

College of Engineering Graduate Student Guidelines

2017-2018

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Offer Letter/Assistantship Contract

The offer letter you signed from your department or center will serve as your assistantship contract. Please make sure you have a copy.

Required Training

Sexual Harassment Training (Title IX)

If you have not completed the online sexual harassment form you can do so at www.tntech.edu/aa/psh-training/

Students should be able to access Title IX training through EverFi in their Banner SSB (Eagle Online) under the Student tab. Detailed instructions are provided here: <https://www.tntech.edu/titleix/haven/>.

Title VI (Civil Rights Act)

<https://www.tntech.edu/aa/title-vi>

Collaborative Institutional Training Initiative - CITI

Training in the Collaborative Institutional Training Initiative provides training on the Responsible Conduct of Research, Human Subjects & Export Controls.

Students who are funded on grants are required to complete training in the Responsible Conduct of Research (RCR). Please go the web site: <https://www.citiprogram.org/>

All those who have not already done so will be required to take or RENEW their training via the CITI Training website. The Responsible Conduct of Research is the required module. A copy of the training certificates should be printed upon completion of the training and submitted to your advisor and to your Dept./Center.

I-9 Card

Students are required to have an I-9 card on file in the office of Human Resources.

You will need some valid identification (driver's license or passport and social security card) when signing the I-9 form. (International students will need their passport and I-20).

Your appointment will not be effective until this process is completed.

Take the valid I-9 card to your Department/Center so a copy can be maintained in your student file.

Correspondence and Urgent Notices

It is the student's responsibility to check for messages from their advisor, Department/Center or college.

You will be notified by email. You must provide your TTU email address – no emails will be sent to any other email address.

Keys

Keys will not be issued to students. Please work with your advisor to obtain access to your lab or your graduate student office. It is the responsibility of the faculty advisor or Department/Center to monitor assigned lab(s) or graduate student offices.

Department/Center Copier

Personal copies cannot be made on the Dept./Center copier.

Each project, with external funding, has a project number and this number should be used when making copies related to that research project.

Copying for courses you are TA for should be coordinated with your department.

Reasonable copying will be accommodated for course work or research by Dept./Center. Volpe Library provides unlimited copy support.

Payroll Checks

Checks are direct deposited on the last working day of each month. **Please note:** A student must reimburse the University for remaining maintenance fees (at a prorated amount) if the student finishes their degree requirements early or leaves before the end of an appointed semester. Use the link below to access the direct deposit request form.

https://www.tntech.edu/files/hr/forms/payroll/Direct_Deposit_Adj-Temp-GA_Updated.pdf

Travel

TTU travel must be approved in advance by your Faculty Advisor, Department Chair and/or Center Director and College of Engineering. A travel requisition will be prepared by unit administrative staff personnel for each travel event. Please submit registration, air fare receipt, information on conference and dates of travel to Dept./Center staff in order for this to be done well enough in advance to get all signatures in place. Air fare and registration may be done on a TTU Pro Card but all other expenses will need to be paid personally.

College of Engineering provides limited travel support up to \$500 per student, per year, for presentation of a peer reviewed paper. Students need to complete a Travel Request Form with advisor recommendation. The rest of the funds for travel must be provided by the Dept./Center, or Research Grant, as appropriate.

https://www.tntech.edu/assets/usermedia/coe/grad-forms/College_of_Engineering_Graduate_Student_Travel_Support_Request_Form.pdf

Reimbursement will be made after travel and will be done by direct deposit to your bank account. You must complete a direct deposit form for Accounts Payable. Use the following link to access the direct deposit request form. Complete, sign, and return to Accounts Payable in Derryberry Hall

https://www.tntech.edu/assets/userfiles/resourcefiles/17/1406926239_Direct%20Deposit%20Authorization%20Form%20Rev%204.pdf

Semester Progress Report for Graduate Research Assistants

Students supported by Centers may be required to submit progress reports in consultation with their advisors and their departments.

Semester Progress Reports will be due as follows:

Fall Semester _____

Spring Semester _____

The Progress Report is a record of your contributions to both your faculty advisor's research agenda and the mission of the Dept./Center, as applicable.

Semester reports are due by the end of fall and spring semesters. Failure to return signed reports by these dates may result in reduction or termination of financial support.

A Sample Progress Report is provided in the Appendix (fillable Adobe Acrobat form available in appendix).

Working with the College of Engineering (CoE) Centers

There are three centers of excellence funded by the State of Tennessee at TTU; Center for Manufacturing Research (CMR) <https://www.tntech.edu/engineering/research/cmr/>; Center for Engineering Systems Research (CESR) <https://www.tntech.edu/engineering/research/cesr/welcome/>; and the Water Center <https://www.tntech.edu/research/centers-and-facilities/wrc/mission-and-vision/>. There is also the Cybersecurity Education, Research and Outreach Center (CEROC) <https://www.tntech.edu/ceroc/>.

The Centers of Excellence provide valuable support to research and graduate studies of CoE through both administrative and technical support.

Technical Support

CMR and CESR have R&D engineers on their staffs in support of externally funded research and Center supported research. They provide valuable support to undergraduate and graduate students in conduct of their research. In order to avail yourself to such support, you must initiate such a request through your faculty advisor.

Guidelines for Graduate Assistantship Appointment

Eligibility: Only graduate students in good standing are eligible to receive graduate assistantship appointments. Funding for a student on first occurrence of probation may receive funding only under exceptional conditions. No student can be appointed as a graduate assistant before admission is approved by the academic unit.

Appointments: Graduate Assistant (GA) appointments may start a few days before or after the start of the semester as appropriate with prorated pay. GA appointments may be for one semester, academic year or 12 months. GTA's are normally appointed for a semester or academic year amounting to a full 8 months. It must be made clear to GRAs that they are expected to work, on the average, the number hours per week as indicated in the Personnel Action Form (PAF). GAs are not eligible for extended vacation during the winter holiday break. The appointment of a GA who is leaving campus for several weeks during the winter break should be terminated on the last day of work. Exceptions may be made for only those who have written plans and written agreements with their faculty advisors to continue the research work while away from the campus. No GA appointments can be made before the student is admitted.

Graduate Assistant Rules: In general, the following is to be considered as the minimum rate per month for full (20 hours/week) assistantships for students in the College of Engineering.

1. \$1200 - for a master's student appointed full time.
2. \$1500 for a doctoral student appointed full time.
3. \$1300 for Direct PhD admits
4. All GRA appointments funded by external sources should also be at the above level or higher. Partial assistantships should be at a minimum of 50% (10 hours/week).

Tuition and Fees Paid: Current Graduate Studies policy requires a minimum of 6 and maximum of 12 credit hours per semester for full-time GA's. Tuition and Fees should only cover courses specified by student program of study and approved by graduate advisor and consistent with department, college and university policies.

Assistantship Eligibility Time Limits: Master of Science students in engineering are normally eligible for assistantship for a maximum period of two calendar years from the date of first enrollment at TTU for the degree. The two-year limitation is irrespective of how many semesters the student has received assistantship support or at what level. Similarly, doctoral students are eligible for assistantship for a maximum of three calendar years from the date of first enrollment until they achieve candidacy. The student is encouraged to have passed the comprehensive examination and have the research proposal accepted by the committee by the end of their second year.

Guidelines for Graduate Assistantship Appointment Continued

The Associate Dean of Engineering for Research and Innovation may approve assistantship support beyond the above mentioned periods on receiving written request from the faculty advisor with recommendations from the Department Chair and Center Director. (See Justification for Funding Extension Form in Appendix).

The request should include the reasons for the requested extension, the current status of the progress towards the degree, and the expected date for graduation. Examples of acceptable reasons include change of research topic of advisor, interruption in enrollment due to health reasons, and the need for the services of the student to teach a class or to complete a sponsored project.

For Direct PhD admits: The initial time limit to achieve candidacy is 4 years from enrollment into the PhD program. The same justification process and approval must be followed as above for exceeding this time limit.

Academic Course Load: In general, a full-time GA is expected to carry a credit hour load of minimum 6 hours during fall and spring semesters. Given the time limits for funding noted above, students should carefully plan their studies, coursework and research credits with their advisors and committee to meet their time limits. It is recommended that academic course loads should not exceed 15 credit hours.

Note: All MS students who receive more than one semester of support as GTA or GRA must complete a thesis and are not allowed to pursue a non-thesis option.

Example of Performance Expectations for Continued Funding for Graduate Assistants

You cannot be compensated for work done prior to signing of the official contract. You will be notified when your contract is ready to be signed and should report to Human Resources as soon as possible. Please bring the signed contract to the Dept./Center.

You must maintain at least a 3.0 grade point average and pursue your degree in accordance with the requirements of your academic department, the College of Engineering, and the University.

You should maintain a full-time status during the regular academic year.

As part of your assistantship, it is required that you complete a semester progress report for the Dept./Center. Your faculty advisor must sign (authorize) this report.

When your assistantship is funded internally, using state appropriation money, continued funding is dependent upon available resources.

You must have full support and endorsement of your faculty advisor.

Updated: August 2017

Computational Resources

Computer Science Lab Resources

High Performance Computing Cluster: The Department of Computer Science and the Computer-Aided Engineering (CAE) group maintain a High Performance Computing Cluster that can be used for batch and/or parallel computational jobs.

Linux Shell Serve: The Department of Computer Science has a Debian Linux server that can be used as a remote Linux shell.

File Servicing: Computer-Aided Engineering (CAE) maintains a file server that can be used for securely storing data generated from coursework, research, etc.

Microsoft Dreamspark: The Department of Computer Science has a subscription to Microsoft Dreamspark which gives students access to a large array of Microsoft operating systems and development platforms.

CMR Lab Resources

CAE (Computer Aided Engineering) Computer laboratories available to Engineering graduate students include:

Clement Hall 405, 406, and 409 during Open Lab hours, which are posted on the bulletin boards outside the rooms. This facility provides nearly all licensed CAD, programming, and simulation applications on dual-, quad-, or 8-core computers with 8-16 GB of RAM. Most have Solid State Drives for maximum speed. Up to 54 computers are available during Open Lab times, especially in the evenings and Sundays.

Clement Hall 410, the CAE Lab, is a 24/7 lab for faculty, staff and graduate students containing 8 computers configured as those in Clement 405. A form and approval are required to use this Lab. For more information, go to <http://www.cae.tntech.edu/>

The CAE computing cluster is available 24/7 for graduate students, faculty and staff from anywhere an internet connection is available. The cluster is a collection of compute servers dedicated to long running jobs and also to software packages and self-written code that can utilize parallel computing facilities. For more information, go to <http://www.cae.tntech.edu/help/parallel>

CESR Lab Resources

23 Dell Optiplex 790 or Optiplex 980 desktops in “cubicle farms” for graduate student use, located in PRSC209 (11) and PRSC416 (12).

3 Dell Precision 690/T7400 class workstations (Dual quad Xeons, up to 64GB RAM)

6 workstations with dSPACE digital signal processing cards

RTDS (Real Time Digital Simulation) system

3 network laser printers.

6 workstations assigned to Power Lab in ECE.

4 workstations assigned to CEE in PRSC127a.

Software includes: MS Office, MS Visio, MS Visual Studio Pro, Matlab, Labview, AutoCad, COMSOL, Absoft Fortran, Maxwell, Texas Instruments Code Composer Studio, DigSilent Powerfactory, Diptrace, TecPlot 360, RTDS RSCAD, PSCAD

Computational Resources Continued

Smart Grid Lab



SmartGridLabFeatures.pptx

IT Services

TTU's Information Technology Services (ITS) maintains a 24/7 lab in Henderson 111. Clement 313 is also available a good portion of every day. These labs contain more generic software with some Engineering applications. For more information, go to <https://www.tntech.edu/its/computing/>

With approval from the Center Director and/or the Engineering Computing Support Manager (Mr. Joel Seber) students can use the CAE Laboratory facilities and Graduate Computing Resources.

Safety

Your personal safety and the safety of persons around you is very important! The Research & Development Engineers (R&D) and Lab Managers are the safety advisors. These advisors are appointed to assist the University Safety Officer in carrying out the responsibilities that are contained in the University Safety Manual.

Safety procedures must be followed at all times. Failure to observe each lab's safety procedures will result in disciplinary action.

All experimental efforts are subject to the R&D Engineers' approval.

If you use chemicals in your laboratory, then you are required to pass the hazardous materials training at the following web site <https://www.tntech.edu/planning-and-finance/safety/manuals>.

Obtain permission/instructions from the designated laboratory personnel and faculty advisor if this need arises.

Appropriate training must be successfully completed prior to the beginning of work. Review the [training matrix](#) with your supervisor to determine all appropriate trainings that must be completed.

LABORATORY SAFETY SIGNATURE FORMS

1. Each department should determine which classes are in the category of laboratory setting in which a student might at any time be considered “at risk” and should submit these recommendations to the dean for review. “At risk” would involve any situation in which a student might incur injury during preparation for, performance of, or observation of class laboratory functions.
2. At the beginning of each term, (and as might be deemed appropriate thereafter within the term due to changes in procedures or equipment), appropriate laboratory safety instruction should be presented to every student who will be attending the lab session. Opportunity for questions/discussions should be provided.
3. Each term, the department chairperson will have all faculty and/or laboratory assistants distribute to each laboratory class either the Laboratory Safety signature form developed by the Laboratory Safety Committee or a comparable departmental form.
4. At the discretion of the dean/department chairperson, the signed Laboratory safety signature forms may be retained by the individual instructors or (especially in the case of graduate teaching assistants or adjunct faculty) will be placed in a central file within the department.
5. Safety instruction information (which the student’s signature attests that he has received) should be on file within the department and readily accessible in the event it is needed. This information may take the form of a copy of printed materials distributed, an outline summary of safety materials policies/procedures given orally, and/or complete reference information on safety videos, etc. Accompanying the safety instruction information, each instructor should submit a completed copy of the Laboratory Safety Instructor’s Signature Form.
6. Both the Instructor’s Signature Form and the student Laboratory Safety signature form, as well as accompanying safety instruction documents, shall be kept on file for a minimum of one academic year (or longer, at the discretion of the dean/department chairperson).

Required form available in appendix.


What should I do if I'm injured on the Job?



**Employee
Reporting
Procedures**

- Call 911 for all emergencies that result in serious bodily injury, and seek treatment at the nearest emergency room.
- Notify your supervisor immediately.
- Tell your supervisor what happened, how it happened, who saw what happened, and if you were injured as a result of the accident.
- If you are a witness to a work related accident where a fellow employee is injured and the involved employee cannot notify his or her supervisor, you should attempt to notify the supervisor.

What should I do if I'm injured on the Job?



Reporting Procedures

- You **and** your supervisor call the 24/7 Call Center **1-866-245-8588**
- Option #1 – To speak to a nurse for immediate care.
 - Supervisor will verify this is a work related injury.
 - Employee will give necessary information.
 - Registered Nurse will evaluate and determine care/treatment options.
- Supervisor sends email to ttubenefits@tntech.edu to report injury.

Option #1 – The nurse will ask you for the following information

**Information
Needed to Create
an Incident**

- Employee First and Last Name
- Last 4 digits of the Social Security Number
- Date of Birth
- Date of Injury
- Employer Location and Department
- Supervisor name and contact # (comes from supervisor)
- Employee contact #
- Nature of Injury
- If the registered nurse recommends for you to seek immediate medical treatment, the nurse will direct you to the nearest State approved medical provider. Your supervisor will be responsible for completing the reporting process.

Option #2 – Supervisor’s Responsibility

Supervisor Reporting Procedure

- Once the registered nurse recommends treatment, the supervisor will call the First Notice of Loss hotline back at 1-866-245-8588, and select Option #2 and answer the following:
- Full Social Security Number
- Employee Address
- Date of Hire
- Date the employer was notified of the injury
- Accident Description
- Where did the injury occur?
- Was the injury in the course and scope of employment?
- Do you question the validity of the claim?
- Supervisor emails ttubenefits@tntech.edu and reports the injury, employee’s name, and T#.

Disposing of Sensitive Data

www.tntech.edu/specialreleases/new-recycling-program-keeps-info-safe-helps-environment/

New recycling program keeps info safe, helps environment

Recycling containers have been delivered to various locations in every building on campus. The program is part of an effort to keep private data safe and reduce campus waste.

In partnership with Cintas, a document shredding company, the university will implement a new policy to handle all paper waste in campus offices and buildings. Any paper being discarded should be handled in one of three ways:

1) Shredded within the department.

Shredded papers must be bagged separately and picked up by Facilities personnel. The university will not incur extra costs for this process. These papers should include anything printed on a desktop printer or handwritten, for example.

2) Collected within Cintas bins.

The 95-gallon Cintas bins will be locked. Only Cintas officials can unlock the bins as the paper inside is collected. A signed certificate of destruction will be issued at the point of collection. Cintas bins can be used for any handwritten document or those printed on a desktop machine if a shredder is not available or if the volume is too large for shredding in the office. Cintas will transport the paper to its shredding facility for recycling. The university must pay for use and collection of Cintas bins.

3) Non-shredded materials within campus recycling bins.

Old recycling bins already located throughout campus may still be used to collect pre-printed bulk materials like newspapers, magazines, professional journals and junk mail with little identifying personal information. The university will not incur extra fees for this type of recycling.

This is a similar process to what we've already implemented across campus with the addition of the Cintas bins. We now have a system that should offer everyone an opportunity to dispose of their papers in a safe and environmentally friendly way.

Because of this new system, only non-paper products should be placed in regular garbage bins. Custodians will no longer empty garbage bins if they contain paper.

We expect this program to keep tons of garbage waste from public landfills. At the same time, it provides us with one more way to make sure we're taking care of secure documents to protect private information.

Cintas has placed the blue 95-gallon locked containers at identified locations in every building. Office staff should send a work order to schedule a pick-up.

The university will pay \$18 any time a bin on campus is emptied. Facilities will cover the Cintas fees, but offices are encouraged to consider shredding or campus recycling if available.

We've tried to make this program as convenient and efficient as possible. It was important that we not make campus offices bear the cost. We hope everyone will be diligent about helping save money when possible." The Cintas bin locations may still be changed to support usage needs.

Recycled paper picked up by Facilities, including pre-shredded paper (strip shredded); will be taken to the county recycling center, where it is hand-sorted, then shredded. Cross-shredded paper will also be collected by Facilities, but alternate plans are being developed for disposal because the county recycling center cannot collect anything shredded that fine. Cintas will shred and recycle all of the material it collects on campus.

Anything collected in regular garbage bins is placed in dumpsters and transported to the county landfill. Facilities personnel are also developing a program to collect cans and bottles for recycling.

Exit Policies

Interview

An exit interview is required at the completion of an assistantship or upon graduation. Make an appointment with the staff in the Dept./Center for this interview.

Return of Keys, Books, Equipment, Etc.

All items are to be returned to the appropriate person within your unit.

Offices are to be left clean and papers disposed properly as stated in the University policy listed under the data security section.

Thesis/Dissertation

Each student receiving a degree (MS or PhD) is required to submit an official electronic copy using PDF format to the appropriate Dept./Center (if applicable).

Reimbursement of Maintenance Fees

A student must reimburse the University for remaining maintenance fees (at a prorated amount) if the student finishes their degree requirements early or leaves before the end of an appointed semester.

Appendix

Forms Located on Tech Website

<https://www.tntech.edu/graduatestudies/forms>

Navigating Graduate School

https://www.tntech.edu/assets/usermedia/coe/grad-forms/Navigating_Graduate_School.pdf

Payroll Direct Deposit Form

https://www.tntech.edu/files/hr/forms/payroll/Direct_Deposit_Adj-Temp-GA_Updated.pdf

Travel Request Form

https://www.tntech.edu/assets/usermedia/coe/grad-forms/College_of_Engineering_Graduate_Student_Travel_Support_Request_Form.pdf

Travel Reimbursement/Direct Deposit Form (This is Different Than Payroll Direct Deposit)

https://www.tntech.edu/assets/userfiles/resourcefiles/17/1406926239_Direct%20Deposit%20Authorization%20Form%20Rev%204.pdf

Confidentiality Agreement (Securing Confidential Records)

https://www.tntech.edu/files/itspolicies/Confidentiality_agr_rv4b.pdf

Time and Effort Form

https://www.tntech.edu/assets/userfiles/resourcefiles/18433/1481823676_Time%20&%20Effort%20Form.pdf

Lab Safety Signature Form

https://www.tntech.edu/assets/userfiles/resourcefiles/16603/1481820644_Laboratory%20Safety%20Signature%20Form.pdf

Graduate Student Fact Sheet

https://www.tntech.edu/assets/userfiles/resourcefiles/18433/1481823764_Graduate%20Student%20Fact%20Sheet.pdf

Extension of Funding Request

https://www.tntech.edu/assets/userfiles/resourcefiles/18433/1481824083_GRA_Extension_Request-EES_5-29-14_revised_July_2015.pdf

Masters Level Program of Study/Application for Admission to Candidacy and Appointment of Advisory Committee

https://www.tntech.edu/assets/userfiles/resourcefiles/8487/1476120921_MA,%20M.Ed.,%20or%20MS.pdf

PhD Program of Study Form/Appointment of Advisory Committee

https://www.tntech.edu/assets/userfiles/resourcefiles/8487/1476125324_PhD%20Engineering%20Program%20of%20Study.pdf

Graduate Student Semester Progress Report

https://www.tntech.edu/assets/userfiles/resourcefiles/18429/1481819349_Semester_Progress_Report_12-2016.pdf

PhD Admission to Candidacy Application Form

https://www.tntech.edu/assets/userfiles/resourcefiles/8487/1476126042_PhD%20Admission%20to%20Candidacy%20Comprehensive%20Examination%20Form%20.pdf

Departmental Exit Checklist

https://www.tntech.edu/files/hr/forms/misc/Departmental_Exit_Checklist_Updated.pdf