

New Mexico Tech Graduate Program

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General

The New Mexico Tech Graduate Program provides opportunities for advanced study and research in the basic sciences, computer science and mathematics, the earth sciences, and several engineering fields. The student is provided the opportunity to learn the spirit, as well as the methods, of productive scholarship. Contact information:

Graduate Studies

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New Mexico Tech's philosophy is geared towards keeping the student in tune with his or her field of interest by maintaining a low student-to-faculty ratio and encouraging professors to teach as well as to pursue research. This uncommon attitude, combined with the freedom to choose most of one's own relevant, graduate coursework results in a stimulating and personal atmosphere. The graduate program provides opportunities for advanced study and research in the basic sciences, computer science and mathematics, the geosciences, and several engineering fields. Our Master of Science Teaching (MST) program provides a growing number of New Mexico teachers with science and mathematics tools to challenge students back in their classrooms.

In recent years, MST students have been treated to a variety of programs including the opportunity for foreign travel as part of the Fulbright-Hays Group Projects Abroad Program. The Master of Engineering Management (MEM) degree is designed to provide select groups of working engineers with a one-year, terminal master's degree in Engineering Management. The curriculum is designed to be innovative and initially deliverable to underserved areas of New Mexico – primarily the northwest and southeast areas of the state – via electronic media.

Application Information

Interested persons who have completed or will complete a bachelor's degree prior to admission, and who have a record that indicates good potential for advanced study (undergraduate GPA of 3.0 is used as a guideline) and research in New Mexico Tech's programs, are encouraged to apply for admission to graduate study. Applicants are encouraged to use our online application form (<http://www.nmt.edu/~grad/AdmissionsOnline.html>). Printed forms may be requested from graduate@nmt.edu or:

Graduate Office

New Mexico Tech

801 Leroy Place

Socorro, New Mexico 87801

To be assured of consideration for assistantships and fellowships, completed applications must be received by February 15 for the fall semester and by September 15 for the spring semester. Individual departments may have earlier dates for consideration of assistantships.

To be assured of consideration for admission, completed applications must be received no later than August 1 for the fall semester and January 2 for the spring semester. To allow enough time for the admission

decision and acquisition of passports and visas, international students are advised to make sure their application, supporting documents, and application fee are in the Graduate Office by April 1 (for summer and fall semester) or by October 1 (for spring semester).

Admission to graduate study at New Mexico Tech and the award of financial aid are made to qualified individuals without regard to race, color, creed, sex, or national origin.

Masters of Science and Doctor of Philosophy Degrees

In addition to completed application forms, the applicants for Master of Science and doctoral programs must provide:

- Sealed official transcripts of all college work;
- References from three professors familiar with the applicant's academic performance;
- An application fee of \$16.00 for those using domestic and online international applications. The fee is \$30 U.S. for international application packets mailed to applicants; and
- Official Graduate Record Examination (GRE) scores. Applicants to Master of Science and Doctor of Philosophy programs at New Mexico Tech must submit GRE general test scores. A few departments may also require a subject test score. Information related to departmental requirements for the subject GRE may be obtained online, from the Graduate Office, or by contacting the department to which you are applying. The subject test must be in the same field in which the applicant intends to major.

If applying to the master's degree program, the applicant must submit the GRE general test score. If applying to the doctoral degree program, the applicant must submit both the GRE general and subject test scores. The subject test must be in the same field in which the applicant intends to major.

Master of Engineering Management (MEM)

The New Mexico Tech MEM program offers a terminal degree to individuals with undergraduate backgrounds in calculus-based engineering or applied science and work experience in an engineering and/or applied science discipline. Individuals with undergraduate backgrounds in the basic sciences who have at least two years of work experience will be considered for admission to the program. Preference among all applicants will be given to individuals with at least two years of work experience. Military experience will be considered relevant work experience.

In addition to the completed application forms, applicants for the MEM program must provide:

- Sealed official transcripts of all college work;
- References from three individuals familiar with the applicant's academic and professional capabilities. We prefer that at least one reference form/letter be submitted by a past or current supervisor. If the applicant is an entrepreneur with no supervisor, a reference form/letter from a business associate is acceptable;
- An application fee of \$16.00 for those using domestic and online international applications. The fee is \$30 U.S. for international application packets mailed to applicants; and
- Official general Graduate Record Examination (GRE) scores. If necessary, MEM applicants may take the GRE during the first year of part-time study or the first semester of full-time study.
- A current resume that includes information about the applicant's work history, especially in engineering or applied science;
- Applicants with three or more years of work experience with an undergraduate GPA of less than 3.0 must provide detailed information about recent work experience and

references from at least two recent supervisors who are able to evaluate the applicant's potential for success in the New Mexico Tech MEM program;

- A statement of the applicant's goals. This short (two pages or less) statement should summarize the applicant's career goals and briefly describe how the New Mexico Tech MEM program will aid in achievement of those goals.

Master of Science Teaching (MST)

Applicants to the Master of Science Teaching (MST) program must provide the following in addition to the completed MST application materials:

- Sealed official transcripts of all college work;
- A letter of reference, preferably from your department chair or principal indicating your interest and abilities related to the pursuit of your MST degree; and
- An application fee of \$16 for those using domestic and online international applications. The fee is \$30 U.S. currency for international application packets mailed to applicants.

International Students

International students are encouraged to access the online resource, *Information for International Students* at (<http://www.nmt.edu/mainpage/admission/intl/homepage.html>). A brochure and application are available at the site.

A special application form is supplied to the prospective regular graduate student requiring a visa. International applicants whose native language is not English are required to take the Test of English as a Foreign Language (TOEFL) examination in addition to the GRE. A computer-administered TOEFL score of 207 and paper-administered score of 540 is used as a guide for admission. Information about these examinations is available from the Educational Testing Service, Princeton, New Jersey 08540.

The cost of one calendar year of study for a graduate student paying out-of-state tuition is estimated to be \$20,500. This includes tuition, fees, room and board and reasonable personal expenses. In-state tuition rates, which would reduce the total by about \$6,500, are available to international students only if they have been granted assistantships or qualified fellowships. Tuition and fees are payable upon registration.

Financial statements must be included with the application. Applications from international students, complete with supporting documents and application fee, should arrive in the Graduate Office by April 1 (for summer and fall semester) or by October 1 (for spring semester) to allow enough time for the admission decision and the acquisition of passports and visas.

(International students should also see the page Frequently Asked Questions, which deals with undergraduate admission, but also answers some general questions applying to all international students.)

Provisional Admission

Applicants for regular admission may be granted provisional admission if their previous work is deficient in either quality or quantity. Subject to the major department's approval, students admitted provisionally may be advanced to regular graduate student status after one or more semesters of satisfactory academic performance and completion of the designated deficiencies. Students admitted or placed on provisional status must advance to regular status before a degree can be conferred. Students admitted or placed on provisional status are not eligible for financial support and may not work on campus.

Special Graduate Admission

Those who have baccalaureate degrees and who wish to earn graduate credits as their qualifications warrant may be admitted as special graduate students. Special graduate students are not degree candidates and are not eligible for most forms of financial aid including assistantships, fellowships, and student employment fellowships. Special graduate status does not qualify international students for student visas. Application for special graduate status must be made using an application for Admission as a Special Graduate Student. Request for transfer to regular status must be made using the application for regular admission. No more than 12 credit hours earned as a special graduate student may be applied toward the graduate program.

Dual Registration

Simultaneous registration as a graduate student and undergraduate student may be approved subject to the following conditions:

- Admission to a Five-year program
 - Students admitted to one of the approved five-year programs who wish to qualify as a graduate student during their senior year must apply for admission and be admitted to the graduate program before the end of their junior year.
 - Once admitted to the graduate program, the five-year student will spend the senior year as a dual registered student.
- In the last semester before graduation, any student who meets the qualifications may apply for dual registration under the following criteria:
 - The student has applied for admission and been accepted to the graduate program;
 - The student is within nine credit hours of the undergraduate degree;
 - The required undergraduate credits must be completed in the first semester;
 - The student has a minimum grade-point average of 3.0; and
 - Where more than one department is involved, the approval of the undergraduate's major department must be obtained. Students holding dual registration are eligible for assistantship appointments.

Special Considerations for International Applicants

This is a particularly awkward time for international applicants who are admitted for study in the United States. There seems to be little consistency among U.S. Consulates as to expectations. We make every effort to provide the information that will maximize the chances that an admittee will receive a visa. Nonetheless, the more time you have after you receive your I-20, the better your chances. To allow enough time for the admission decision and acquisition of passports and visas, international students are advised to make sure their application, supporting documents, and application fee are in the Graduate Office by April 1 (for summer and fall semester) or by October 1 (for spring semester). In some cases, even this early time may be too late.

Graduate Student Status

Regular

A regular graduate student is a degree-seeking student admitted to a graduate degree program at New Mexico Tech.

A regular full-time graduate student is one enrolled for nine to 12 credit hours per semester (six credit hours in the summer session). Only full-time graduate students registered for 12 credit hours are eligible for financial support.

A regular part-time graduate student is one enrolled for eight or fewer credit hours per semester and is not eligible for financial support. To be admitted as a part-time graduate student, an applicant must meet the same standards for admission as a regular full-time graduate student. A full-time graduate student may request transfer to part-time status provided the student is in good standing. Similarly, a part-time graduate student may request transfer to full-time status provided the student has a cumulative grade-point average of at least 3.0 for those courses in which a standard letter grade is received.

Provisional

Please refer to the *Provisional Admission* section on Page 3

Special

Plases refer to the section on *Special Graduate Admission* on Page 4.

Graduate Program Regulations

Advisor and Advisory Committee

Each regular and provisional graduate student will be assigned a temporary advisor by the department from the student's major field of study at the time of first registration. The student will formalize a thesis, dissertation, or independent-study advisor and an advisory committee by the end of the student's second semester of residency. The student's academic advisor must be a regular member of the department in which the student is pursuing his/her degree. Regular faculty members from the department or interdisciplinary program may not be in the minority on a committee. The department chair and the Graduate Dean must approve the advisor and members of the advisory board. Committee forms are available in the Graduate Office.

At the M.S. level, the advisory committee consists of at least the academic advisor and two other members. At the Ph.D. level, the advisory committee consists of at least the academic advisor, and three other members. One of these members must be from outside the department and must be assigned or approved by the Graduate Dean. Some departments require five members on an advisory committee. The academic advisor serves as chair of the advisory committee. The student should meet with his or her advisory committee at least once a year.

Course Program

Courses to be used towards each of the graduate degrees at New Mexico Tech must meet with the prior approval of the student's advisory committee. These courses constitute the student's Course Program. The approved Course Program must be on file in the Graduate Office no later than the end of the second semester of residency. The course program is identified on the "Committee Report Form", available online and from the Graduate Office.

Course Load

Regular and provisional graduate students are required to continue registration each semester until certified for the degree. Registration for MST students must conform to the plan of study developed with their advisory committee and must be on file in the Graduate Office. The minimum course load for a full-time graduate student is nine credit hours (12 credit hours if on support) per semester; six credit hours during the summer session. Part-time graduate students must register for eight or fewer credits per semester. Courses taken must be applicable to the graduate program as determined by the advisory committee. Written permission from the advisor, the department head, and the Graduate Dean is required for exceptions to the described course

load. Graduate students registered for 12 or more credit hours may audit up to three credit hours each semester. Audit credits apply to the semester course requirements.

Part-time status is not granted as a means to reduce registration for a full-time student while completing the final requirements leading to the degree. A full-time graduate student in good standing who has two or more years of residence, has completed all course work, has filed an Intent to Graduate, and who has no work authorization, assistantship, or fellowship support, may elect to become a part-time student for one semester. While in this category, the student must enroll for at least three credit hours of thesis, independent study, or dissertation.

Grades

At the time of graduation, the cumulative GPA must be 3.0 for all courses numbered 300 or above with no grade less than "C." Grades in courses designated for the degree must average "B." Thesis (courses numbered 591), independent study (590), or dissertation (595) will be graded with an "S" only upon fulfillment of graduate degree requirements. Prior to completion, these courses will be awarded "NR" if performance for that semester is acceptable, or "U" if performance is unacceptable. Directed research (course number 500) and other courses taken on an S/U basis may not be used to fulfill graduate degree requirements.

Graduation Degrees for Faculty and Staff

Instructors in the College Division and staff members of the Bureau of Geology and Mineral Resources, Petroleum Recovery Research Center, Energetic Materials Research and Testing Center, Institute for Complex Additive Systems Analysis, and Research and Economic Development Office who are not on tenure may pursue programs leading to Master of Science or Ph.D. degrees. New Mexico Tech policy does not permit administrative officers and members of the faculty with the rank of assistant professor or above to take advanced degrees.

Employees who wish to pursue a degree program should apply for admission to the department desired by using standard forms available online or from the Graduate Office. A candidate for the Ph.D. degree must be registered as a regular full-time graduate student for at least two semesters. During this time the individual will be on leave from the regular position at New Mexico Tech, but may apply for an assistantship or other form of financial aid. Time limits for degree programs apply.

Leave of Absence

Under certain circumstances, a candidate may interrupt progress toward the degree by petition to the Graduate Dean for leave of absence for one or more semesters. Such letters must carry the endorsement of the student's advisor and the department chair. While on leave, the student does not have access to the facilities and staff of the Institute.

Satisfactory Academic Progress

To demonstrate satisfactory academic progress, each regular graduate student must:

- Earn a grade-point average of 3.0 or better each semester;
- Receive no grade less than C for those courses in which a standard letter grade is received;
- Formalize their advisory committee by the end of their second semester as a regular graduate student; and
- Establish their course program no later than the end of the second semester of residency.

In addition, full-time students must complete a minimum of nine credit hours (12 credit hours if on support) each regular semester. Six credit hours must be completed during the summer session if in residency. Part-time students must be registered for eight or fewer credits each semester.

Assistantships or fellowships are subject to immediate termination if satisfactory academic progress is not achieved. Any student who fails to maintain satisfactory progress for two consecutive regular semesters will be dropped from regular graduate student status. Such students may request special (non-degree) status without financial support. After completion of nine credit hours within a single semester in courses approved for the degree program with a grade-point average of 3.0 or better and no grade less than C, the student may petition the department for return to regular graduate status.

Thesis, Independent Study, and Dissertation Requirements

The thesis or dissertation should be written with the intention of publication. The thesis or dissertation must include a preliminary, Roman-numeral numbered section containing the title page, acknowledgments, abstract, table of contents, list of figures, and list of tables. Arabic page numbering should begin with page 2 of the body of the thesis. Appendices may be included. The bibliography should include only references cited in the text. The acceptance sheet, signed by the members of the committee, is included at the end of the thesis or dissertation. Detailed instructions for completion of the thesis manuscript are available online at: <http://www.nmt.edu/~grad/studentinfo/manuscript.html>.

Master's theses and Ph.D. dissertations must be publicly presented and defended. After a successful defense, a thesis or dissertation must be immediately submitted to the Graduate Office for publication online, through the Joseph R. Skeen Library, and made available for publication elsewhere. As is the case throughout the United States, New Mexico Tech is increasingly involved in contract research for corporations and governmental entities, and many times portions of these research projects cannot be published because of commercial or national security concerns. While a research assistant may complete conditions of employment by working on such projects, there must be a prior understanding between the student, advisory committee, and funding source regarding precisely what will be available for the student's thesis or dissertation and what will not be available. Forms to document this understanding are available through the Graduate Office and must be on file with the Graduate Office prior to the beginning of graduate student involvement in the research project.

Deposit

Completed digital and printed theses or dissertations must be submitted to and approved by the Graduate Office no later than two weeks prior to the end of the semester in which the requirements for the degree are to be completed.

Digital Theses and Dissertations

Students writing theses and dissertations must deposit complete digital copies of their manuscripts with the Institute's online digital thesis and dissertation database. Theses and dissertations or portions thereof that are undergoing copyright approval by the author must be uploaded, but will be circulated locally or held. Theses and manuscripts or portions thereof that are published must be uploaded and circulated locally pending receipt of approval from the publisher for global circulation. If the publisher denies permission, only those portions affected will be limited to local circulation. Please visit the Graduate Studies web pages or the Graduate Office in for information on submission of digital manuscripts.

Bound Volumes

Three printed copies must be submitted to and approved by the Graduate Office two weeks prior to the end of the semester in which the requirements for the degree are to be completed. These three volumes must be printed using permanent ink or toner on 20-pound bond paper, or high quality, low acid photocopy paper. The text must be double-spaced and all materials (text, tables, and diagrams) must be within page margins of one and one-half inches for the left margin, and one

inch for the top, bottom, and right margins. Photographic reproductions must be of a permanent nature and be securely bonded to each page.

Independent Study Requirements

Formats for the preparation of Independent Study papers should conform to the requirements of the advisor, advisory committee and department where the student is enrolled, but may follow the guidelines for theses and dissertations (above). A digital version of the independent study abstract must be submitted to the New Mexico Tech online digital thesis and dissertation database. If for any reason, an Independent Study report is published through New Mexico Tech's Skeen Library, it also must be submitted to the New Mexico Tech online digital thesis and dissertation database.

Time Limits

All work presented to fulfill the requirements for a master's degree must be completed within three calendar years from the date of first registration. The corresponding limit for the doctoral degree program is a total of five years past the master's degree, or a maximum of seven years if the student enters the program after completing a bachelor's degree.

Extensions of these limits may be made in special cases, but only upon recommendation by the department and with the approval of the Graduate Dean. Time limitations for part-time students will be considered on an individual basis.

Funding limits for graduate students holding fellowship or assistantship appointments are two years for an M.S. degree or three years beyond the master's level for the doctoral degree. Consideration for extension beyond these limits can be given through petition to the Graduate Dean.

Transfer Credits

A maximum of 12 credit hours of course work with grade B or better earned at another accredited institution may be approved by the student's advisory committee and major department for transfer credit into the master's program. Students in the Department of Petroleum and Chemical Engineering may transfer a maximum of nine credit hours. To be approved, such credits must not have been used to satisfy the requirements for a previous degree.

For details of the Transfer Credit Policy applicable to the Master of Science Teaching program, see *Admission, Master of Science Teaching Program* on Page 3.

Completion of Degree Requirements

During the final semester of residence, the student must have on file a Declaration of Intent with the Registrar's Office. Deadlines are July 1 for those completing their degrees in December and December 1 for those completing their degrees in May. The Declaration communicates the candidate's intent to fulfill the degree requirements.

At least eight weeks prior to the end of the candidate's final semester, printed preliminary copies of the candidate's thesis or independent study paper must be in the hands of the advisor.

Two weeks prior to the defense, the complete defense draft (with figures, bibliography, and appendices) must be in the hands of the committee.

The chair of each graduate advisory committee will submit a brief written report to the student with copies to the chair of the department and Dean of Graduate Studies, within five days of the defense of a thesis or dissertation. In this report, the chair shall state that the thesis or dissertation is accepted as submitted and defended, or explain what needs to be done in order for the thesis or dissertation to be accepted. The members of the advisory committee will initial the report.

Two weeks prior to the end of the semester, three final copies of the accepted, successfully defended thesis must be submitted to the Graduate Office, or one final copy of an accepted independent study paper must be submitted to the student's advisor and advisory committee.

Appeal

All requirements for graduate degrees are subject to appeal to the Graduate Council through the appropriate department.

Master of Science Degree Requirements

General requirements are common to all Master of Science degree curricula in the science and engineering fields. Specific requirements are listed under appropriate departments.

General Requirements

It is required that a student preparing for the M.S. degree:

- Have competence in the subject matter of the standard introductory college courses in chemistry, physics, and one natural science;
- Have a working knowledge of calculus and the content of one additional course in mathematics beyond calculus;
- Have a minimum of six credit hours of approved upper-division or graduate course work from another department. The advisory committee may determine that a student's previous academic experience has provided breadth and may recommend modification of this requirement;
- Declare a major with at least 12 credit hours of course work above the 500-level, exclusive of research credits; and
- Complete a research project culminating in a thesis or independent study paper.

Approvals

The appropriate department grants admission to its graduate program.

The appropriate department and the Graduate Dean must approve the composition of each graduate student's advisory committee.

The graduate student's advisory committee must approve thesis and independent study research projects.

Course work to be applied toward the degree must be approved by the graduate student's advisory committee.

Research Options

There are two research options, M.S. with Independent Study and M.S. with Thesis. Each option requires a minimum of 30 credit hours. Some departments do not recognize the first option.

M.S. with Independent Study requires:

- Completion of at least 27 credit hours of approved course work, with at least 15 credit hours of 500-level courses;
- Completion of at least three credit hours of independent study; and
- Submission of a formal paper describing the results of the research to the candidate's advisor and advisory committee.

M.S. with Thesis requires:

- Completion of at least 24 credit hours of approved course work, with at least 12 credit hours of 500-level courses;
- Completion of at least six credit hours of thesis work;
- Satisfactory oral defense of the thesis research; and
- Submission of three final copies of the thesis to the Graduate Office.

Departmental Certification

The appropriate department must certify to the Graduate Office that the general requirements are being satisfied and that the candidate is making required progress. The method of evaluation varies with the department. Certification is transmitted to the Graduate Office on forms provided by the Graduate Office. These forms are:

- The Advisory Committee Form, and
- The Report of the Advisory Committee, which records the actions of the student's advisory committee.

Completion of Requirements

A record of all steps completed in a particular student's program is kept in the Graduate Office. When all the requirements are completed, the record of the program is sent to the Registrar. If the graduation and other fees have been paid, and a Declaration of Intent has been filed and approved by the Registrar, the candidate's name will be presented to the Faculty Council for recommendation to the Regents.

General Requirements for a Second Master of Science Degree at New Mexico Tech

Students who wish to earn a second master's degree at Tech must:

- Satisfy the specific course requirements in both fields, and
- Complete either:
 - 9 additional approved credit hours plus a thesis (6 credit hours) in the second field, or
 - 12 additional approved credit hours plus an independent study (3 credit hours) in the second field.

Second degrees may not be available from some departments.

Combined Five-Year Bachelor of Science/Master of Science Programs

Three programs in which a student may earn a Bachelor of Science degree as well as a Master of Science degree in five years are available:

- Earth Science: Five-Year Program
- Hydrology: Five-Year Program
- Mathematics: Master's and Ph.D. Programs

Students admitted to five-year programs must apply for admission to the graduate program during their junior year. During their senior year, these students will be dual registered. *See Applying for Graduate Admission* on Page 1.

Master of Engineering Management

New Mexico Tech's Master of Engineering Management (MEM) graduate program is designed to provide working engineers and on-campus graduate students with a one-year terminal degree in Engineering Management. The curriculum is designed to be innovative and can be delivered both on campus, and, via distance education, in other areas of New Mexico. For requirements, *see Master's in Engineering Management* on Page 2.

Master of Science Teaching (MST) Degree

The graduate program in science teaching provides graduate-level classroom and laboratory instruction for secondary school teachers of science and mathematics, and leads to the Master of Science Teaching (MST) degree. Courses for science teachers are offered on the campus during the summer session and through distance education during the academic year. For requirements, see Science Teaching.

Please refer to Page 10 for information on *Department Clarification, Completion of Requirements, and General Requirements for a Second Master of Science Degree at New Mexico Tech.*

Doctor of Philosophy Degree Requirements

The degree of Doctor of Philosophy requires a high level of competence in a recognized field of learning, and only those students showing unusual promise are accepted. A dissertation that contributes to the general field of knowledge must be written and defended before a committee of the faculty.

The doctoral student can expect to spend five or more years of study and research beyond the bachelor's degree in order to complete the program. In addition to dissertation credits, course requirements for each specialty are listed under the programs and courses of instruction for each department.

Doctoral degree programs are available in chemistry, computer science, the earth science fields, materials, petroleum engineering, and physics. Faculty, courses, research fields, and specific requirements for these programs are given under the appropriate department listing.

Preliminary Examination

Each department may require a preliminary or qualifying examination for the students admitted to its doctoral degree program. Students contemplating doctoral studies at the university should contact the respective department regarding the administration of these examinations.

Candidacy Examination

The purpose of the candidacy examination is to evaluate the student's ability to complete dissertation research. The exam is taken before accumulation of dissertation credits, typically after completion of graduate course work. The candidacy exam is the responsibility of the individual department; the graduate student should consult the respective departments about candidacy exams.

Admission to Candidacy

A doctoral student may apply for candidacy upon completion of a minimum of one year of study at New Mexico Tech. A student qualifies for admission to candidacy by:

- Averaging B or better in course work taken;
- Passing the preliminary or qualifying examination at an approved level;
- Passing the candidacy examination; and
- Showing preliminary work under way on a dissertation subject.

Candidacy must be achieved at least one year prior to the time the degree is conferred.

Dissertation

The doctoral dissertation demonstrates the candidate's capacity for independent research. The student may register for dissertation hours only after successfully completing the candidacy exam. A minimum of 24 credit hours must be devoted to the dissertation. The student is encouraged to explore the various current research projects in his or her field of interest before choosing a

dissertation subject. The dissertation must be defended before the New Mexico Tech faculty under the supervision of the student's advisory committee. See manuscript requirements. An external examiner will be included on the defense committee whenever feasible. The candidate must be registered during the semester in which the completed dissertation is submitted to the Graduate Office.

Doctoral candidates are required to present at least one departmental or general seminar on the dissertation during their tenure as a graduate student. Before the degree is granted, at least one paper on the subject matter of the dissertation must be submitted to a recognized journal acceptable to the doctoral committee of the student.

Postdoctoral and Visiting Scholars

Postdoctoral fellows, research associates, and visiting scholars are accommodated as appropriate in research programs within departments. The faculty host and department negotiate arrangements, with an official appointment made by the New Mexico Tech administration. International guests may visit classes on an informal basis by arrangement with the instructor. If credit or audit privileges are desired, application must be made through the Graduate Office.

Registration Policy for Externally Sponsored Research Assistantships

New Mexico Tech, the Internal Revenue Service, and the Immigration and Naturalization Service, have rules that apply to graduate students who wish to engage in paid research activities sponsored by external agencies and industry as part of their degree programs. Sponsoring agencies and companies are strongly encouraged to provide tuition support (waivers) for graduate students engaged in research. This support may be part of the regular stipend for services rendered. The following practices will be observed for graduate students engaged in externally sponsored research assistantships.

Definitions

(All terms except the new terms 'Off-campus graduate student', and 'On-campus graduate student' conform to established usage in the New Mexico Tech catalog):

- *Off-campus graduate student* – a graduate student who **is not** on campus on a regular daily or weekly basis to attend classes or to meet with faculty;
- *On-campus graduate student* – a graduate student who is attending classes or engaged in regular meetings on the New Mexico Tech campus with Tech faculty members;
- *Part-time appointments* – work-related responsibilities of 20 or fewer hours per week;
- *Full-time appointments* – work-related responsibilities of more than 20 hours per week;
- *Reduced registration* – registration for 6 credits (3 credits in summer) by an *off-campus graduate student* or for 3 credits during a graduate student's final qualifying semester;
- *Part-time registration* - a graduate student registered for 8 or fewer credit hours during a regular (fall or spring) semester or less than 6 credit hours in the summer;
- *Full-time registration* – a graduate student registered for 9 or more hours during the regular (fall or spring) semester or for 6 or more credit hours in the summer.

Qualifying Students

Graduate students who are required to conduct research with external entities (corporations, national labs; usually *off-campus*) and who will be paid for their activities come under this policy.

Policy for Off-Campus Students

- *Full-time appointments* require *reduced registration*.
- Registration for *part-time appointments* may range from *reduced registration* to *full-time registration*. The exact number of credit hours will be determined by the research credit hour needs of the student and the tuition support available.

Policy for On-Campus Students

- *Part-time appointments* for graduate students who are on-campus require a *full-time registration* of 12 credit hours.
- *Full-time appointments* for regular (*full-time registration*) graduate students who are *on-campus* are not permitted. Students who were regarded as *part-time* (registered) graduate students for at least one semester immediately prior to appointment to an externally sponsored research assistantship may qualify for *full-time appointments*. During the period of the *full-time appointment*, these students must continue their *part-time* (registration) status.