



GRADUATE STUDENT HANDBOOK

Oregon Institute of Technology
Klamath Falls, Oregon
Wilsonville, Oregon

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OFFICE OF THE PROVOST
3201 Campus Drive, Klamath Falls, OR 97601

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Dear Graduate Student:

Welcome to graduate school at Oregon Institute of Technology! With outstanding faculty who are experts in their fields, excellent programs, and a diverse, competitive student body, we are dedicated to providing academic excellence.

I hope your graduate school experience is challenging and that you leave us with the knowledge and resources to successfully compete in industry, research, and academia. We are pleased that you are a part of our future.

The *Graduate Student Handbook* is your guide to Oregon Tech. You will find information to guide you through your graduate school days, and it will help you to make the most of your Oregon Tech experience.

I wish you all the best for a successful graduate experience.
Sincerely,

A handwritten signature in blue ink that reads "LeAnn Maupin".

LeAnn Maupin
Dean, College of Health, Arts, and Sciences
Acting Provost

A handwritten signature in blue ink that reads "Hallie Neupert".

Hallie Neupert
Interim Dean, College of Engineering, Technology, and Management

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1. Introduction

Welcome

Welcome to graduate study at the Oregon Institute of Technology (Oregon Tech). Graduate study provides opportunities for advanced study and continuing professional and career development. This handbook is designed as a guide to provide you with an overview of the activities of graduate study at Oregon Tech and to answer questions you may have about Oregon Tech policies, requirements, and resources.

You should familiarize yourself with its contents and keep it handy for reference throughout your graduate study at Oregon Tech. All graduate students are assigned an advisor, and you are encouraged to meet with your advisor on a regular basis, as policies and program requirements may change and certain required courses may be taught only during specified terms. While your advisor will guide your process, the ultimate responsibility for satisfying all program requirements rests with you.

This document makes reference to the [General Catalog](#) for official policies and procedures. In the event of discrepancy of information between this document and the Catalog, the Catalog language should be considered to be correct.

Mission Statement

Master's degree programs at Oregon Institute of Technology provide students opportunities for advanced study in various disciplines. You will develop the technical competence required for leadership roles in professional fields. Graduate education at Oregon Tech maintains an applied focus. Our mission is to integrate theory and practice.

Governance

The Graduate Council

The Graduate Council is a group that reviews policies relating to efficient academic administration of graduate programs and the well-being of graduate students. The responsibilities of the Graduate Council include: 1) act as the principal curriculum reviewing and recommending body for graduate programs; 2) propose, recommend, and review admission policies for graduate programs; 3) conduct systematic program reviews; 4) propose, recommend, and review policies relating to the efficient academic administration of graduate programs and the well-being of graduate students; 5) consider student petitions for program exceptions, extensions, and reinstatement; and 6) conduct periodic and systematic program reviews.

The Graduate Council consists of at least eleven members: the Dean of the College of ETM, the Dean of the College of HAS, the Chair of the Curriculum Planning Commission (CPC), Program Directors or representative faculty members from each graduate program or prospective graduate program (minimum of five faculty members, at least two from departments without graduate programs), a representative from the Office of the Registrar, a representative of the Oregon Tech Library and a graduate student. The Provost and the Vice President for Research jointly appoint the chair of the Graduate Council; the Provost, Vice President for Research, and Faculty Senate President jointly appoint the faculty members.

Current membership on Graduate Council can be found <http://www.oit.edu/faculty-staff/resources/committees>.

2. Academics

Admissions and Admissions Status

Criteria for admission to any graduate program at Oregon Tech are defined in the current Oregon Institute of Technology General Catalog, and are subject to the approval of both the admitting department and the Office of Admissions. Departments and instructors have discretion in allowing non-admitted students to take graduate-level classes in their departments.

A limited number of credits taken by a non-admitted student may be used towards a graduate degree if the student is subsequently admitted to a graduate program. See the current catalog for details. Exceptions to this policy will be reviewed and may be approved by Graduate Council.

Level of Course Work

All course work applied toward the master's degree must be earned in courses designed for graduate students; these courses are generally numbered 500 and above. Oregon Tech undergraduate seniors may enroll in 500 level graduate courses for graduate credit with the approval of the student's undergraduate advisor and the department chair. Nine credits are applicable to a graduate degree. Undergraduate seniors may enroll in graduate-level courses for undergraduate credit subject to each department's policy.

Oregon Tech offers some courses which are dual listed at the 400- and 500-level. The 400-level courses apply only to an undergraduate degree, while 500-level courses apply only to a graduate degree. Students enrolled in a dual-listed 500-level course will be required to complete additional work for graduate credit.

Students may audit graduate courses subject to the policy described in the General Catalog. Audited courses cannot be used to meet degree requirements.

Grading

Oregon Tech uses a 4.0 grading scale to evaluate student performance. Upon completion of a course or upon termination of attendance in the courses, your performance will be graded by the instructor and reported to the Registrar's Office as follows:

Letter		Points Per	Used To
Grade	Meaning	Credit Hour	Calculate
A	Exceptional	4	Yes
B	Satisfactory	3	Yes
C	Unsatisfactory	2	Yes
D	Inferior	1	Yes
F	Failed	0	Yes
IP	In Progress: Used for Graduate Project/Thesis	0	No
N	Audit	0	No
P	Pass: ("B" or better)	0	No
W	Withdrawn	0	No
Z	No Grade Assigned	0	No

Policy for repeating courses and replacing grades is included in the current general catalog.

Course Evaluations

Periodically, students will be asked to provide feedback on courses in which they have enrolled. These evaluations may include both numeric and written comments, and they are part of the professor's annual performance evaluation and are used to improve teaching. Students are encouraged to provide written comments concerning the strengths and weaknesses of the course instruction. Only the instructor has access to these comments. The course evaluation forms are distributed and collected in class. All evaluations are anonymous, and the instructor does not receive the results of the numeric evaluations or written comments until course grades have been submitted to the registrar.

These evaluations are students' primary opportunity to offer feedback anonymously and should be completed when they are made available.

Student Rights and Responsibilities

Oregon Tech encourages students to perform at a high academic level, and students are responsible for knowing degree requirements and enrolling in courses that will enable them to complete the master's program. This is the responsibility of the student, not the student's academic advisor.

Oregon Tech expects students to conduct themselves in a manner compatible with the university's function as an institution of higher learning. Students should acquaint themselves with regulations for the standard of work required to continue in the graduate school. For additional information, students should consult their graduate advisor.

Academic Integrity

Oregon Tech's goal is to foster an atmosphere that produces educated, literate graduates. Academic misconduct, such as cheating and plagiarism, is not tolerated.

Students should acquaint themselves with the definitions and implications of academic misconduct as stated in the general [Student Handbook](#) and official catalog. Repercussions for academic conduct violations range from a warning to expulsion and students may contest charges using the grievance procedure outlined in the Student Handbook.

Academic Performance Standards

Students must maintain a cumulative GPA of 3.0 or better in all graduate work specific to the program of study to remain in good academic standing. Grades below C do not meet requirements for a graduate degree.

Consequences for failing to maintain good academic standing are outlined in the official catalog.

Right of Appeal

Students have the right to appeal academic policies or requirements. Grade appeals should be initiated through the instructor, graduate program coordinator, and the dean. For appeals regarding specific degree requirements, students should consult their graduate advisors, the graduate program coordinator, and the Graduate Council. Students should submit all other academic appeals in writing to the Graduate Council through the Office of the Vice President for Research.

Advising

When admitted to a graduate program with provisional or full-standing status, students are assigned an academic advisor in the relevant program of study. Members of the graduate faculty serve as graduate advisors and mentors, and they assist in preparing a plan of study and ensure that students are making satisfactory progress toward degree completion. Students should meet with their academic advisors each term. If a student is completing a master's project or thesis in partial fulfillment of degree requirements, the student will have one or more project or thesis advisors. Academic advisors and thesis advisors may be different faculty members.

Program of Study

The academic requirements for the master's degree are specified by the program. In conference with the student's academic advisor, students will prepare a program of study that will serve as a guide for planning an academic schedule. It includes all formal courses, as well as seminar, thesis, or project requirements, and must be approved by the student's academic advisor and department chair, or by the program director or other faculty member in the event that the student's academic advisor is the department chair. Students' programs of study should be completed no later than the end of the student's second term of study. Revisions to the program of study must be approved by the student's academic advisor and department chair.

Time Limits

You are allowed five years to complete your master's degree, including writing your thesis. Under extenuating circumstances, you may request an extension. This extension must be approved by the department chair, the chair of your committee, and the associate provost.

Enrollment Status

Full and part time credit loads for graduate students are defined in the official catalog, and are generally as follows:

- Full time: 9 or more credits
- Three-quarter time: 7 - 8 credits
- Half time: 5 - 6 credits

Academic Prerequisite Deficiencies

If you have prerequisite deficiencies for graduate studies, your academic advisor or the program director may require you to take additional coursework prior to completing your graduate studies. If there are deficiencies, faculty will recommend substitute courses, and these are included in your plan of study. When you pass these courses with a B or better, you become fully qualified graduate students. Prior to completion of the listed courses, you are considered “conditionally qualified.”

Transfer Credits

Students may petition to transfer up to one third of the program graduate term hours earned at other accredited institutions and apply those credits toward an Oregon Tech graduate degree. However, each course must be consistent with the program of study planned by the student and the graduate advisor. Only grades of A and B are acceptable as transfer credit into the graduate program.

3. Assistantships

Oregon Institute of Technology offers graduate assistantships, awarded on a competitive basis, to qualified graduate students based on department needs. Compensation varies with the type of service, the amount of time required for performing the service, and the academic qualifications and experience of the appointee. Graduate assistants are expected to fulfill their professional responsibilities to the university.

4. Tuition and Fees

Payment of Tuition/Fees

Fees and deposits in all state institutions of higher education are charged according to a uniform plan, varying on different campuses according to differences in conditions or nature of coursework offered.

All students enrolled in graduate-level classes, including undergraduate and non-admitted students who have been approved to take graduate coursework, will pay graduate-level tuition for those courses. See the official catalog or [Tuition and Fees Calculator](#) for estimated fees paid by Oregon Tech students regularly enrolled for undergraduate and graduate study, and see the official catalog for policy on payment of tuition and fees, refunds, and related issues.

5. Financial Aid

Graduate students may qualify for financial aid in the form of scholarships or student loans. Please see the [Office of Financial Aid](#) for details on types of aid, availability, application processes, and deadlines. Note that there may be substantial differences between the financial aid available to graduate and to undergraduate students.

6. Graduation

Candidates for the master's degree must meet academic requirements and apply for graduation two terms prior to the expected date of graduation.

Academic Requirements

Academic requirements are specified by the program. Students must follow their programs of study or revised programs of study, approved by their academic advisors and department chairs, to ensure that they have met the department's requirements.

Application for Graduation

To apply for graduation, the student must submit a petition for graduation to the Registrar's Office two terms in advance of the anticipated final term of work. The petition is a record of the approved program of study. To receive favorable action, candidates must meet the following requirements:

- Show that course requirements for the master's degree will be satisfied before or during the final quarter
- Maintain an overall grade point average of at least 3.0
- Provide evidence of passing any qualifying or comprehensive examinations, including defense of the master's project or thesis
- Obtain approval of both the student's academic advisor and department chair, or by the program director or other faculty member in the event that the student's academic advisor is the department chair

7. Computing and Information Resources

Students have access to a variety of computing resources at Oregon Tech. Use of these resources is subject to the [Code of Ethics and Acceptable Use Policy](#) found in the general Student Handbook and general [Computer Use Policy](#). Students are responsible for knowing their rights and responsibilities, including those regarding privacy, abuse, and the use of copyrighted material.

8. MISCELLANEOUS INFORMATION

Copies and Office Supplies

Graduate assistants have access to the departmental copy machines for use related to their assistantship responsibilities. Contact the departmental graduate program director, faculty supervisor, and/or office assistant for additional information. Office supplies required for departmental activities are also available from the office assistant. It is strongly recommended that graduate assistants request needed materials in advance; reimbursement for office supply and related expenses to graduate students is not included in university policy.

Laboratory Space

Many departments maintain instructional laboratories Graduate students may have access to these subject to departmental policy and faculty supervisor approval. It is incumbent upon students to seek and obtain training regarding safety and appropriate use of laboratories and laboratory equipment. Use of laboratories without necessary training is considered improper use of university facilities.

Accreditation

Oregon Institute of Technology is accredited by the Northwest Commission on Colleges and Universities (NWCCU), 8060 165th Avenue, N.E., Suite 100, Redmond, WA 98052-3981. NWCCU is an institutional accrediting body recognized by the Council for Higher Education and/or the Secretary of the U.S. Department of Education. Copies of accreditation documents are available in the Office of the Vice President for Academic Affairs/Provost, Oregon Tech, 3201 Campus Drive, Klamath Falls, OR 97601-8801.

In addition, Oregon Tech programs are accredited by their specific accrediting agencies as required.

9. Resources

Students have access to all resources provided to undergraduate students at Oregon Tech, including use of [Career Services](#), [Library](#) services, [Student Health](#) and mental health services, and [Crisis Counseling](#).

Oregon Tech specifically provides resources for students with [disabilities](#), [international](#) students, and [veterans](#), and has a [Diversity Center](#) to support students from diverse backgrounds and underrepresented student groups.

APPENDICES

Forthcoming

- **Program of Study Form**
- **Graduate Committee Form**
- **Application to Graduate**