

## **STUDENT POLICIES**

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### **CONTINUOUS ENROLLMENT**

Michigan Tech requires that all graduate students be continuously enrolled throughout their graduate careers; that is, students must be enrolled for Fall and Spring semesters in all years between initial admission and graduation. Students who receive support during the Summer semester must be enrolled for that term as well.

Students supported by Michigan Tech must maintain enrollment of at least 9 credits during Fall and Spring Semesters, and if supported during the Summer terms, must maintain enrollment for one credit of individualized study.

All students using university services (e.g., interaction with their advisors, or library or health services) must be registered for at least one course each semester. This course may also be in the form of special courses such as HU5990 Thesis, HU6990 Doctoral Research, HU5900/6900 Independent Study, HU5901/6901 Directed Reading, or HU5902/6902 Internship, all of which may be taken for variable credit.

Students who are unable to maintain enrollment at the MTU campus may enroll in UN5953, a continuous enrollment course for 1.0 credit at the current tuition rate. Enrollment in UN5953 needs department approval. Students who do not enroll as required have to apply to be re-admitted and pay a re-admission fee.

The Director of Graduate Studies and the Dean of the Graduate School must approve all waivers of continuous enrollment. Such waivers are approved only when it is necessary for students to interrupt their studies for some reason. Students conducting either on- or off-campus research or internships are considered to be using university services and thus must be enrolled for at least one credit each term. (See Chapter 5--Financial Support.)

### **STUDENT RESIDENCE REQUIREMENT**

The Graduate School presently requires that Master's students complete at least two-thirds of their coursework, exclusive of their Theses or Projects, while they are in residence at Michigan Tech (a policy change is under review). The RTC Program encourages Master's students to remain in residence for the duration of their degrees.

The Graduate School requires doctoral students to spend at least four semesters beyond a Bachelor's degree, or two semesters beyond a Master's degree on Michigan Tech's campus

in a formal program of study and research under direct supervision of Michigan Tech faculty (Summer semesters may count). Students who plan to leave campus before this time should make arrangements with the Chair of their Comprehensive Examinations Advisory Committees and with the Director of Graduate Studies.

## **STUDENT PROGRESS**

### ***Time and Funding Limits***

According to Graduate School requirements, all work required for the Master's degree must be completed within five years from the first semester of enrollment (<http://www.gradschool.mtu.edu/financial.html>). However, the normal RTC funding limit for Master's students is two years.

Doctoral students (both those who enter with a Bachelor's degree and those who enter with a Master's degree) must complete their Comprehensive Examinations within five years, and must complete all requirements within eight years from their first enrollment in the RTC Program. However, the funding limit for RTC doctoral students is five years (See Chapter 5—"Financial Support").

### ***Annual Progress Reports***

Annual Progress Reports are required of all graduate students in order to remain in good standing and to be eligible for continued financial support (See Appendix B—"Annual Progress Report Forms").

## **GRADES**

In the RTC Program, grades generally reflect progress as described in Table 4.1.

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**Table 4.1: Grades in the RTC Program**

<b>Grade</b>	<b>Level of Progress</b>
A	Excellent and good graduate work
A/B	Acceptable graduate work
B	Marginally acceptable graduate work
B/C	Unacceptable graduate work
C	Unacceptable graduate work (all requirements completed)
F	Unacceptable graduate work (all requirements not completed)

Faculty may opt to distinguish between excellent and good graduate work, and inform students of those distinctions.

According to the *Graduate Bulletin*, graduate students must maintain at least a 3.0 cumulative grade-point average in the courses required for a graduate degree. No credit is given for courses in which students receive B/C, C or F grades (See *Graduate Catalog* <http://www.gradschool.mtu.edu/catalog/index.html>). Exceptions include credits taken in cognate departments that may carry a B/C or C, if approved by the chair of the major department.

Students who receive a B/C, C, or an F in required courses must retake the courses to fulfill the requirements. Students who receive a B/C, C, or an F in other courses selected to fulfill requirements may elect to take a different course to fulfill the requirement.

## **STUDENT STANDING**

### ***Master's Students***

To be in good standing, Master's students must receive grades of A, A/B, or B in all courses and make reasonable progress toward the degree. Students receiving B/Cs, Cs, or Fs must meet with the Director of Graduate Studies to discuss their status in the program. A grade of B/C, C, or F in a course may be grounds for probation; two B/Cs, Cs, or one F may be grounds for withdrawal or dismissal from the program (See "Academic Probation" below).

### ***Doctoral Students***

Doctoral students are expected to receive more As or A/Bs than Bs to be in good academic standing. Doctoral students' grades are reviewed yearly, and if they have received more Bs than As or A/Bs, they must meet with the Director of Graduate Studies to discuss their status in the program. Students who receive B/Cs, Cs, or Fs must also meet with the Director of Graduate Studies to discuss their status in the program. A grade of B/C, C or F in a course may be grounds for probation; two Cs or one F may be grounds for withdrawal or dismissal from the program (see "Academic Probation" below).

## **ACADEMIC PROBATION**

Students receiving B/C, C, or F grades in any course must meet with the Director of Graduate Studies during the following semester to review their status. The Director of Graduate Studies consults with the RTC Steering Committee, and with their approval, may place a student on probation or may recommend a student's withdrawal or dismissal from the RTC Program.

During academic probation, students are expected to enroll full-time, registering for at least one required or otherwise approved course, and one other class per semester. Probationary status is reviewed at the end of each semester by the Director of Graduate Studies in consultation with the RTC Steering Committee in order to determine whether the student should be removed from or remain on academic probation or be asked to withdraw from the program.

### ***Voluntary Withdrawal***

Students who receive two Cs or one F must meet with the Director of Graduate Studies to review their status. In consultation with the RTC Steering Committee, the Director of Graduate Studies may suggest that an individual student withdraw from the RTC Program. If the student does not voluntarily withdraw from the program, the RTC Steering Committee may advise the Director of Graduate Studies to begin dismissal proceedings.

### ***Dismissal***

Students may be dismissed from the program if any one of the following events occurs:

Student receives two Cs or one F in courses, or does not make satisfactory progress in their work toward a degree.

Student fails the Master's Final Oral Examination twice.

Student fails the doctoral Comprehensive Examinations twice.

Student fails the doctoral Final Oral Examination twice.

The dismissal procedure is described in the *Graduate School Bulletin*. A copy of the appropriate advisory committee's (Comprehensive Examinations or Dissertation) dismissal recommendation should be sent to the Director of Graduate Studies. Students who have not yet formed Advisory Committees, and who are required to withdraw from the program, must meet with their Advising Coordinator to discuss the reasons for withdrawal, and the Director of Graduate Studies will make a recommendation to the Department Chair.

## **PLAGIARISM**

Plagiarism is defined as the use of other's ideas, words, or images without proper citation or acknowledgment. Plagiarism is a serious matter and may result in a student's dismissal from Michigan Tech. Faculty suspecting that a student has committed plagiarism ought to first discuss the matter with the Director of Graduate Studies. If the suspicion can be substantiated, the Director of Graduate Studies informs the RTC Steering Committee and the Department Chair. The Director also advises the faculty member to bring the matter to the attention of the Dean of Students for resolution according to Michigan Tech procedures. Faculty should not attempt to resolve questions of plagiarism on their own.

## **ACCOMMODATION POLICIES FOR AMERICANS WITH DISABILITIES**

MTU complies with all federal and state laws and regulations regarding discrimination, including the Americans with Disability Act of 1990 (ADA). If any student has a disability and needs a reasonable accommodation for equal access to education or services at MTU, please call the Dean of Students (x7-2212). For other concerns about discrimination, contact one's advisor, department head, or the Affirmative Action Office (x7-3310).

## **CELL PHONE AND LAPTOP USE IN CLASS**

Students should turn off cell phones before classes begin. Before using a laptop in class, students should obtain permission from the instructor.

## FACULTY POLICIES

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### TEACHING ASSIGNMENTS

The RTC Steering Committee invites faculty to submit requests for course assignments each year. Faculty submitting a course request for a graduate class that they have not previously taught should include an explanation of their qualifications for teaching the requested course. The RTC Steering Committee and the Director of Graduate Programs in RTC base their consideration of requests for teaching assignments on several criteria, including those listed in Table 4.2

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**Table 4.2: Criteria for Approval of Teaching Requests**

Ph.D. in the course area	Teaching experience in the course area
Publications in the course area	Evidence of teaching effectiveness in the course area
On-going research program in the course area	Pertinent grants in the course area

In addition, the RTC Steering Committee follows these general guidelines when assigning courses to RTC faculty:

Individual faculty members should not teach more than one graduate courses in an academic year (excluding the HU5001 Proseminar and Teaching Practica, HU5931 and HU5932).

Individual faculty members should not be offered the opportunity to teach a special topics course more frequently than once every other year.

Individual faculty members should be offered the opportunity to teach a particular course twice, though not necessarily in two successive years.

### SYLLABI

Faculty are expected to write and distribute syllabi for all graduate courses. One copy of each syllabus should be sent to the Department of Humanities office by the end of the third week of the semester. Copies of syllabi for all past courses are on file in the main office for reference by faculty and students.

## **TEAM-TEACHING**

Team-teaching is encouraged in order to further the interdisciplinary goals of the program. Faculty loads will be adjusted over two or three years in order to give each member of the team credit for teaching.

## **MENTORING**

### ***Independent Studies and Directed Readings***

In order to maintain sufficient enrollments in graduate classes, RTC faculty members should not offer Independent Studies or Directed Readings in those areas covered by regular course offerings.

### ***GTIs Teaching New Courses***

GTIs work closely with the Director of GTI Education, and other course coordinators, in a mentoring relationship. Students needing mentoring outside of the above areas should consult with the appropriate GTI coordinator or the Department Chair, who then makes arrangements for an appropriately experienced faculty member to mentor.

Faculty members taking on mentoring assignments may assist GTIs by engaging in the following activities:

- Working with GTIs before the term begins to identify and articulate the instructional goals associated with a course

- Reviewing syllabus and/or policy statements, suggesting revisions to these documents if necessary

- Modeling strategies for making assignments appropriate to the course

- Guiding GTIs responses to student assignments (e.g., papers, drafts, oral presentations, and tests)

- Discussing productive strategies for grading, evaluating, and conferencing

- Observing each GTI during the semester, making written observational notes during these visits

- Helping each GTI evaluate the class and his or her teaching by reflecting systematically on instructional goals, assignments, and class activities

Suggesting readings that will help the GTI connect theoretical perspectives on course content with practical pedagogical approaches to class activities

Drafting a memo to the appropriate teaching supervisor about each GTI's teaching progress at the end of the quarter.

### ***Dealing with Student Teaching Problems***

Faculty mentors whose mentees have problems with teaching should discuss the problem with the Director of Graduate Studies in order to develop a plan to enhance the mentoring effort. If this effort does not seem to be having any effect, the Director of Graduate Studies will bring the matter to the attention of the Chair of the Department and the RTC Steering Committee. A possible outcome might be changing mentors or changing the course the student is assigned to teach. If it is determined that no satisfactory solution to the problem has been found within three terms, other solutions will be sought that take into consideration the best interests of the graduate student, the students they teach, and the graduate program.

## **CURRICULAR POLICIES**

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### **SCHEDULING OF COURSES**

The number of graduate courses scheduled per year depends on the number of students enrolled in the RTC Program and the faculty available. Approximately 12 graduate seminars are scheduled every year. The RTC Steering Committee schedules courses for a given year, taking into consideration all of the following factors:

Coverage of program requirements

Balance of regular and special topics courses

Balance of study areas

Match of faculty and student areas of interest and research

Equitable distribution of courses among graduate faculty

## **SPECIAL TOPICS COURSES**

Special topics courses provide an opportunity to offer specialized courses relevant to the research interests of students and faculty and to pilot courses prior to proposals for curriculum revisions. Guided by consideration of the RTC Program goals and the equitable distribution of new course preparations throughout the entire graduate faculty, the RTC Steering Committee makes selections.

More than one section of a particular course may be taught in a year or even in a semester; however, students who take more than one section of a particular course in a semester may need to make special arrangements with the Registrar's Office.

## **CLASS SIZE**

Graduate classes are limited to 12 students (except for the Proseminar and Teaching Practica--HU5001, HU5931, HU5932). Graduate classes may be cancelled if they do not reach certain enrollment minimums, as determined by the Chair of the Department, in consultation with the Graduate Director.

## **RESEARCH, INDEPENDENT STUDIES, DIRECTED READINGS, AND INTERNSHIPS**

The RTC Program offers a variety of courses for students who want to pursue individual scholarship under the supervision of a faculty member. Such work can provide critical preparation in areas for which there are not regularly scheduled courses, and for students preparing for major projects, theses, comprehensives examinations, or doctoral dissertations. They can also provide significant pre-professional experience in the form of editing or administrative internships, etc.

## **POLICY CONSIDERATIONS**

Note that while such independent work is an important part of graduate work, it must be considered in the context of other departmental needs, such that it does not detract from students' enrollment or progress in regularly scheduled classes, nor pose undue burdens on faculty. Thus, the RTC Steering Committee recommends that such independent work be reserved for advanced students (second year and beyond), that is, students who have completed a significant portion of their coursework. The expectation is that beginning

students should allow time to become accustomed to the higher expectations of new levels of graduate work, and focus their energies on joining in the conversation of the communities of their peers and their faculty in the regularly scheduled courses.

Independent work in general is not intended to substitute for the regularly scheduled classes. However, in special circumstances, and only with prior approval of the student’s Advisor (or Advisory Committee) and the Graduate Director, three credits of independent study may be considered to count towards the coursework requirements of the Ph.D. or MS curriculum.

Independent work is a natural part of student’s final stages of work: MS students working on theses or projects should register for HU5990 or HU5991 respectively; they must meet with their advisors before registering. Ph.D. students preparing for comprehensives frequently enroll in HU6900/6901 during the semesters immediately before and during the taking of their comps. All and only those Ph.D. students working on dissertations after passing their comprehensive examinations should enroll for HU6990 Dissertation Research credits.

During summer semesters, students receiving Michigan Tech support must register for one credit of independent study. (Students who are not supported by Michigan Tech are not required by to register, though they may have other obligations for loans, etc.) All students should consult with their advisors before registering for summer and no student will be allowed to sign up for independent work without prior written approval of the faculty and grad advisor.

Courses available for individualized study are listed in Table 4.3.

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**Table 4.3: Course Offerings for Supervised Individual Scholarship**

HU5900 HU6900	Independent Study	HU5990	Coursework paper preparation
HU5901 HU6901	Directed Reading (for grade or pass/fail)	HU5991	Special Project
HU5902 HU6902	Internship	HU6990	Dissertation Research

All students must complete the Plan of Study contract in Table 4.4 below, and have it signed off by the faculty member offering the individualized class, and approved by the Graduate

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**4.10 Policies and Procedures**

Director **before** registering for the class. Students without such Plans of Study on file will be dropped from the course by the start of the term.

Each course described below is designed to fulfill a particular need for students and faculty. (For a more detailed description of these courses, see Chapter 6—"RTC Course Offerings.") Students uncertain about course registration should consult the Director of Graduate Studies prior to registering.

### **HU5900 Independent Study/HU6900 Independent Study**

Students involved in research geared toward producing a scholarly product or project under the guidance of an RTC faculty member may register for this course. Credit varies with the nature of each individual project. Master's students enroll in HU5900; doctoral students enroll in HU6900. A doctoral student without a Master's degree may enroll in either course. MS students preparing a coursework paper sign up for HU5900 the term in which they write the paper.

### **HU5901 Directed Reading/HU6901 Directed Reading**

Students completing extensive reading in a focused area under the direction of an RTC faculty member may register for this course. Students enrolled in Directed Readings may be asked to compile an annotated bibliography or to keep a journal as a record of their reading. Credit varies according to the nature and amount of reading for each course.

Master's students enroll in HU5901; doctoral students enroll in HU6901 unless they do not already have a Master's degree, in which case they may enroll in either course.

### **HU5902 Internship/HU6902 Internship**

Students involved either in on-campus teaching, research, or editing projects, or off-campus professional employment relating to their studies may take this course. An RTC faculty member always supervises this work. Off-campus work requires additional direction by an off-campus supervisor. Credit varies according to the nature of each individual work experience. Master's students enroll in HU5902; doctoral students enroll in HU6902 unless they do not already have a Master's degree, in which case they may enroll in either course.

At the completion of an on-campus Internship, the student should provide the supervising faculty with a journal or brief (e.g., 3-page) report that summarizes the work performed. At the completion of an off-campus Internship, the student's off-campus supervisor should submit a performance evaluation, and the student should provide the supervising faculty with a brief (e.g., 3-page) report that summarizes the work performed.

### **HU5990 Thesis**

Master's students working on their Theses are the only students who may register for this course. HU5990 credit may only be taken after students receive approval for their Thesis topic and methodology from their Master's Advisory Committee. This course is evaluated on a progress/fail basis by each student's Chair. Until students have had a successful defense, a HU5990 favorable grade will be a "P" for progress. When the defense is complete, the "P" automatically changes to an "S" for satisfactory.

### **HU5991 Special Projects**

Master's students working on their Projects are the only students who may register for this course. HU5991 credit may only be taken after students receive approval for their Project topic and methodology from their Master's Advisory Committee. This course can be evaluated on a progress/fail basis by each individual student's Chair, but to include HU5991 on the Final Degree Schedule, students must receive a grade.

### **HU6990 Doctoral Research**

Doctoral students working on their Dissertations are the only students who may register for this course. (Note: "Working on the Dissertation" means that the student has passed the Comprehensive Examinations, and the Preliminary Dissertation Proposal and the Final Dissertation Proposal have been completed and approved.) HU6990 credit may only be taken. This course is evaluated on a progress/fail basis by each individual student's Chair.

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**TABLE 4.4: Plan of Study for Individualized Courses**

## **Independent Studies, Directed Readings, or Internships**

Basic contract for the Plan of Study

To assist in the coordination of Independent Studies, Directed Readings, or Internships, **all students must receive written approval of this plan of study from the faculty sponsor and the Graduate Director before enrolling for the courses listed below.** At the end of the term, faculty will be asked to submit a grade for the work on the basis of this contract (or an approved revised form filed with the Graduate Programs Assistant, Marjorie Lindley). Students will not be allowed to register for these courses until they have filed an approved plan of study.

### **Option requested (Circle One)**

	<u>MS</u>	<u>PhD</u>
Independent Study:	HU5900	HU6900
Directed Reading:	HU5901	HU6901
Internship:	HU5902	HU6902

**Student's name:** \_\_\_\_\_

**MS** \_\_\_ **PhD** \_\_\_ **Year in program** \_\_\_

**Semester:** Fall Spring Summer **Year :** \_\_\_\_\_

**HU Faculty sponsor's name:** \_\_\_\_\_

**Number of credits requested:**

(Note: 1 credit is equivalent to about 50 hours of work over the semester)

**Title (if applicable):** \_\_\_\_\_

**Briefly detail:**

- 1) What are the purpose/goals/expectations of this study?
  
- 2) What is the proposed reading list (or project/duties) to be covered this term?
  
- 3) How often (and for how long) will the student and faculty member meet?
  
- 4) What writing/final projects are expected?
  
- 5) Because these courses are graded with letter grades: By what criteria will this work be evaluated for a grade (A, AB, B, etc.)?

**Signature of student:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of faculty:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Grad Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **HU3000-LEVEL COURSES**

HU3000-level courses taught by graduate faculty may be taken by graduate students for credit; however, the credits cannot be counted toward the required number of credits on the final Degree Schedule.

### **HU4000-LEVEL COURSES**

Students may include up to 9 credits of HU4000-level courses taught by graduate faculty in their final Degree Schedules. However, the Director of Graduate Studies must approve all HU4000-level courses appearing on the final Degree Schedule in advance.

### **COURSES TAUGHT BY RTC GRADUATE STUDENTS**

RTC graduate students enrolling in classes that have an RTC graduate student instructor must enroll in a special section directed by a graduate faculty member, who will be approved

by the Department Chair in consultation with the RTC Steering Committee. This graduate faculty member will serve as the instructor of record and will participate with the graduate student instructor in the evaluation and grading of all student work for the section. Classes taught by graduate student instructors may be approved for inclusion on RTC Master's degree schedules. Such classes will not be approved for inclusion on RTC doctoral degree schedules.

## **GRIEVANCE PROCEDURES**

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### **DEFINING GRIEVANCE CAUSE**

Faculty or students with concerns or complaints about the behavior of other faculty or students in professional situations\* or in interpersonal relationships\*\* should follow the grievance procedures described below. Note that questions of plagiarism should be taken to the Dean of Students, and sexual discrimination and sexual harassment issues should be taken to the Campus Affirmative Action Officer.

These procedures are designed to protect the rights and privacy of both faculty and students and to equitably adjudicate conflicts among faculty and students.

### **GENERAL GUIDELINES FOR GRIEVANCES**

Faculty and students should avoid discussing their complaints with colleagues. Faculty or students who believe they have been subjected to discrimination based on sex or sexual harassment, suspect that an unfounded discrimination complaint may be filed against them, or have been threatened with the filing of such a complaint should notify the Affirmative Action Officer as soon as possible. (For more information on sexual discrimination and sexual harassment, see the "Handbook for Academic Faculty.")

### **STUDENT-INITIATED GRIEVANCES**

Students have the right to fair and equal treatment by administrators and to expect professional behavior from other faculty and students. Professional behavior includes such matters as a respect for expertise, individual beliefs, and personal privacy.

Students should be aware that the campus provides an ombudsperson, whose duties are described in the [Handbook for Academic Faculty](#). One of the functions of the ombudsperson is to process student complaints.

Students who have complaints about administrators, faculty, or other students should first discuss their complaints with the person concerned, if possible. If the complaint cannot be resolved in this way, they should discuss the complaint with the Director of Graduate Studies. The Director then consults with the RTC Steering Committee (unless this is considered inappropriate), discusses the complaint with the administrator, faculty member, or student in question, attempts to resolve the problem, and reports to the Humanities Chair and the RTC Steering Committee. If resolution is not possible at this level, the complaint will be referred to the Humanities Chair. If the complaint concerns the Director of Graduate Studies, it should be referred to the Humanities Chair. If the complaint concerns the Chair and resolution is not possible within the department, the complaint should be referred to the Dean.

Grievance procedures for students appealing their dismissal from the program are described in the *Graduate School Bulletin*.

## **FACULTY-INITIATED GRIEVANCES**

Faculty members have the right to fair and equal treatment by administrators and to expect professional behavior from other faculty and students. Professional behavior includes such matters as a respect for expertise, individual beliefs, and personal privacy.

Faculty with complaints about administrators or other faculty should first discuss their complaints with the person concerned, if possible. If the complaint cannot be resolved in this way, faculty should discuss the complaint with the Chair of the Department of Humanities or the Dean of the College of Sciences and Arts; or, if that is not possible or resolution cannot be attained, the ombudsperson should be contacted.

Faculty with complaints about graduate students should first discuss their complaints with the person concerned, if possible. If the complaint cannot be resolved in this way, they should discuss the complaint with the Director of Graduate Studies, who will consult with the RTC Steering Committee, discuss the complaint with the student, attempt to resolve the problem, and report to the Chair. If resolution is not possible at this level, the complaint will be referred to the Chair.

Faculty members should be aware that the campus provides an ombudsperson, whose duties are described in the [Handbook for Academic Faculty](#). One of the functions of the ombudsperson is to investigate faculty complaints.