data files: You do NOT need to print large tables of 'raw data' or 'source' data. (You should however, include relevant summaries in the main body of your work.) This supplemental data may be submitted on an appropriate storage device (USB, CD, etc.). The Graduate Program Manager will upload this as an Appendix to the digital repositories of graduate products. Hard copies to include with the bound thesis should be provided on a well labeled media- appropriate container (case or cover).

Oversized Maps: Hard copies of oversized Maps (when central to the thesis content) will be sent to the publication company, which will make a digital copy and also put a hard copy in a pocket at the back of the bound Thesis/Dissertation.

Rules: Plagiarism is illegal. You are responsible for using information in compliance with the highest standards of academic honesty. You must reference the work and ideas of others, and comply with copyrights and regulations. Failure to adhere to this rule may result in academic sanctions, and worst-case scenario, revocation of your thesis approval.

Planning and Scheduling the Oral Defense

Form: Schedule your defense / submit an abstract to the Graduate Program Manager

When: You should receive a 'go ahead' from your Committee to schedule the defense, preferably 2 weeks prior to the deadlines and the scheduled defense.

Deadlines: Official deadlines for defense completion, followed by submission of a revised and final written products are publicized in the Catalog, and transcribed to the Graduate School website *here*.

Why: Both the Master's Thesis Defense and the PhD Dissertation Defense (collectively 'the defense') are oral examinations before the student's committee.

To do: Ensure your committee has given you the 'go ahead'. Then, work to find a time when all committee members can attend (preferably well in advance). Let the Graduate Program Manager know of your plans. The, schedule and publicize the location, date, and time of your oral defense and submit draft of product to Graduate Program manager. The Graduate School can assist with producing and disseminating the announcement. The Graduate School can assist with presentation of the defense in an online format.

The Oral Thesis / Dissertation Defense

Paperwork: Submit a written copy of your thesis/dissertation defense two weeks before you plan to defend. It is also recommended that you submit an 'almost final' version of the product to the Graduate Program Manager for an initial format check. This will save you time, and help you meet the deadlines.

Deadlines: Official deadlines for defense completion, followed by submission of a revised and final written products are publicized in the Catalog, and transcribed to the Graduate School website *here*.

Format of the Defense: The defense is open to the public. The student makes a public presentation of their work and the relevance to the field. After presentation, upon recognition by the chair, anyone from the audience may ask questions dealing with the thesis and its relationship to the student's field of study. After this round of questioning, the public will be dismissed, and the student is questioned further by the committee members. The student is then asked to step out, and the committee then deliberates on the outcomes of the defense. The committee then discusses the outcome with the student.

Why: The Graduate defense and final written product are analogous to a final examination.

Rules about Deadlines: As a final examination, failure to adhere to deadlines is analogous to an 'incomplete' grade. An 'incomplete' may delay your graduation, and push it to the subsequent semester. If your thesis, dissertation, examination, or publishable paper has not been successfully completed and accepted as 'complete' by the Graduate School by the stated deadlines, the minimum enrollment requirements will extend into the subsequent semester.

Exceptions: Use the *Petition to Graduate Dean Form*. Advanced notification is required.

Accommodations: Suitable accommodations will be provided for a student with a registered disability; a petition to the dean would not be required in this case, but the Advisor and Graduate School must be notified in a timely manner of the disability and need for accommodation.

N.B. Variations: Non-Thesis Project, Report, and Publishable Paper Submission

The Graduate School requires all graduate student projects including non-thesis projects, reports, and publishable papers be submitted to the graduate school for publication in Montana Technological University's Digital Commons as a part of graduation requirements. The deadlines and scheduling procedure are the same as for the thesis.

Non-thesis students, and Master's students submitting a publishable paper in lieu of the thesis, must also submit their final product to the Graduate School Program Manger. The format of the non-thesis and product should be in pdf.

Publication

The Graduate School certifies that the candidate has fulfilled all thesis-related degree requirements, and provides this information to Enrollment Services for degree conferral. This determination is based on a successful oral defense, revisions and updates to the final graduate product (as signified by a Signature page), a successful format check, and final submission of the graduate product to the Graduate Program Manager. All steps must be completed to have your name forwarded for completion of graduate requirements. Your final transcript will be marked with the date of the final day of exams in the term you fully complete the requirements for your degree, including submission of your final thesis/dissertation/report.

The Graduate Program Manager will upload your thesis to digital repositories, including Digital Commons and the ProQuest Electronic Thesis Website.

Digital Commons @ Montana Technological University provides a central, on-line location for papers, posters, abstracts, videos and more created by Montana Technological University students and faculty. Works posted in Digital Commons are discoverable in Google and other major search engines; its stable URLS provide permanent access.

Note: Other works, such as posters, presentations, performances, and papers may also be posted to Digital Commons, if compatible with the work's copyright status. To post your work, or for more information about Digital Commons contact Scott Juskiewicz: Scott *sjuskiewicz@mtech.edu*, 496-4284

Exceptions: Students may elect a "Publication Delay" on the Product Publication Agreement. Typically, this election is for those students that have patentable work or sponsored work with a publication restriction.

Check Out

An optional *Check-Out Form* provides a reference check list for other matters that should be settled prior to conclusion of your degree; separate forms are available for on-campus versus distance students.

Graduate Assistantships

Montana Technological University has available a limited number of competitively awarded Graduate Teaching Assistantships (GTA) and Graduate Research Assistantships (GRA). The GTA stipends for Master's students and for Ph.D. students are set by the University. The posted stipend levels apply to GTA/GRA appointments of 20 hours per week. An appointment of 10 hours per week is possible, and will receive prorated stipend. Appointments at something other than 10 or 20 hours per week should be handled as hourly employment.

Both GRA and GTA stipend levels are 'graded' based on responsibilities of the position, as noted on the student employment website, independent of the student's degree program. Master's students and pre-candidacy PhD students must be enrolled in at least 6 credit hours to be eligible for an assistantship that term. PhD candidates and MS students in their final term must be enrolled in at least 1 credit hour to be eligible for an assistantship. Thesis credits count toward this enrollment. No Master's student may have an assistantship during more than one "final term" with fewer than 6 credit hours; this rule does not apply to PhD candidates.

For a GTA or GRA, no graduate student may be paid less than the current GTA rate of Grade 1, prorated at either a 0.25 or 0.5 FTE appointment (corresponding to 10 and 20 hours per week, respectively). A student may have a combined GTA and GRA appointment, provided they are at the same 'grade' (stipend level), and the sum of the appointments adds to either 0.25 or 0.5 FTE; tuition charges are split proportionately to the associated index numbers.

Students who have not completed their degrees and are enrolled for the following fall may receive GTA/GRA appointment(s) during the summer period (May 16 to August 15) for up to 40 hours per week. The enrollment in the subsequent Fall must be for at least 6 credits, and no more than 3 credits during the summer). Students registered for 4 or more credits during the summer are limited to a GTA/GRA appointment of 20 hours per week, during the weeks their classes are meeting.

Resident and non-resident tuition will be waived for qualified GTAs/GRAs. graduate students, provided the total stipend level exceeds $4000 in that term. Fees are generally the responsibility of the student; however, some departments have 'opted in' to pay fees for GTAs/GRAs, provided that the arrangements are made for all GTAs/GRAs in the department. Please contact your department or the Graduate School for more details.

Eligibility to continue GTAs/GRAs is determined by the Department and is based upon the following criteria: satisfactory progress towards the degree, maintaining at least a 3.0 Grade Point Average, and continued registration for at least 6 credits at the 400- 500 level for the duration of these awards.

Maximum Weekly Work Limit

The work week for the GRA/GTA is 20 hours when classes are in session during Spring and Fall terms. Graduate assistantships are considered salaried contracts, and are not subject to overtime pay. Time spent on thesis/dissertation credits and coursework does not count toward this time limit. As the thesis or product is the final examination for the graduate degree, students are allowed and encouraged to work on their thesis/dissertation above and beyond the hours required of their GTA/GRA contract. Graduate students are encouraged to balance their workloads with the demands of their classroom and research schedules.

During the summer session, GTA/GRA appointments are limited to 20 hours per week (when the student is enrolled in 4 or more summer credits) or 40 hours per week (if enrolled in 3 or less summer credits).

Tax Withholding

All awards with work requirements may be taxable, including GTAs and GRAs. Tuition waivers are not taxed. Detailed tax questions must be directed to a personal accountant or other tax professional.

Deferment of Tuition and Fees

Please contact the University Business Office for any questions regarding payment or deferment of tuition and fees.

Consequences of Academic Probation on Financial Aid

Graduate Teaching Assistantships, Graduate Research Assistantships, Tuition Waivers, and eligibility for federal and state loans, scholarships, or traineeships may be affected by probationary status. Students on academic probation are ineligible for graduate teaching assistants (GTAs); eligibility for graduate research assistants (GRAs) are at the discretion of the advisor and the principal investigator on the grant.

Table I. Graduate Student Financial Award Information

TYPE	VALUE	WEEKLYWORK REQUIREMENTS	REGISTRATION REQUIREMENTS	PAYMENT METHOD	PROCESS/PROCEDURE	AWARDED BY
Graduate Tuition Waiver (In- State or Resident)	Tuition is paid, credited at the residence level of the student. A student must receive a stipend of at last $4000 for the semester to qualify for a tuition waiver.	None	**FALL/SPRING**: 6 credits at 400 or 500 level **SUMMER**: Not Awarded	Credited to student's account	Sign Award Letter & return letter to Graduate School See Business Office to pay remainder of fees.	Student is the final signatory on the GTA contract in etrieve, and this serves as confirmation.
Fees (for participating Departments)	Minimum Value: • Registration and Resident Incidental Fees and/or • Non-Resident Incidental Fees Maximum Value: Varies by award	None	**FALL/SPRING:** 6 credits at 400 or 500 level **SUMMER**: Dept Discretion	Credited to student's account	See awarding Faculty member to have payment account set up. See Business Office to pay remainder of tuition and	**Faculty**
Graduate Teaching Assistant-ship (GTA)	The value varies by the Grade. Grades are based on the work expectations for the student, independent of whether a student is enrolled as a Master's or PhD student. Please reference the student employment web site for current stipend levels.	Depends on Award Either 10 or 20 hours per week, for 0.25 and 0.5 FTE appointments Other requirements are handled as hourly	**FALL/SPRING**: 6 credits at 400 or 500 level **SUMMER**: Not Awarded	See Pay Schedule Payment Begins: **FALL:** September **SPRING:** January. Payments are bi- weekly	Advisor or Department Head initiates a GTA contract in etrieve, this is routed for signature. This paperwork should be completed **before** you begin working	**Department Chair** Student is the final signatory on the GTA contract in etrieve, and this serves as confirmation.
Graduate Research Assistant-ship (GRA)	The value varies by the Grade. Grades are based on the work expectations for the student, independent of whether a student is enrolled as a Master's or PhD student. Please reference the student employment web site for current stipend levels.	Varies	**FALL/SPRING:** 6 credits at 400 or 500 level **SUMMER**: 0 credits (must be registered in at least 6 credits in the following fall semester)	See Pay Schedule Payment Begins: **FALL:** September **SPRING:** January Payments are bi- weekly	Advisor initiates a GRA contract in etrieve, this is routed for signature. This paperwork should be completed **before** you begin working	**Faculty PI** Student is the final signatory on the GTA contract in etrieve, and this serves as confirmation.
Hourly Position	Varies. Please reference the student employment web site.	Varies	**FALL/SPRING**: 9 credits SU**MMER**: 0 credits (must be registered in at least 6 credits in the following fall semester)	Once per month See Pay Schedule	Submit completed paperwork to Student Employment in Enrollment Services Office **before** you begin working. See Employer	**Varies**

Federal Financial Aid	Varies. For graduate students, federal financial aid consists of unsubsidized loans	None	**FALL/SPRING:** Full Time: 9 credits 1/2 Time: 6 credits minimum **SUMMER**: 6 credits minimum	See Financial Aid	See Enrollment Processing Office. Students must be in good academic standing with a 3.0 GPA	**Enrollment Services Office**

Other Graduate Student Procedures

Petition to the Graduate Dean

A student seeking an exemption, exception or waiver to any academic policy should complete and submit the *Petition to Graduate Dean form*, with all signatures, at least two weeks prior to the date that the exception is needed. This process does not apply to either financial matters or curriculum matters for which the Business Office, the Program faculty, and/or the Graduate Committee are responsible.

Responsible Conduct of Research

For most graduate students, research is an important part of the master's or doctoral program. Montana Technological University requires and expects research performed under its auspices to be conducted honestly, ethically and in accordance with the highest professional standards. Therefore, Montana Technological University requires students who will be doing research to attend a workshop on the Responsible Conduct of Research, available as an on-line training program. Students will be provided instructions on how to complete this training at orientation. The training must be completed by the end of the first semester to qualify for student employment (including GTAs/GRAs) in subsequent semesters. The training will be waived for students in on-line programs that do not involve research. Responsible Conduct of Research must be refreshed every four (4) years for graduate students.

Safety Training

In addition to the overview of campus and public safety provided at Graduate School Orientation, Graduate Students are required to attend a discipline-specific safety training in their first semester. As a default, students are required to attend an on-line basic laboratory safety training, with log in instructions provided during Orientation. Students that have not completed an appropriate safety training will be ineligible for University-sponsored assistantships (GTAs/GRAs). At minimum, prior to completing work in a laboratory, students should be familiar with: Chemical Management, Information on Hazardous Materials and Disposal, Labeling of Containers and Waste, Fume Hood Use, Safety Data Sheets. Students in disciplines where a alternate safety training would be more appropriate (e.g. Electrical Engineering) may recommend an alternative safety training be

substituted for this requirement (e.g. with log-out-tag-out safety for Electrical Engineering). These requests require approval.

Thesis Abroad

Funding through the Graduate School's thesis abroad program can be provided to assist with the additional expenses of travel for registered graduate study in a foreign country. To apply, an interested student should coordinate with his/her committee and complete and submit the *Thesis-Abroad Application Form*. Funding for this program is subject to the availability of funding, and is subject to approval of the application. The costs are typically split 50/50 between the Graduate School and the student's department. The student must remain registered at Montana Technological University for the study abroad term and must be in academic good standing to be eligible. Other travel for partial semesters or intermittent testing is not within the scope of this program. See the Graduate Catalog for additional details of the program.

(Accelerated) 5-year B.S.–M.S. Option

Participating departments allow qualified undergraduate students to begin work on the Master's degree in their junior year at Montana Technological University, as specified in the Catalog. A summary of important points of this program is as follows:

- To qualify for admission to the program, a student must have completed 75 semester credit hours, usually corresponding to the second semester of the junior (3rd) year, and have a cumulative GPA of 3.0 or better. Students must meet all other requirements for admission to the graduate school. The application fee may be waived upon request.
- There are specific requirements and limitations for dual counting toward both the BS and MS degree, as outlined in the Graduate Catalog.