

College of Textiles
Graduate Student Handbook

***General Graduate
Student Guidelines***

Fall, 2010

DIRECTORY

College of Textiles

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INTRODUCTION

The following information has been prepared with the assistance of the Textile Association of Graduate Students (TAGS) to guide students in planning their graduate study and to familiarize them with some of the programs, services, activities, and facilities available in the College of Textiles. The information contained is intended only to supplement the general academic requirements set forth in the Graduate Catalog http://www.fis.ncsu.edu/grad_catalog/catalog.htm. In all cases, policies of the Graduate School, as published in the Catalog, are official, and students are responsible for complying with them. Students should become familiar with this document. The Graduate Catalog is available from the Graduate School Home Page available on the World Wide Web at <http://www.ncsu.edu/grad/current-students/index.php>. (International students should also refer to the web site for Office of International Scholars, Students and Services (OIS) (<http://www.ncsu.edu/oisss/>)).

This handbook is for prospective students, new students, and continuing students in the College of Textiles graduate programs. This guide describes the requirements of our graduate programs and provides links to relevant College and NCSU Graduate School documents. Additional information for each of the degree programs is available at <http://www.tx.ncsu.edu/academic/graduate/programs.html>.

GENERAL INFORMATION

I. ADMISSION

Students having completed undergraduate degrees in textiles, the physical sciences, mathematics, engineering, design, or management who have at least a 3.0/4.0 average in their undergraduate major will normally qualify for admission into the Master's programs at the College of Textiles. Applicants wishing to enroll in the Department of Textile Engineering, Chemistry, and Science should have a minimum of two semesters of chemistry, two semesters of physics, and mathematics through differential equations before enrolling. Those wishing to enroll in the Department of Textile and Apparel Management need a minimum of 20 semester hours from mathematics and the natural sciences in their undergraduate degree. Students deficient in these requirements by only two semesters may be granted provisional admission. For students with a limited textile background, formal study in advanced undergraduate and graduate textile courses may be required. The details are worked out for each student individually, with an attempt to minimize extra time required in the degree program.

Resources for international students are provided by the Office of International Services at <http://www.ncsu.edu/oisss/>.

You can apply and check the status of your admission application online at <http://www.ncsu.edu/grad/applygrad.htm>. You must meet the minimum eligibility requirements and program application deadlines and submit all materials before the deadline as defined by the graduate school. When completing your admission application indicate your program and degree choice from the following list:

Fiber and Polymer Science	Degree(s): PhD
Textile Management and Technology	Degree(s): MS, MR
Textile Chemistry	Degree(s): MS
Textile Engineering	Degree(s): MS
Textile Technology Management	Degree(s): PhD

Students are required to submit Graduate Record Exam (GRE) scores, three completed reference forms and one official copy of all post high school transcripts. International students are required to submit TOEFL scores. Citizens of a country where English is the official language and the language of instruction in higher education or students that have successfully completed at least one year of full-time study in a degree program at a four-year US College or university are exempt from the TOEFL requirement. (Exempt countries available at http://www.ncsu.edu/grad/handbook/docs/official_language_english.htm). Your application is reviewed by the departmental Graduate Studies Committee after all required supporting documentation is received. A recommendation is then made for full admission, provisional admission, or denial. The Graduate School will notify you by letter of your acceptance or denial.

II. FINANCIAL AID

Before you start a program you should have sufficient funding available for your entire graduate program. Financial aid links within the graduate school are available from <http://www.ncsu.edu/grad/financial-support/index.php>

Many of the students in our program receive some type of financial aid. The majority of funding is from the faculty where students work as research assistants. A limited number of teaching/research assistantships are also available from the State of North Carolina where students assist faculty with labs and classes and conduct research. Students work 20 hours per week. Students on assistantships may not have other employment either on or off campus. Assistantships include a stipend of \$8,000 to \$18,000 per year, in-state tuition, out of state tuition, and health insurance.

ASSISTANTSHIP OFFERS, IF AVAILABLE, ARE SENT TO THE STUDENT BY THE TEXTILE AND APPAREL, TECHNOLOGY AND MANAGEMENT (TATM), TEXTILE ENGINEERING, CHEMISTRY AND SCIENCE (TECS) DEPARTMENT OR THE NONWOVENS INSTITUTE. You must respond to the letter of assistantship offer by the dates indicated in the letter, otherwise the offer will be withdrawn. The duration, amount, and type of work will be described in the assistantship offer. Students are responsible for all fees. Master's students are only eligible for Graduate Student Support Plan GSSP for four semesters and PhD students for six semesters based on the first semester in which the student was admitted (not the first

semester in which funding was provided). See Graduate Student Support Plan at <http://www.ncsu.edu/grad/support-plan/docs/gssphdbk.pdf> for more details.

Some students may also receive scholarships or fellowships. Students interested in fellowship or scholarship opportunities are encouraged to apply early to the program as deadlines may be up to a year in advance of the semester start date. Students not on an assistantship may be eligible for hourly wages at jobs within the department and on campus.

III. GRADUATE STUDY PROGRAM REQUIREMENTS

Now that you have been accepted to the graduate program how do you get started? The Graduate Student Association has developed a New Student Survival Guide for your information that addresses many of the key issues. <http://www.ncsu.edu/grad/current-students/survival-guide.html>

The following information has been prepared with the assistance of the Textile Association of Graduate Students (TAGS) to guide students in planning their graduate study and to familiarize them with some of the programs, services, activities, and facilities available in the College of Textiles. The information contained is intended only to supplement the general academic requirements set forth in the Graduate Catalog. In all cases, policies of the Graduate School, as published in the Catalog, are official, and students are responsible for complying with them. The Graduate Catalog is available on the World Wide Web under the Graduate School Home Page. <http://www.ncsu.edu/grad/handbook/table-of-contents.html>. Timetable of deadlines, workshops, etc. is available at <http://www.ncsu.edu/grad/faculty-and-staff/academic-calendar.html>.

A. Residency

Students who are US citizens, but are not a North Carolina resident, need to establish NC residency as soon as possible. This will allow for your eligibility for instate tuition rates after your first year. See the following link for more details. <http://www.ncsu.edu/grad/future-students/resident.html>

B. Orientation

All new students must attend the departmental graduate student orientation. held the week before classes begin. Orientations are also conducted by the graduate school for all graduate students and orientations conducted by OIS for international students. Visit <http://www.ncsu.edu/grad/etd/deadlines.html> and select the appropriate calendar for exact dates.

C. Student Organizations

University Graduate Student Association (UGSA) - UGSA is a university wide academic, political, and social organization composed of duly elected officials and representatives from departmental graduate student chapters. It is officially recognized by the University as the voice of the graduate students. <http://www.ncsu.edu/grad/student-life/student-organizations.html>

Textile Association for Graduate Students (TAGS) - TAGS is the College of Textiles chapter of the GSA. TAGS provides a forum for graduate student opinions, represents the graduate students to the faculty and administration of the College of Textiles and promotes professional interest and fellowship among graduate students. TAGS is represented on the Tompkins Textile Student Council, the student government of the College of Textiles. TAGS meets every few weeks for business and social activities. All textile graduate students are members of TAGS and are encouraged to come to meetings, have fun, and make their opinions and needs known.

D. Registering For Courses

After a student is admitted to the Graduate School and enrolls for the first time, she/he is required to maintain continuous registration, meaning you must be properly registered each semester from start to completion of your program. For complete policy statement see the Graduate Catalog. Your personal identification number (PIN) is available from your academic adviser after your initial semester of registration for classes. See your departmental Director of Graduate Programs (thesis advisor if you have selected a project) to decide on a class schedule before registering in your first semester. The normal course load for students on an assistantship is three courses, while students who are not on assistantships may take five courses. See http://www2.acs.ncsu.edu/reg_records/crs_cat/directory.html for a complete listing of current course offerings. You must be making progress towards your degree each semester based on the Plan of Work you originally submitted (due before the end of your first semester for Master's students and second semester of study for doctoral degree students). You may register for 699/899 when you have completed all coursework and required hours listed on your plan of work. You may not register for any other course when registered for a 699/899 course.

E. Language Requirement

All students must demonstrate proficiency in technical documents in cogent and coherent English. Students whose native language is English can meet this requirement by successfully completing a technical writing course in English while enrolled in a college or university in which English is the language of instruction. The appropriate course at NCSU that meets this requirement is ENG 333, Communication for Science and Research. FLE 402, Advanced Written Communications in English for International students is the appropriate course for international students. Courses must be taken for credit, i.e., not audited.

F. Course Load

Graduate students holding assistantship appointments are restricted to 9 hours per semester if they hold an appointment of one-half-time or greater and 12 hours per semester if they hold a one-quarter-time appointment. With advance written permission from the Graduate School, a student may take more than the maximum semester course load during a particular semester if the total credit hours do not exceed 24 hours per year if the appointment is one-half-time or 30 hours per year for a one-quarter-time appointment. <http://www.ncsu.edu/grad/handbook/sections/4.2-assistantship-appointments.html#A>

A full-time graduate course load is 9 to 15 credits per semester (including audits) and 3-6 credits per summer session (including audits). Summer registration is necessary for students who wish to avoid paying social security tax on their assistantship support or who intend to complete final degree requirements during a summer session. Students finishing during the summer must register for the summer session in which the degree requirements will be completed.

Audits in subjects in which the student has no previous experience will be evaluated at full credit value in determining course load. Audits taken as repetition of work previously accomplished are considered at one half of their value in calculating course loads. With the single exception of foreign language audits, all audit registrations must fall within the range of maximum permissible course loads. Foreign students on F-1 and J-1 visas are required by the Immigration and Naturalization Service to carry a full-time course of study to remain in status.

G. Assistantships

There are several forms you will need to complete before the beginning of the semester for your assistantship. These forms will be available at orientation. IMPORTANT!!! You must be enrolled in courses each fall and spring semester before the census date (10th day of classes) otherwise your assistantship will be terminated. You must maintain continuous enrollment and a 3.0 grade point average to continue to receive an assistantship. You need to submit a letter of resignation as you finish your research. Your assistantship typically ends at the end of the semester of your expected graduation.

H. Tuition and Fees

You will receive an electronic bill for tuition and fees based on your initial course load. See <http://www.fis.ncsu.edu/cashier/tuition/gradtuition.asp> for further details. Students receiving an assistantship submit the amount for fees only and must follow the cashier's office procedures to indicate they are supported by the Graduate Student Support Plan (GSSP). See <http://www.ncsu.edu/grad/support-plan/docs/gsspdbk.pdf> for further details on GSSP. Tuition and fees for summer sessions are not included.

I. Graduate Advisory Committees

All programs of study are directed by graduate advisory committees chaired by a graduate advisor. For specific guidelines pertaining to the composition and workings of Masters and Doctoral degree committees, visit the NCSU graduate catalog at <http://www.grad.ncsu.edu/catalog/prg.asp?id=TMT> and <http://www.grad.ncsu.edu/catalog/prg.asp?id=TTM>. Students are strongly encouraged to give careful consideration to the development of their committee, as committee changes will be permitted only under special circumstances, such as the departure of a committee member from NCSU.

J. Plan of Work

It is imperative that students select a thesis project and advisor as soon as possible. Once an advisor has been chosen, an advisory committee should be formed and a plan of work developed. This plan must be signed by the student's faculty committee, approved by the program administrator, and SUBMITTED to the Graduate School BEFORE the end of the first semester of study for Master's student and BEFORE the end of the second semester for Ph.D. students. It is the responsibility of the student and his/her thesis advisor to see that the plan is submitted in a timely manner. Changes to your plan of work require the approval of the advisory committee chair. A plan of work template is available at <http://www.ncsu.edu/grad/faculty-and-staff/forms-list.html>.

NOTE: Textile Technology Management Ph.D. students will complete the plan of work form Appendix A in the TTM Handbook at

http://www.tx.ncsu.edu/academic/graduate/ttm_handbook.pdf

K. Patent Agreement

It is North Carolina State University policy that all graduate students read the NCSU patent policy and sign a declaration wherein the student agrees to certain rules regarding patent rights. Such an agreement must be signed and filed with the Plan of Work. Graduate students who complete their Master's degree at NCSU then proceed to the Ph.D. degree program must sign a new patent agreement. See <http://www.ncsu.edu/grad/faculty-and-staff/forms-list.html> for a template.

L. Office Assignments

A desk in a graduate student office may be provided for fully funded graduate students, and then to all other graduate students space permitting. Office/desk assignments are made by the TECS and TATM department graduate secretaries. Students requiring an access key to a lab must obtain the signature of the faculty member in charge of the lab on the key request form as well as the department head.

M. Seminars

All first year graduate students are required to register for TC/TE/TT/TTM 601 or FPS/TTM 801 (Seminar) for two semesters, unless they are Ph.D. students who completed a NC State COT M.S. program.

NOTE: Students who have earned an MS at NCSU COT and are continuing in a Ph.D. program will not be required to register for the seminar during their doctoral studies, but they are encouraged to attend. Seminars for graduate students and faculty are held on Wednesday of each week at 3:30 p.m. with a reception preceding at 3:00 p.m. A list of speakers and topics are published online at the beginning of each semester by the seminar Faculty. Seminar/Events calendars here: <http://www.tx.ncsu.edu/>.

N. Diploma

Students must “apply” to graduate through the University’s “MyPack Portal,” <http://mypack.ncsu.edu/> in their final semester. This must be done before the final oral exam is conducted. The department will approve the request when all conditions are met for graduation. Failure to do this will delay receiving your diploma and not put your name on the graduation ceremony list/program.

O. Checkout

Students must complete a Separation Form available from Room 3408 before graduation. Completion requires removal of all personal belongings, return of all research materials to the faculty advisor and return of all office, desk and building keys, and payment of any outstanding accounts with the university. Failure to complete this procedure may prevent delivery of your diploma.

P. Graduation

Graduation ceremonies are held for the spring and fall semesters. Students graduating during the summer may participate in the fall graduation ceremonies.

<http://www.ncsu.edu/registrar/graduation/index.html>

Q. Thesis

Electronic thesis submissions are required from Master of Science and Ph. D students. Details can be viewed at <http://www2.acs.ncsu.edu/grad/ETD/>.