



Office of the **GRADUATE SCHOOL**

Distance Student Certification of Off-Campus/Non-MSU Research Facility

This Form **MUST** Be Typed

Last Name: _____ First: _____ Middle: _____ MSU ID No.: _____

Address: _____ City: _____ State: _____ Zip: _____

Degree: _____ Major: _____

Off-Campus/Non-MSU Research Site: _____

The above-named student requests approval to conduct his/her thesis/dissertation research at the previously-noted off-campus/non-MSU research site. Justification for the request and a description of the facility are provided below or on an attached page.

Justification for the Request and Description of the Facility (additional space available on reverse side of form, if needed):

Student: _____
(Typed Name) (Signature) (Date)

The previously-noted facility meets research and security requirements, as stated in the Research (8000/9000) Hours via Distance Policy on the reverse side of this form, and is available for use to allow for completion of the research in a timely manner (all signatures below are required prior to beginning research).

APPROVED:

	Typed Name	Signature	Date
Research Facility Authority:	_____	_____	_____
Major Professor:	_____	_____	_____
Thesis/Dissertation Director:	_____	_____	_____
Graduate Coordinator:	_____	_____	_____
Graduate School Dean:	_____	_____	_____

The completed original form must be submitted to the Office of the Graduate School prior to beginning research, Mail Stop 9703, or P. O. Box G, Mississippi State, MS 39762-5507.

Policy—Research (8000/9000) Hours via Distance

Students enrolled in graduate programs (master's, educational specialist, or doctoral) offered via distance learning and requiring a thesis or dissertation must meet established research requirements as stated in the Mississippi State University *Graduate School Bulletin*. Distance students engaged in research will be provided the same student support services given to on-campus students, including access to Library resources, thesis and dissertation workshops.

Mississippi State University believes that special attention must be directed toward the mentoring of the students and an assurance of a creative and supportive environment for research hours offered via distance. Each academic unit which administers a distance graduate degree program with an associated thesis or dissertation will determine and define the appropriate use of communication and technology. A student's thesis/dissertation committee must approve the procedures which the student will follow to ensure quality and integrity of the research process at the proposal, data collection/analysis, and final defense stages. Should the student request, or be required, to conduct research at an off-site research facility, this certification form **MUST** be completed prior to beginning the research process. Any department offering such a distance program must include specific language regarding delivery of research/thesis or research/dissertation hours via distance learning to be provided to students in a published format (policy handbooks for approved distance programs, website, for example).

Justification for the Request and Description of the Facility (continued from previous page, if needed)