Thriving as a New Graduate Student at NMT
Fidel 278 (across from registrar)

Lorie M. Liebrock,
Dean of Graduate Studies
Center for Graduate Studies

Lorie M. Liebrock, Dean of Graduate Studies
- Phone: -5481
- Email: graduate@nmt.edu
- Contact Karen or Megan for an appointment

Karen Chavez – Graduate Specialist
- Phone: -5513
- Email: kchavez@admin.nmt.edu

Megan McElroy – Graduate Coordinator
- Phone: -5720
- Email: mmcelroy@admin.nmt.edu

Join us on facebook
New Mexico Tech Center For Graduate Studies
graduate@nmt.edu
Office for Student Learning

- Lisa Majkowski
  - Director, Office for Student Learning
  - phone: - 6168; cell 505.934.0520
  - Speare 106
  - email: lisamt@nmt.edu

Homework Help
Test Corrections
Moral Support
Speare 110
osl@nmt.edu

Need help with a specific class?
OSL Drop-in Tutoring Hours by Course Number

<table>
<thead>
<tr>
<th>COURSE</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO</td>
<td>111 112 189 311 331 333 341 343 344 352</td>
</tr>
<tr>
<td>CHEM</td>
<td>109 121 122 311 331 332 333 334 441</td>
</tr>
<tr>
<td>CSE</td>
<td>101 107 113 122 213 221 241 344</td>
</tr>
</tbody>
</table>

NMT Police

- Scott Scarborough, Chief
- Emergency 5555 or 911
- Non-emergency 575-835-5011
Title IX & Clery

- Randy Saavedra
  - Affirmative Action
  - EEOC Director
  - Title IX & Clery Coordinator
  - 213 Fitch Hall
  - 575-835-5005
  - 505-977-7571
  - rsaavedra@admin.nmt.edu

VIDEOS at http://www.nmt.edu/affirmative-action-title-ix
International Programs

- Michael Voegerl
  - 2nd Floor of Fidel
  - Phone: -5121
  - email: mvoegerl@admin.nmt.edu
  - www.nmt.edu/international-and-exchange-programs
Employment Compliance

- Theresa Hollis
  - Brown Hall, 1st floor (south end)
  - Phone: -5984
  - email: thollis@admin.nmt.edu
  - www.nmt.edu/international-and-exchange-programs
Skeen Library

- Lisa Beinhof - Director
  - Library – 835-5614
  - phone: 835-5030
  - email: lbeinhoff@admin.nmt.edu
• Dr. Steve Simpson
  – Associate Professor of Communication
  – Fitch 016, phone: -5149
  – email: ssimpson@nmt.edu
Graduate Communication Resources

Writing & Oral Presentation Center

• Writing and oral presentation consultations
• ESL support, International Conversation Café, Chile roast
• Fitch 017 & 018 (write@nmt.edu)

Communication in the Sciences (COMM 575)

• Open to all departments, native & non-native English speakers

Thesis and Dissertation Boot Camp

• Winter Break
• Next Boot Camp, January 11-15

STEM Communication Fellows
Graduate Student Association

- Bryan Watson
  - Executive Officer
- Varun Rao
  - Associate Executive Officer
- Phillip Clift
  - Appropriations Officer
- Quinlan Towler
  - Grants Officer
- Hanqing Pan
  - Information Officer

To subscribe to the GSA email list please send a blank email to: subscribe-graduate-students@lyris.nmt.edu

- Community events
- Fall BBQ - THURSDAY
- Travel Grants
- Department reps needed
Performing Arts Series

- Dana Chavez - Director
  - NM Tech Performing Arts Series
  - phone: -5688
  - email: dchavez@admin.nmt.edu
The Student Health Center is a licensed medical office that is open full-time to students (full/part-time) and some dependents. They also offer American Heart Association CPR and First aid classes the second Wednesday of each month (sign up on the web site).

Semester Schedule: 8am until 5pm – Monday-Friday
Located in Fidel Center, 1st floor NW entry.
Health Insurance Requirement

Federal law requires everyone to have health insurance.

• International students must provide proof to the international office.
Mission Statement

The mission of Counseling & Disability Services is to support the emotional, intellectual and social development of students at New Mexico Tech.

Counseling & Disability Services helps individuals resolve existing problems, prevent potential problems, and develop new skills that will enrich their lives.
New Graduate Student Orientation

Topics

• Expectation of Excellence
• Advisor
• Advisory committee
• Course program
• Course loads
• Satisfactory Academic Progress
• Academic Honesty
• Responsible Conduct of Research
Expectations of Excellence

- Research
- Teaching
- Academic Honesty
- Responsible Conduct
Your Advisor

• First admitted → temporary advisor

• After admission and before the end of the second semester, you must select and formalize your advisor and advisory committee.

• To form your committee log into banweb
  – Go to “Student and Financial Aid”
  – Go to “Graduate Forms”
  – Fill out “Initial” form or “Change” form
Types of Advisors – The Academic Advisor

- must be a regular (tenure track) faculty member of your department
- responsible for verifying that you meet degree requirements and signing paperwork
- typically also your ‘research’ advisor
Types of Advisors – The Research Advisor

- may be from outside your department (adjunct or other research scientist)
- responsible for supervising graduate research
- List as “Primary Research Advisor”
Your Advisory Committee

General Requirement:

• regular faculty members from your department may not be in the minority
M.S. Advisory Committee

Must have at least three members

- *regular faculty members from your program’s department must not be in the minority
- regular faculty **do not** include adjuncts
- one *may* be from outside the department

*Regular faculty members: Assistant, Associate, Full or Emeritus Professor
Advisor and Advisory Committee

- Form your committee early
- Alter it as necessary

These are the people responsible for judging your knowledge in your discipline and the quality of your research. Your research will only be accepted after their approval.
Ph.D. Advisory Committee

Must have at least four members

- regular faculty members from your program’s department must not be in the minority

- one must be from outside the department (this may be a research advisor)

- If you do not have an outside member, the Graduate Dean will appoint an outside member
Student Services & Financial Aid

**Admissions**
File an application for admissions; Review existing applications, their status, and the status of supporting requirements.

**Registration**
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.

**Student Records**
View your holds; Display your grades and transcripts; Review charges and payments.

**Student Account Information**
View student account information, 1098T tax form

**Financial Aid**
Apply for Financial Aid; Review the status of your financial aid applications; Check status.

**Graduate Forms (Graduate Students only)**
Form/submit for approval your Graduate Advisory Committee

RELEASE: 8.5.2
Banweb Committee Forms

- **Initial Form - Graduate Advisory Committee**
  Use this form to select the members of your Graduate Advisory Committee.

- **Change Graduate Advisory Committee Members**
  Use this form to view or to make changes to your current Graduate Advisory Committee.

**RELEASE: 8.5.2**
Banweb Committee Forms

Graduate Advisor Committee

Committee Requirements: Masters-level committees must consist of a minimum of three members. Doctoral committees must have at least four members of which one must be from outside your department. Some departments require five members on doctoral committees. Regular faculty members from your department or interdisciplinary program may not be in the minority on your committee. If you have more than seven committee members, go to the Center for Graduate Studies for assistance.

Instructions:
Complete this form to select your initial Graduate Advisory Committee. Your committee members should have agreed to serve before you SEND this form. If you need to change your committee later, use the "Change Graduate Advisory Committee Members" form.

1. Study Option: Please select the study option for your final paper from Thesis or Independent Study.
2. Academic Advisor: Please select the name of the proposed academic advisor from the dropdown list.
3. Other Committee Members: Select other faculty committee members as above. If you can't find a proposed member's name within the dropdown list, please enter their name, email address and phone number on line 5, 6, or 7. If you enter the Banner ID (900nnnnnn) of a committee member, the name and email address fields will be populated when you click SAVE or SEND.
4. Research Advisor: Designate your Research Advisor by clicking the Research Advisor dropdown in the right hand column and select Primary Advisor. If you want to select multiple Research Advisors, designate them by selecting Co-Advisor from the Research Advisor dropdown.

You may save a draft by using the SAVE button. Once you click SEND, the information will be submitted to the Center for Graduate Studies for processing.

Notes:
1. You will send this form only one time, unless notified by your advisory committee that changes are needed. Processing could take several weeks - for status updates, please contact your Academic Advisor or the Center for Graduate Studies.
2. If you do not have GRE scores entered in our system, you will receive an error message when you SEND the form. Please go to the Center for Graduate Studies for assistance.
# Initial Graduate Advisory Committee

<table>
<thead>
<tr>
<th>#</th>
<th>Banner ID</th>
<th>Name</th>
<th>Email Address</th>
<th>Phone Number</th>
<th>Research Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Academic Advisor</td>
<td>Liebrock, Lorie M.</td>
<td></td>
<td>Primary Advisor</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Member #2</td>
<td>Liebrock, Lorie M.</td>
<td></td>
<td>Co-Advisor</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Member #3</td>
<td>Liebrock, Lorie M.</td>
<td></td>
<td>Faculty Member</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Member #4</td>
<td>Select a faculty member...</td>
<td></td>
<td>Select Advisor Type</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Member #5</td>
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<tr>
<td>6</td>
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<td>Member #6</td>
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<tr>
<td>7</td>
<td></td>
<td>Member #7</td>
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</tbody>
</table>

- Save list, DO NOT send to Graduate Office.
- Save and SEND to Graduate Office.
### Banweb Committee Forms

**Error messages here after you “Send”**

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<td>Select-&gt;</td>
<td>Select a faculty member...</td>
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<td></td>
<td>Select Advisor Type</td>
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<tr>
<td>Member #2</td>
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<td>Select a faculty member...</td>
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<td>Select Advisor Type</td>
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<tr>
<td>Member #3</td>
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<td>Select a faculty member...</td>
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<td></td>
<td>Select Advisor Type</td>
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<tr>
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<td>Select a faculty member...</td>
<td></td>
<td></td>
<td>Select Advisor Type</td>
</tr>
<tr>
<td>Member #5</td>
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<td>Select Advisor Type</td>
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<tr>
<td>Member #6</td>
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<td>Select Advisor Type</td>
</tr>
<tr>
<td>Member #7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Select Advisor Type</td>
</tr>
</tbody>
</table>

**Look for error messages here**

**Save list: DO NOT send to Graduate Office.**

**Send** Save and Send to Graduate Office.
Your Course Program

• Present your committee with your Course Program. This is a study plan for your degree.

• Once the course program is acceptable, the committee will indicate its approval. Your course program can be altered with the concurrence of the advisory committee, department chair, and Dean of Graduate Studies. Changes must be initialed by each of the above.

• Your course program is due by the end of your second semester in residence.
Course Loads

• As a full-time graduate student (regular or provisional) you are required to register for and complete at least nine credit hours of 300+ courses in the fall and spring semesters until certified for your degree.

• *If you have an assistantship, you must register for and complete twelve credit hours of 300+ courses* in the fall and spring semesters per semester.

• If you are in residence (using the facilities, staff or faculty of the Institute while progressing toward your degree) during the summer session, you must register for six credits of 300+ courses.
Lower Level Courses

The courses for which regular and provisional students register must be:

- upper division (300- or 400-level) or graduate-level (500-level);
- approved by your advisory committee; and be
- applicable to your degree.
- Lower level (100 or 200-level) courses, require prior written approval from your academic advisor, your department head, and the Graduate Dean.
“Fun” Classes

• Graduate students may register for a 13th credit of physical recreation, fine arts, music, etc. for no additional charge in the fall and spring.

• Lower Level permission is not required for this 13th credit.

• “Fun” classes do not count toward full-time registration.

• In the summer a “fun” class will be your 7th credit and (unfortunately) you will have to pay for it.
Satisfactory Academic Progress I

All graduate students demonstrate satisfactory academic progress with:

• A GPA of 3.0 or above, and

• No grade less than “C” in any course attempted.

Regular, full-time students must also:

• Complete nine or more upper division credit hours during the fall and spring semesters (if you are on support, you must register for and complete 12 upper division credit hours during each regular semester).
Satisfactory Academic Progress II

• If you have not formalized your committee and submitted an approved course program by the end of your second semester, you are not making satisfactory progress.

• When in residence in the summer, full time students must register for and complete six credits

• You must also make satisfactory research progress.
Warning Letters I

• If you fail to make satisfactory progress during a semester, you will receive a warning letter (academic probation) from the Graduate Office.

• If you fail to make satisfactory academic progress in a second, consecutive semester, you will be placed on academic suspension and be dropped from your graduate degree program.
Warning Letters II

• No “Incomplete” grades. You will receive the grade you have earned by the end of the semester for every course in which you are registered. Under special circumstances, you may request a grade extension – the associate form must be on file in the graduate office before grades are posted.

• Departments review the academic progress of graduate students and their decisions may range from “satisfactory” to a “recommendation for dismissal.”
Work Limits

• Students are limited to the equivalent of a ½-time appointment (20 hrs/week), except when classes are not in session.

• less than a ½-time assistantship
  – you may seek additional campus employment for up to a total of 20 hours/week with the approval of your advisor, department chair, and the Graduate Dean.

• All other work while enrolled in graduate school requires the approval of your advisor, department chair, and the Graduate Dean.
Work & Pay

- \( \frac{1}{4} \) or \( \frac{1}{2} \)-time assistantship for the entire semester
  - You only pay in-state tuition
- Part of the semester assistantship
  - You must pay tuition based on your actual legal residence (students who are not registered residents of New Mexico pay out of state tuition).
- If you drop below the required (12 upper division credits) registration, you will not qualify for an assistantship the next enrolled semester.
Responsible Conduct for Graduate Students

New Mexico Tech’s Academic Honesty Policy
and Guide to Conduct and Citizenship
for Graduate Students

Responsible Academic Conduct Policies and Procedures
1.0 Academic Honesty Policy for Graduate Students
2.0 Academic Dishonesty and Research Misconduct
3.0 Fostering Academic Honesty and Research Integrity
4.0 Dealing with Incidents of Academic Dishonesty or Research Misconduct
5.0 Students’ Right to Appeal a Penalty Action
6.0 Academic and Research Discipline Policy and Procedures
7.0 Students’ Right to Appeal an Academic and Research Disciplinary Action
8.0 Records of Penalty Actions, Academic Disciplinary Actions and Hearings

Responsible Non-Academic Conduct Policies and Procedures
9.0 New Mexico Tech’s Guide to Conduct and Citizenship
10.0 Citizenship Misconduct/Causes for Disciplinary Measures
11.0 Non-Academic Discipline Policy and Procedures
12.0 Non-Academic Disciplinary Action
13.0 Students’ Right to Appeal a Non-Academic Disciplinary Action
14.0 Records of Non-Academic Disciplinary Actions and Hearings
Academic Dishonesty
an act of academic fraud.

- **cheating**: the use of unauthorized material during a test, or the act of copying from another student;
- **plagiarism**: the unauthorized use or use without proper citation of either someone’s published work, unpublished material in someone else’s computer files or material derived from the Internet;
- **theft**: any form of unauthorized procurement of academic documents, e.g., exams, student reports;
- **falsification**: any form of illegal alteration of academic documents for any purpose including improper alteration of experimental data obtained in the laboratory;
- **impersonation**: the act of permitting another person to substitute for oneself at an examination;
- **obstruction**: interference with or sabotage of the work of any other person through vandalism or theft;
- **assistance**: the act of helping another to commit fraud in any of the above-mentioned ways.
What happens when there is a problem?

• Instructor’s Action
  ▪ Warning,
  ▪ Penalize assignment,
  ▪ Penalize course;

• Memo to Dean: in cases where a penalty is assessed, the dean is informed of the action. The instructor may recommend additional action.
What happens when there is a problem?

- Dean notifies student;
- Note made in student record.
- Dean investigates.
- Dean may impose greater penalty.

Pál Schmitt: PhD from Semmelweis University (1992) in Budapest was withdrawn 3-29-2012 resulting in Mr. Schmitt’s resignation as president of Hungary on 4-2-2012.
Responsible Conduct of Research violation of scholarly conduct codes or of unethical behavior in research

• **inaccurate listing of authorship:** the act of listing as an author or co-author those who have not made substantial contributions to the research or listing an author or co-author without their consent or the act of not naming as an author or co-author someone who is a major contributor;

• **failure to disclose a conflict of interest:** such as failing to disclose being paid by an organization that will benefit from a research project;

• **violation of ethical standards related to human and animal testing:** e.g., experimentation on human subjects without informed consent (All human/animal experiments must be reviewed and preapproved by NMT’s Institutional Review Board);

• **fabrication of data:** improper alteration of experimental data obtained in the laboratory or any scientific or research experiment;

• **failure to report:** failure to report incidents of research or scientific misconduct;

• **providing inaccurate assessment of research:** such as exaggerating or denigrating contributions and those involved in peer review.
Things to do:

- Return your orientation form before you leave.
  - Name, address, email, etc.
  - If not already done, obtain an email account through the TCC and email the address to graduate@nmt.edu

- subscribe-graduate-students@lyris.nmt.edu

Read

- Responsible conduct policy (Academic honesty and guide to conduct and citizenship)
- General graduate and graduate program requirements in catalog
- Graduate student handbook
Center for Graduate Studies is located on the second floor of the Fidel Center across from the Registrar.

Quick Links
- Applications
- Tuition and Costs
- Graduate Degrees
- Graduate Student Handbook

Quick Facts
The annual salary of NMT graduates ranks in the top 15% of more than 599 universities in the nation. New Mexico Tech is ranked 37th best value among American Universities by Kiplinger. Ranked among top western colleges by the Princeton Review.

Why NMT?
- Graduate Programs
- Facts At A Glance
- Research Excellence
- Teaching Excellence

Admission
- Graduate Admission
- Request Information
- Visit NMT
- Course Catalog
- Meet the Campus Day

Paying for School
- Tuition and Fees
- Financial Aid

Student Life
- Residential Life
- Meal Plans
- Local Maps

https://www.nmt.edu/information-cs-student-services
Visit us...
Come to the BBQ

- Thursday 8/20/2015 starts at 5pm
- Between Brown and Fitch
- BBQ provided, bring a dessert to pass