

# **University of North Dakota Graduate School**

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## **PROGRAM OF STUDY INSTRUCTIONS**

**THESE ARE GENERAL GUIDELINES APPLICABLE TO ALL PROGRAMS. ADDITIONAL REQUIREMENTS MAY APPLY TO YOUR SPECIFIC DEGREE PROGRAM. CHECK WITH YOUR MAJOR DEPARTMENT.**

1. A Faculty Advisory Committee (thesis & dissertation) or Advisor (independent study) must be appointed by the Graduate Dean before you file your program of study in the Graduate Office. Complete the form "Request for New Advisor or Committee Appointment". Have your advisor and committee sign this form and also the Graduate Director of your department and submit it to the Graduate School. If your program of study includes a minor, a committee member from the minor department must be part of your committee. For the independent study option, the signature of the Graduate Director of the minor department is required on the program of study.
2. The student is advised to submit a program of study in their second semester they are in the program or as soon as possible. Review the Graduate Catalog for requirements regarding your degree and your major. Then meet with your Advisor to develop the proposed program.
3. Keep the following points in mind when formulating your program:
  - At least one-half of the credits for your degree must be in courses numbered 500 or higher.
  - Only those UND courses listed in the Graduate Catalog are eligible for use in the major and minor areas on your program. A graduate minor must be titled and consist of at least 9 credits. Only courses approved for graduate credit are eligible. The minor will be listed on the student's transcript.
  - All UND courses numbered 300 and higher listed in the Undergraduate or Graduate Catalog may be applied to the **cognate** part of a program. When a graduate student elects to use 300 or 400 level courses for graduate credit, it is understood that the student will be required to do additional work, over and above that typically required of undergraduates. Usually, such work is of an independent nature.
  - The Graduate School will make an evaluation of transfer credits when your program of study is submitted. Please check with your Advisor for eligibility of these courses to be applied to your degree. Transfer courses must be listed on your program exactly as they appear on your transcript with the exception that quarter credits be converted into semester credits. If you have not yet completed the transfer credits on your program, list next to the course which institution they will be taken from.
  - Do not list more than the maximum number of acceptable transfer credits on your program. Up to 8 credits of *eligible* transfer work is acceptable with a grade of B or better. (See: "Transfer of Graduate Credits" in the Graduate Catalog.)
  - No more than nine non-degree credits may be applied to your degree.
  - Graduate courses more than seven years old are considered obsolete and may not be used on a program of study. However, UND courses may be revalidated by submitting a plan of study for approval by the Dean of the Graduate School. If you plan to revalidate any UND courses, please contact the Graduate School so we can send you the form for the Revalidation Plan. This revalidation plan must be submitted and approved before the revalidation process is undertaken.
  - If you plan to conduct research on human subjects, you must first receive approval from the Institutional Review Board. You are not allowed to conduct research until you receive this approval. Forms and information are available at the Research and Program Development office (Twamley Hall, Room 101; 777-4278). Keep in mind that you must complete the appropriate training to do human subjects research. The Office of Research and Program Development posts a website with the necessary training module: [www.und.edu/dept/orpd](http://www.und.edu/dept/orpd). Research involving animals, recombinant DNA, radiation, and bio-hazardous agents also require special approval. Please consult with your advisor regarding approval of such research. Your topic proposal of your research (independent study, thesis, etc.) will not be approved without the appropriate committee's approval.
4. Type your program on the appropriate form and use the following organization:
  - Supply a title for each group of courses. Group courses into the appropriate major, minor, cognate, foundations, etc. in accord with the degree requirements stated in the Graduate Catalog. Leave some space between these areas to allow for any future minor revisions.
  - Be sure you have included at least the minimum number of required credits in the total program, the major, the minor, the cognate, and the foundations areas.
  - Please list the credit amounts in the appropriate column for each course listed.
5. Sign the program and then secure the necessary signatures, Advisor and Graduate Director (non-thesis), and Advisory Committee (thesis and dissertation). Submit your program to the Graduate School for the Dean's approval. A copy will be sent to the advisor and student when approved by the Graduate School.
6. For changes to an approved program of study, your advisor must send a memo (or e-mail) to the Graduate School.