Michigan Tech

Graduate School

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Also in this section

Degree Requirements

The Graduate School sets minimum degree requirements for all programs. Each graduate program may have additional requirements; consult their pages for details on program specific requirements.

Degree Requirements

- Doctor of Philosophy
- Master of Business Administration (Tech MBA®)
- Master of Engineering
- Master of Forestry
- Master of Science
- Master's International Peace Corps Program

Non-degree Requirements

- [Certificate Programs](#)
- [Non-degree Graduate Option](#)

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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 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)

Description of PhD Milestones (click to expand)

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 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 for help with MyMichiganTech.

Doctoral Degree Completion Timeline

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](#) 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](#) 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](#)
- 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](#). Each program may set limits on the type and number of credits.

Academic Progress

Students must be in good standing 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. 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 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).
- 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 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 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, and submitting the completed (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 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 🔴.

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Also in this section

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 enjoy the flexibility of self-paced courses. 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. Classes are offered in the evenings, view the course schedule. Review the necessary forms and deadlines for degree completion.

Master's Path Program—See additional details about program requirements.

Residency Requirements

- **Tech MBA**: A minimum of 30 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

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 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 for help with MyMichiganTech.

Master's Degree Completion Timeline - Coursework Option

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 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 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
- 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. Each program may set limits on the type and number of credits.

Academic Progress

Students must be in good standing 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. 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 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).
- 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 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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Graduate School

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Graduate School > Policies and Procedures > Degree Requirements > **Master of Engineering**

Also in this section

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.)

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](#) 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](#) 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](#)
- 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](#). Each program may set limits on the type and number of credits.

Academic Progress

Students must be in good standing 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. 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 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).
- 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 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:

Course work	26–30 credits
Practicum	0–4 credits
Total (minimum)	30 credits
Distribution of course work credit	
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 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 for help with MyMichiganTech.

Master of Engineering Degree Completion Timeline

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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

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 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 for help with MyMichiganTech.

Master's Degree Completion Timeline — Report Option

Master's Degree Completion Timeline — Coursework Option

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 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)

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Special Exceptions

- [Peace Corps Master's International](#) 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](#)
- 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](#). Each program may set limits on the type and number of credits.

Academic Progress

Students must be in good standing 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. 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 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).

- 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 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.

Report Option

Coursework Option

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). 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.

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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.

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 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 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

- 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. Each program may set limits on the type and number of credits.

Academic Progress

Students must be in good standing 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. 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 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).
- 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 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.

Expand All

Thesis Option

Report Option

Coursework Option

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 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 for help with MyMichiganTech.

Expand All

Master's Degree Completion Timeline - Thesis Option

Master's Degree Completion Timeline - Report Option

Master's Degree Completion Timeline - Coursework Option

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). 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.

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Michigan Tech

Graduate School

like no other

Also in this section

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.

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 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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Michigan Tech

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Also in this section

Certificate Programs

Graduate certificates can be obtained concurrently with a graduate degree or can be obtained by students who have completed an undergraduate degree.

- 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, and submit the appropriate degree schedule.

- Individuals who wish to earn a graduate certificate from Michigan Tech and who are not currently enrolled at Michigan Tech as degree-seeking students must apply to the certificate program using the online application.

Graduate Certificates

A current listing and brief description of graduate certificate programs may be found online.

Requirements for graduate certificates are defined by University Senate Policy 411.1. To demonstrate that students have fulfilled the requirements of the certificate, students must complete a degree schedule.

- Degree schedules outline program specific requirements including required courses.

- See the senate policy for requirements that apply to all graduate certificate programs, including details on credit

minimums, transfers, and double counting.

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