
Graduate Student Handbook: Master's Degree

The Graduate School



University of North Dakota

2009 - 2010

Any exception to these policies must be approved by the Dean of the Graduate School.

This handbook is published by The Graduate School of the University of North Dakota under the authority of the Graduate Dean. It is considered a supplement to the UND Undergraduate and Graduate Catalog.

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Master Degree Checklist

For more information refer to the Master's student handbook and the Style and Policy Manual for Theses and Dissertations. All forms, handbooks, and manuals are available on the graduate school website at: graduateschool.und.edu. Published deadlines are printed in the UND academic catalog and the Dates & Deadlines for each semester

- Complete undergraduate pre-requisites as stated in your admission letter** (*This only applies to students admitted in provisional or qualified status*).
- Select a permanent Advisor for your independent study, scholarly or design project** (*Recommended: First Semester*)
- Select the Members of Your Faculty Advisory Committee** (*thesis only*) (*Recommended: Second Semester*)
- Submit Your Program of Study** (*Recommended: Second Semester*)
- Submit a Topic Proposal of Your Research** (*As early as possible, but no later than the semester before you plan to graduate*)
- Advance to Candidacy** (*You must be advanced to candidacy the semester before you plan to graduate. When all the above requirements are met, and you have completed at least 12 graduate credits with a 3.0 GPA, you will be advanced to candidacy. You will be mailed a status sheet from the Graduate School along with a graduation application.*)
- Apply to Graduate** (*You must submit this by the published deadline for the term in which you plan to graduate*)
 - Graduation Requirements for Independent Study, Scholarly Project or Design Project**
 - Submit the final copy of your independent study, scholarly project or design project to your advisor** (*Check with your advisor for this requirement. He/she will need sufficient time to read before the Final Report Deadline.*)
 - Complete Comprehensive Exams** (*Check with your department for this requirement.*)
 - Submit the form "Final Report on Candidate" to the Graduate School** (*This form must be submitted to the Graduate School by the published deadline for the term in which you plan to graduate*)
 - Graduation Requirements for Thesis Completion**
 - Submit the "Preliminary Approval of Your Thesis" form to the Graduate School on or before the published deadline.** .
 - Submit the "Notice of Master's Thesis Defense" form to the Graduate School one week in advance of your defense.** (*Preliminary Approval must have been submitted on or before the deadline*)
 - Submit a Copy of Your Thesis to the Graduate School to be checked for Format and Style** (*After you have received preliminary approval*)
 - Submit a Final Copy of Your Thesis to the Graduate School** (*You must submit this by the published deadline for the term in which you plan to graduate*)
 - Complete Comprehensive Exams** (*Check with your department for this requirement*)
 - Submit the form "Final Report on Candidate" to the Graduate School** (*This form must be submitted to the Graduate School by the published deadline for the term in which you plan to graduate*)

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Introduction This handbook is intended to guide University of North Dakota graduate students through the procedures and processes of The Graduate School. The Graduate School is dedicated to serving students as they progress through their programs. One of its missions is to ensure that standards are being met. This handbook is a step-by-step guide for students who strive to meet those standards.

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Mission of the Graduate School

The Mission of the Graduate School at the University of North Dakota:

- * Provides opportunities for scholarly and creative specialization through study for advanced degrees;
- * Offers opportunities for advanced study for those pursuing professions, personal interests, and life long learning;
- * Ensures the standards of excellence in graduate education.

Mission of the University

The University of North Dakota, as a member of the North Dakota University System, serves the state, the country and the world community through teaching, research, creative activities, and service. State assisted, the University's work depends also on federal, private, and corporate sources. With other research universities, the University shares a distinctive responsibility for the discovery, development, preservation and dissemination of knowledge. Through its sponsorship and encouragement of basic and applied research, scholarship, and creative endeavor, the University contributes to the public well-being.

The University maintains its legislatively enacted missions in liberal arts, business, education, law, medicine, engineering and mines; and has also developed special missions in nursing, fine arts, aerospace, energy, human resources and international studies. It provides a wide range of challenging academic programs for undergraduate, professional, and graduate students through the doctoral level. The University encourages students to make informed choices, to communicate effectively, to be intellectually curious and creative, to commit themselves to lifelong learning and the service of others and to share responsibility both for their own communities and for the world. The University promotes cultural diversity among its students, staff, and faculty.

In addition to its on-campus instructional and research programs, the University of North Dakota separately and cooperatively provides extensive continuing education and public service programs for all areas of the state and region.

**Student
Responsibility**

It is the responsibility of the student to become informed and to observe all regulations, procedures and deadlines required by the University, the Graduate Catalog, and the program the student is pursuing. Faculty are available for advisement, but the student must initiate all steps of the processing of documents by the published deadline. Deadlines are published in the time schedule of classes and the UND academic catalog. Ignorance of a rule does not constitute a basis for waiving that rule.

The student is responsible for ascertaining his or her academic standing and grade-point average. All graduate students must maintain a 3.00 GPA. While the Graduate School attempts to notify students regarding any problems in the student's progress toward a degree, the student alone is responsible for maintaining satisfactory academic standing and progress.

Listserv Information

The Graduate School is regularly seeking to improve communication with our stakeholders. Our listservs provide a convenient way to distribute important information to graduate faculty, graduate students and administrators. In order to better manage the flow of notices, we shall be posting to our listservs on a weekly basis. We encourage all of our stakeholders to review the notifications to ensure you are aware of current activities.

Please note that each semester The Graduate School updates the listserv using the official university email address. You can also send an email to listserv@listserv.nodak.edu to subscribe. In the body of the message, type SUB UND-GRAD-STUDENTS YOUR FIRST NAME YOUR LAST NAME (for example, SUB-GRAD-STUDENTS JOHN DOE).

You should not type anything in the subject line of the email.

Step One: Choose an Advisor

Recommended Time Frame: First Semester

The first, and one of the most important steps you need to take as a graduate student is to select your advisor. Your advisor must be a member of the Graduate Faculty. Check with the Graduate School if you are unsure about the status of the professor you are considering.

Temporary Advisor

Departments assign a temporary advisor when you are admitted. If you are not entirely sure about your prospective advisor, you may wish to work with a faculty member on a trial basis. Some programs at UND allow students to rotate among professors prior to choosing an advisor. Check with your department to see if this is an option in your program. Another alternative is to work with your prospective advisor on a one-semester directed study before enlisting him/her as your permanent advisor. Talk with the professor you have in mind if this option appeals to you.

Be prepared to tell your prospective advisor what you want to research. Although it is all right to change your mind later, you should have a clear sense of what you want to study. If the professor in question happens to decline your request, listen to what he/she has to say. Do not jump to conclusions and take it as a personal insult. Perhaps he/she will have some insights that never occurred to you and may be able to suggest a more suitable advisor. Note that you will need to choose a permanent advisor before you complete your program of study.

Appointment Form

To formalize your advisor/committee appointment, complete the form "Request for New Advisor or Committee Appointment." Please have the faculty member(s) sign. **The graduate director of your department also needs to sign or it cannot be processed!** Then forward this form to the graduate school. The Dean of the Graduate School has the final authority for approving your committee appointment.

It is wise to put a good deal of thought into your decision, as you will be working closely with your advisor for as long as it takes you to finish your degree. Questions you may want to consider when choosing your advisor include the following:

What are the professor's academic interests? Do they match my own?

It is common sense to choose an advisor who has similar academic interests as you. For example, if you study the Vietnam War, why would you choose someone who specializes in medieval history?

If you are not sure whether or not your prospective advisor has expertise in your specific topic of interest — ask. You may also want to ask for a list of his/her recent and past publications. Reading your potential advisor's own work is the best way to determine his/her academic interests. If your interests do not match, he/she will likely suggest someone else with whom you should work.

How many other graduate students does the professor advise? Will he/she have time for you?

It is important that you find out how much time the professor has for each of his/her students. A professor who is spread too thin may be a source of frustration for you.

What has the experience of other students who have selected the professor as their advisor been?

If possible, talk with other students who have worked with the professor you are considering. Keep in mind, however, that some personalities simply do not mix well together. You will not necessarily have the same experience with a certain professor as that of another graduate student. Do not base your decision about a faculty member on one person's opinion. Again, common sense is key here. You may also want to ask for a list of recent graduates from your department and, more specifically, a list of those who worked with your prospective advisor. Find and look over their theses, dissertations, and independent studies.* Compare them with others from your department. Find out from the professor who you are considering, what his/her recent graduates are doing now. A good advisor will be able to share some success stories.

Do I get along with this Professor?

It is of absolute importance to have a cordial and professional relationship with your faculty advisor. You will be spending far too much time with one another over the course of several years to have a contentious relationship. That having been said, do not select a person as your advisor because he/she is a nice person. Although it may be more enjoyable to work with someone who is amiable, do not choose an advisor strictly on the basis of personality. You need to select a person who you can guide you along and who is the best fit for you academically and professionally.

Will the professor speak honestly with me about my progress and ideas?

When choosing an advisor you need to consider whether or not the person you have in mind will tell you what you need to know, or simply what you desire to hear. This is a particularly

*Theses and dissertations are housed in the Chester Fritz Library (you can search online at <http://webcat.odin.nodak.edu>). Independent studies can be found in individual colleges and are available for viewing. Ask your department how to access them.

important issue, for insincere praise may weaken the quality of your graduate education. A good advisor will have clearly articulated and realistic standards. You need to select someone who will support you and your efforts, but who is also willing to offer his/her honest opinion and criticism, whether or not you want to hear it.

Will the professor offer ideas and suggestions related to my research?

When you visit your prospective advisor are new ideas generated? Do the two of you talk about your topic with enthusiasm? Master's theses take time to complete. Make sure you have a topic that is stimulating and an advisor who is interested in it.

Although you will probably not know the answers to all of these questions when you first ask a professor to be your advisor, there are important issues to consider when making your decision. Talk to other graduate students and, if necessary, talk to other professors who you trust. Perhaps the best way to choose your advisor is to visit with the members of your department. Ask to set up a brief meeting with various professors, visit with them in the hall, pull them aside after class, etc. Make an informed decision.

Step Two: Select the Members of Your Faculty Advisory Committee (thesis)

Recommended Time Frame: Second Semester

Once you have selected the chair of your committee, the two of you must decide who will make up your Faculty Advisory Committee. Before you complete Step Three in the graduate school process (submitting your program of study), you will need to formalize your advisor/committee appointment. Complete the form "Request for New Advisor or Committee Appointment". Please have the faculty member(s) sign, and also the graduate director of your department. Then forward this form to the graduate school. The Dean of the Graduate School has the final authority for approving your committee appointment.

Thesis Option

You and your advisor need to select at least two other graduate faculty members to serve on your committee. Three committee members including your advisor are standard. If your program of study includes a minor, one of your three-committee members must be from that respective department.

Non-thesis Option (Independent Study Scholarly Project Project Design)

If you have chosen the non-thesis option, you need to select only an advisor.

The Dean of the Graduate School recommends that you convene your Advisory Committee at least once every six months. Discuss your progress and any potential research problems with your Advisory Committee early and often.

Remember, your Advisory Committee is there to help you!

Step Three: Submit Your Program of Study

Recommended Time Frame: Second Semester

Your Program of Study is a listing of the courses and credits you need to take in order to meet the requirements for your degree and major (your area of concentration). In addition to a major, some students elect to obtain a minor (a concentrated study in a specific supporting field) or to take courses in a cognate area (a selection of courses providing broad support to the major). The courses for your major, minor, and/or cognate are to all be included in your Program. All courses need to be approved for graduate credit unless in a cognate area.

It is your responsibility to know what the course and credit requirements are for your department. Review the “Departmental Programs” section of the Graduate Student Catalog for detailed information regarding your requisite courses. You should also consult your advisor or the departmental Graduate Director when preparing your Program of Study.

Number of credits required for UND graduate degrees

Keep in mind that credits vary with each department. Check the degree requirements for your program in the Academic Catalog)
Do not enroll in more than 2 credits of 997 independent study or 995 scholarly project.

General Guidelines

At least one-half of the credits for your degree must be in courses numbered 500 or higher. Keep your graduation date in mind, as most upper level courses are not offered every semester.

Only those UND courses listed in the Graduate Catalog are eligible for use on your program (except for courses used in a cognate area).

Minor

A minor is a concentrated study in a specific supporting field at the graduate level. A minor must be titled (a UND graduate program) and listed on the student’s program of study and be approved by a Graduate Faculty member of the minor department/program. The minor will be listed on the student’s transcript. Only the courses approved for graduate credit may be included in a minor.

Cognate

If you choose to have a cognate, all UND courses numbered 300 and higher listed in the Undergraduate and Graduate catalog are eligible. The number of credits required for a cognate varies from department to department. Check with your advisor or Graduate Director for the mandatory number of credits you need to complete.

If you choose to use 300 or 400 level courses for graduate credit, it is understood that you will be required to do additional work,

over and above that typically required of undergraduates. This additional work is typically of an independent nature. For more information, talk with the professor of the course. Be sure these courses are labeled as a “cognate” on your program of study.

Organization of your program of study

Group your courses into the appropriate sections and supply a title for each one: major, minor, cognate, foundations, etc. Leave some space between your sections to allow for any future minor revisions.

Be sure you have included the number of required credits in the total program, the major, the minor, the cognate, and the foundations areas.

Make sure to list the credit amount for each course in the appropriate column.

Transfer credits

Graduate work is considered for transfer only on an individual basis and only after the student has completed satisfactory work in residence at UND. The transfer credits are approved by the student’s advisory committee and the Dean of the Graduate School and are included in the program of study for the UND graduate degree. Only those transfer credits will be recorded on the UND transcript. If you plan to include transfer credits in your program, make sure they can be applied to your degree. This is something you may want to double check. The Dean of the Graduate School has the final say on transfer credits.

Transfer courses must be listed on your program of study 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 courses from which you will be transferring credits, list the institution they will be taken from next to the course.

Do not list more than the maximum number of acceptable transfer credits on your program. Up to 8-9 credits of *eligible* transfer work is acceptable with a grade of B or better. For detailed information, refer to the “Transfer of Graduate Credits” section in the Graduate Catalog. An official transcript should be sent to the Graduate School.

Non-degree credits

You can apply up to nine graduate non-degree credits to your degree if they are approved on your program of study.

Over-age and Obsolete courses

Graduate courses more than seven years old are considered obsolete and may not be included on your program of study. However, you may revalidate a UND course by submitting a plan of study for approval to the Dean of the Graduate School. If you plan to revalidate any UND courses, a revalidation plan must be submitted to the Graduate School Dean before the revalidation process is undertaken. Your revalidation plan must involve the professor with whom you took the course or a faculty member with similar expertise if the original professor is no longer at UND. Attach the revalidation plan to your Program of Study for approval if you want the course(s) to be applied to your degree.

Regulatory Compliance

If you plan to conduct research on human subjects, you must first receive approval from the Institutional Review Board (See Step 4). You are not allowed to conduct research until you receive this approval. Forms and information are available at the Office of Research Development & Compliance (Twamley Hall, 777-4279). Keep in mind that you must complete the appropriate training to do human subjects research. The Office of Research Development & Compliance posts a website with the necessary training module: 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.

Signatures

Non-thesis /Independent Study:

Advisor and Graduate Director

* If you declare a minor you also need the chairperson of that department to sign the program.

Thesis

Advisory Committee

The final step is to submit your program to the Graduate School for the Dean's approval.

A copy will be sent to you and your advisor once approved.

Changes to a program of study.

After consulting with your advisor, fill out the form "Changes to a Program of Study". After your advisor signs the form, submit it to the Graduate School for the Dean's approval. **Do not submit a new program of study, unless there are major changes.**

Think about your education and career goals before determining whether you will chose the thesis or non-thesis option (if this choice is available). If you change from a thesis to a non-thesis option, you need to submit a new program of study, as well as a new topic proposal and advisor appointment. This change requires the approval of the Dean and must be clearly justified. Do not register for your thesis or independent study until you are sure which option you are choosing. Any changes to a transcript require an administrative procedures petition. A permanent SP or UP for thesis credits already taken will be recorded on your transcript.

Step 4: Submit a Proposal of Your Research Topic

Recommended Time Frame: As soon as possible, but no later than the semester prior to your final semester

The Dean of The Graduate School recommends that you convene your Advisory Committee at least once every six months. Discuss your progress and any potential research problems with your Advisory Committee early and often.

Remember, your Advisory Committee is there to help you! You should submit your research proposal at the beginning of your research, not the end.

Your proposal of a topic for an independent study, research project, or thesis, must be approved by your Faculty Advisory Committee and the Dean of The Graduate School before you can become a candidate for your degree (Step 5). You cannot graduate in the same semester or summer session in which you become a candidate and therefore **you must receive approval on your proposal prior to your final semester**. This requirement is in your best interest, for it is important that you do not waste time and energy by undertaking substantial work on a topic that has not yet been approved. Work with your advisor to determine what requirements your department needs to submit the topic proposal.

The earlier you submit your proposal the better. You should expect to go through many drafts of your project, whether it is a thesis or independent study. This is often frustrating for students, for it can and often does delay their planned graduation date. The sooner you know what you are researching, the sooner you can begin your project, and the sooner you can begin making revisions. When possible, plan ahead!

Regulatory Compliance

Students need approval from the appropriate institutional oversight committee if the topic involves any of the below listed research. Your Topic Proposal will not be approved by The Graduate School until this approval is received.

Contact the Office of Research Development & Compliance (701) 777-4279 or www.und.edu/dept/orpd/ for information on:

- IRB (*Institutional Review Board*) if the research involves human subjects.
- IBC (*Institutional Biosafety Committee*) if the research involves the use of recombinant DNA or biohazardous materials.

Contact the Center for Biomedical Research at (701) 777-4493 for information on:

- IACUC (*Institutional Animal Care & Use Committee*) if the research involves animal subjects.

Contact Safety & Environmental Health at (701) 777-3341 for information on:

- RSHMC (*Radiation Safety & Hazardous Materials Committee*) if the research involves the use of radiation and hazardous materials.

Plan your Topic Proposal Your topic proposal is intended not only to give you direction, but also to aid your advisor and advisory committee in determining whether or not the problem or study is appropriate for the degree you are seeking. It is wise to consult with your advisor as you write your topic proposal. He/She should be able to advise you on the practicality and pertinence of your project. Your advisor should also be able to offer suggestions on how to conduct research on your topic and to help you think about what kind of results you might find.

Write your Topic Proposal in Narrative Style Once you have a solid idea of what your research project will be, you need to describe it in a narrative style on the appropriate form. Your proposal should be lucid and concise - no more than one page in length. You can download a Topic Proposal form off the web at graduateschool.und.edu (available in both PDF format as well as in a Word Document). You will be asked to provide the following items in narrative form:

- 1) A title (it can be changed at a later date)
- 2) A brief description of the nature of the problem or study
- 3) The procedure or methodology to be followed
- 4) The anticipated results

Signatures Required After you have written the proposal, you need to secure the signatures of your Faculty Advisory Committee. It is necessary to have your advisor sign first. Some departments have processes by which they handle the topic proposal. Talk to your advisor. Non-thesis students need only their advisor's signature. Approved copies of the proposal will be sent to you, your advisor, and the department from The Graduate School.

Step 5: Advancement to Candidacy

*Recommended Time Frame: No later than the semester
before you plan to graduate*

There are a number of steps that you must fulfill before you can advance to candidacy. The Program Director, your advisor, or The Graduate School can provide specific information about what these are. The Graduate School will send you a status sheet when you become a candidate for your degree.

There is no separate form to fill out for advancement to candidacy.

Thesis and Non-Thesis Options

These requirements must be completed before you are advanced to candidacy:

- 1) You need to have completed at least 12 graduate credits.
- 2) Your GPA for all the coursework you attempted must be at least 3.00.
- 3) You need to have a Faculty Advisor and/or Committee appointed by the Dean upon the recommendation of the Graduate Director from your department.
- 4) You must complete all undergraduate prerequisites and be in approved status.
- 5) Your Program of Study must be approved by the Graduate School.
- 6) Your Thesis/Independent Study/Scholarly Project Proposal must be approved by the Graduate School.

***You must be advanced to candidacy at least one semester
prior to the semester in which you plan to graduate!***

Step 6: Apply to Graduate

Recommended Time Frame: You must submit this by the published deadline for the term in which you plan to graduate

This is a simple, but essential step in the graduate school process. It is of utmost importance that you **pay close attention to deadlines** at this stage in the game. A missed deadline will put you at risk for delaying your graduation date. Starting with your “Application for a Graduate Degree,” you need to make yourself aware of what paperwork is due and when you need to turn it in. This is your responsibility!

Application

On the “Application for a Graduate Degree” form you will state your expected graduation date, your major/minor, and the degree you intend to receive. The Graduate School will send you an application for graduation once you have advanced to candidacy. List your name exactly as it is to appear on your diploma. The deadlines for your application are published in the graduate catalog, the Time Schedule of Classes (distributed each semester), the graduate student newsletter – the “Grad Grapevine”, and the Graduate School website at graduateschool.und.edu. Make sure you adhere to these deadlines.

Prior Degrees

You will also be required to list your prior degrees. These are listed in the commencement program.

Advisor’s signature required.

After you fill out your application, get your advisor’s signature and turn the form into the Graduate School by the deadline.

You must be registered the term in which you graduate.

You must also be registered the term in which you graduate. If you have taken all your coursework, you may enroll in 996 continuing enrollment. You will need to get the call number from your department. A maximum of two separate semesters for master’s students is allowed for 996 enrollment (6-12 credits).

** If for some reason your graduation is delayed, please call the graduate school to let us know that you want your name removed from the graduation list. We will then send you a new application to fill out for the next semester.*

Step 7: Preliminary Approval of Your Thesis

(Non-thesis students skip to Step 11)

Recommended Time Frame: You must submit this by the published deadline for the term in which you plan to graduate

Before you can submit a copy of your completed thesis to the Graduate School, you need to receive preliminary approval from your Faculty Advisory Committee. You should plan on distributing a preliminary draft of your work to your committee members at least eight weeks before your tentative defense date. You need to give each of them about a month to read and comment on your thesis. Let them know in advance when you plan on distributing your first draft so they can schedule reading time into their calendars.

Be sure to allow yourself enough time to make the changes suggested or required by your committee. At this stage the changes may be significant, so you want to make sure you will be able to address them fully. Once you have made the appropriate corrections and your committee has approved the changes, you may request that they sign the Preliminary Approval form. Ideally, it would be helpful to you to get the committee together to discuss your draft and to sign the Preliminary approval form. They should not sign the form until it has met their requirements.

The Preliminary approval form is for your protection.

When your committee signs this form, they are stating that they accept the content, organization, and style of your thesis. They are stating that you will not have to make any major changes or perform a new set of experiments for the final copy. Each committee member should read your thesis prior to signing the preliminary approval form.

If you miss this deadline you will be removed from the graduation list and you will have to apply for graduation again the next semester.

The Preliminary Approval form is available on the web at graduateschool.und.edu. It is available both in PDF format as well as in a Word document.

You must turn in this form by the published deadline.

The form itself is fairly straightforward. Besides your name and the degree you intend to receive, you will be asked to provide the exact title of your thesis. After supplying the required information, secure the signatures of your committee members and deposit the form in the Graduate School office by the published deadline.

Step 8: Final Defense of Your Thesis

Recommended Time Frame: At least two or three weeks before commencement

If you write a thesis, you are required to appear before your entire advisory committee for a concluding examination or defense before you turn in the final copy of your work to the Graduate School. **Be aware of the deadlines for final submission of thesis when you schedule your defense.** Academic calendars can be found in the Graduate Catalog, the Time Schedule of Classes (distributed each semester) and online at *graduateschool.und.edu*.

Schedule your defense

The first step is to have your advisor schedule your defense. You must complete the “**Notice of Defense**” form and secure the necessary signatures. This **Notice of Defense** form must be received at the graduate school one week in advance. The Preliminary Approval form must have been previously submitted on or before the published deadline. We cannot receive a Notice of Defense without the Preliminary Approval. Talk over potential dates with your advisor and other committee members to ensure that you schedule an appropriate time for all involved. Your entire committee must be physically present at your defense. **If a member of your committee is not able to be present at the defense, prior approval must be granted from the Dean of the Graduate School for a committee member to participate by telephone. The committee chair should send an e-mail to the Graduate School Dean stating the circumstances.** Once the date is set you will want to make sure that you provide the members of your committee with a final copy of your thesis in time that they may read it before your defense.

What is included in the defense varies from department to department. Some departments have students give a summary of their thesis research in a short presentation with a question/answer period following. Your advisor should be able to help you prepare.

Your entire committee must be physically present at your defense.

Your Faculty Advisory Committee will conduct your examination, which will be written and/or oral and will include a defense of your thesis. You may also be required to take an exam based on the courses you completed for your degree. Check with your advisor to see what is expected of you. Your committee will indicate their endorsement of you and your work by signing the Approval Page of your thesis. The results of your defense must be certified by your committee on a form titled “Final Report on Candidate” by the deadline specified on the Academic Calendar (Step 13). This form is available both at the Graduate School and online at *graduateschool.und.edu*.

Step 9:
**Submit a Copy of Your Thesis to The Graduate School to be
Checked for Format and Style**

Recommended Time Frame: Once your final copy is approved by your committee

Your thesis must be prepared in accordance with the *Style and Policy Manual for Theses and Dissertations*. The manual is available online at graduateschool.und.edu. The manual is particularly important, for it provides you with precise information and models on how your thesis is supposed to look. If you need help with grammar or sentence structure, please call the University's Writing Center to schedule an appointment (777-2795). The Graduate School is not responsible for editing manuscripts.

Style and Format

Do not look to previously approved theses for style and format guidance since whoever checked the project may have omitted errors or may have exempted the author from certain policies. To ensure a properly prepared thesis, use the *Style and Policy Manual*, which is available on our website (graduateschool.und.edu) and at the Graduate School. If you have any questions – ask. Asking someone in the Graduate School to clarify a question about margins, page numbers, etc., prior to turning in a final copy of your project will save you both time and stress. **Please be sure your approval page meets the Graduate School guidelines before you have your committee sign it. You will be required to obtain all signatures again if the page does not meet formatting guidelines.** The Graduate School can also provide you with the names of typists who can format theses according to the *Style and Policy Manual*.

Draft copy

Once you have preliminary approval and have made all the corrections from your committee, you need to take your thesis to the Graduate School to be checked for correct style and format. **This copy can be printed on any type of paper, but must be printed single-sided.** Keep in mind the deadline to turn in the final copy of your thesis to the Dean. You may have to go through several checks prior to that time. The earlier you have your thesis checked, the better, as the Graduate School will be swamped the closer it gets to commencement. You want to allow yourself plenty of time to make the necessary changes. **Do not bind or staple the copy that you bring in for a format check.**

If you are not on campus, you can mail a copy of the thesis to the Graduate School. A staff member of the Graduate School will either e-mail any formatting changes or mail the comments. Provide an e-mail address, telephone number, and postal address when you submit a copy.

**Step 10:
Submit a Final Copy of Your Thesis
to The Graduate School**

Recommended Time Frame: You must submit your thesis by the published deadline for the term in which you plan to graduate

Final Copy to Graduate School

After you have received your committee's approval and your thesis meets the format requirements, you need to submit an unbound final copy of your project to the Graduate School on 25 percent cotton and 20 pound weight, 8 ½" x 11" pure white bond paper **with a visible watermark**. Make sure you receive the Dean's approval by the deadline printed on the Academic Calendar. Your thesis will not be released from the Graduate School once it receives the Dean's signature. The Graduate School will make a copy of the approval page once it has been signed by the Dean. You may use that copy to make the department and advisor copies.

Binding & microfilm fee

When you submit the final copy of your thesis, you will need to pay a binding and microfilm fee. Please check with the Graduate School on the current fee amount. You may write checks payable to UND.

Additional Copies

In addition to the one unbound copy you submit to The Graduate School, you need to present both your advisor and department with bound copies of your thesis. Check with your advisor, Program Director, or committee to see how many copies are required. Many students also provide the members of their advisory committee with a copy of the final version of their theses. Some choose to have them hardbound, others do not. For information on binding, see the Chester Fritz Library Periodicals Department. (777-4646)

The Graduate Dean recommends that you keep at least one hard copy of your thesis for your records in addition to the electronic files. You may wish to refer to the document in the future.

Step 11:
**Submit the Final Copy of Your Independent Study (997),
Scholarly Project (995) or Design Project (595) to Your Advisor**
(If you wrote a thesis skip to Step 13)

*Recommended Time Frame: At least two to three weeks before commencement.
Check with your advisor for this timeline.*

As a non-thesis Master's student, you need to prepare a report on your independent study, scholarly project or design project for your advisor's approval. See your advisor or department for detailed information on what to include in the report. Check with your advisor to see how many copies your department needs. He/She will then certify that you completed your project by signing the "Final Report on Candidate" (Step 13), submitting the form to The Graduate School, and forwarding a grade to the Registrar's Office all by the deadline printed in the Academic Calendar. **Keep in mind that it is your responsibility to complete your Independent Study in time to meet these deadlines.** Do not rely on your advisor to remind you of due dates.

Step 12: Comprehensive Exams

Recommended Time Frame: Check with your department for this timeline

Written exam

If you are a Master's non-thesis student, you may have to take a written final comprehensive examination before you can graduate (check with your department to see if they require comprehensive exams). The examination will cover your major field but may, at your advisor's discretion, also cover various supporting areas. Talk to your advisor to see what is expected of you. He/She will be able to help you prepare.

Your examination will be arranged by your advisor. You will qualify to take the examination only after you have advanced to candidacy (Step 5) and if you are in satisfactory academic standing.

Submit results of the exam

The results of your exam must be certified by your committee on a form titled "Final Report on Candidate" by the deadline specified on the Academic Calendar (Step 13). This form is available at The Graduate School office or online at www.graduateschool.und.edu. If you do not pass your examination, you may repeat it with the consent of your advisor, your department, and the Graduate School Dean, but at a date no earlier than the next regularly scheduled offering. Check with your advisor for more information.

Step 13:

Submit the form “Final Report on Candidate” to The Graduate School

You must submit this by the published deadline for the term in which you plan to graduate

Make sure you are aware of the deadline for submitting the Final Report. It is the student’s and the advisor’s responsibility to secure the necessary signatures and to submit the form to The Graduate School by the published deadline.

Final Report on Candidate Non-Thesis Option

This form certifies completion of an independent study, scholarly project, or design project, as well as the subject, date, and result of your final examination(s). It is essentially a written record of your fulfillment of the requirements for the degree. The form is available at The Graduate School office or online at *graduateschool.und.edu*. Your advisor and the graduate director of your department must sign this form.

Final Report on Candidate Thesis, Research Report, or Professional Exhibition Option

This form certifies completion of your oral defense and the required comprehensive exams required for the degree, and also lists the title of your thesis. The form is available at The Graduate School office or online at *graduateschool.und.edu*. Your advisor and committee members must indicate whether or not they found your performance at the examination to be satisfactory or unsatisfactory by signing their name in the appropriate column.

This form is the graduate school’s verification from your advisor and/or committee that you have finished the requirements for the degree. **If this form is not received at the Graduate School by the published deadline, the graduate school will remove your name from the graduation list and you will not be able to graduate that semester.** The Graduate School will mail out a new graduation application for you to submit for the next semester.

****Diplomas***

Master’s diplomas are mailed out approximately six weeks after graduation. Please be sure you have updated your home address on the Campus Connection System. Also, please notify the Graduate School when your address changes.

APPENDIX

Graduate Appointments

GTA – GRA – GSA Assistantships

A Graduate Assistant (GA) is both a university student and an employee. There are a variety of appointments available to students including Graduate Teaching Assistant (GTA), Graduate Research Assistant (GRA), and Graduate Service Assistant (GSA). Although GA's are typically appointed on a half-time basis, some are appointed as quarter-time assistants. You must apply within your department for graduate assistantships. Check with your advisor, graduate director, or the Graduate School office for application procedures and deadlines. See the graduate school website *Financial Assistance for Graduate Students* for detailed information on each of these positions.

Graduate Scholarships

Scholarships

There are a number of scholarships available for graduate students at UND. In February The Graduate School will post the announcement for the scholarships for the following academic year on the website and listerv. Application forms will also be available on the website: www.graduateschool.und.edu

Petitions

In the case of a missed deadline, registration error, incomplete grades, etc., a student has the right to petition the Dean of the Graduate School in order to correct the problem. Graduate School Petition forms are available at *graduateschool.und.edu*. The student must clearly state what is being petitioned. If the petition involves a specific course, the course number must be listed. Each petition form lists the signatures required for each action.

Following is a brief list of potential reasons to file a petition and the steps that one needs to take should the situation arise:

Adding a Course After the Deadline The Graduate School will sign registration action cards the first week after the deadline. After that time, the student must submit the appropriate Graduate School petition with required signatures, as well as his/her registration action card, for the Dean or his designee's approval.

Enrolling in More Credits Than Allowed According to the State Board of Education Policy, a full-time student is one enrolled in nine or more credits. Students taking more than 16 credits for fall/spring or 12 credits for summer must have the appropriate signature on the registration action card.

In the academic year, if students have an assistantship (GTA, GRA, or GSA) they must take 6 credits. In the summer, students with an assistantship must take 3 credits.

If students wish to petition the Dean to take more credits, they must have the recommendation of the advisor and graduate director or chair prior to bringing the request to the Dean. Please see the Graduate Student Assistantship manual for further information.

File for Graduation After the Deadline If a student misses the deadline to file for graduation, a petition is required stating the reason why. The advisor, graduate director or chair of the department must make a recommendation before the Dean of the Graduate School will sign the petition.

Enrolling in 996 Continuing Enrollment Beyond the Number of Semesters Allowed Graduate holds will be placed on records of students who have enrolled in the maximum number of semesters of continuing enrollment. The Graduate Catalog states: "After two separate semesters of six to nine hours in 996 for master's students and after four semesters for doctoral students, a student wishing to enroll in additional 996 hours will be required to petition the Graduate School Dean." Graduate advisors will generally be called before this petition is approved. See the Graduate School petition to determine what signatures are required.

Exceptions to the Residency Requirement

There are some programs that do not require a residency. Any individual exceptions to this policy must be approved by the Dean.

Repeating a Course with a C or Better

Ordinarily, a graduate student cannot repeat a course in which he/she received a grade of a C or better. The Dean of the Graduate School must approve a student's petition to do so.

Leave of Absence & Readmission

Effective July 1, 2007, **degree and certificate seeking graduate students** who wish to take a leave of absence from their program for Fall or Spring semester must notify their graduate program and the Graduate School by submission of a *Request for Leave of Absence from Graduate Study* in advance of their leave. **Students will be required to obtain the Graduate Director's signature from their department prior to submitting the form to the Graduate School.**

Summer semester is not counted as a break in enrollment.

Students who do not submit a leave of absence will be required to submit a *Readmission Application for Graduate School* and pay a readmission application fee of \$35.00. Applications for readmission will be reviewed and approved by the program and the graduate dean. Student should submit a leave of absence form to avoid paying a readmission fee.

These forms can be found on our website: www.graduateschool.und.edu

FREQUENTLY ASKED QUESTIONS

Can I get grades and test scores over the telephone?

No, it is not possible for us to give out grades and test scores (including the SPEAK test) over the telephone. We need verification information to insure that we are giving this information out to the appropriate individual. Grades are available thru your campus connection registration. For all other confidential information, you will need to come in and show identification.

Do I need to be continually enrolled?

No, this is not a graduate school requirement, unless you are utilizing University Services. However, some departments do require continuous enrollment so you do not lose your standing within the department. Check with your department for this requirement. You will also need to file a leave of absence form if you are not enrolled for a semester (except for summer semester).

What can I enroll in if I'm finishing my thesis?

If you have finished all your courses on your program of study, you can enroll in 996 continuing enrollment (1-9 credits) to finish your independent study or thesis. A maximum of 6-9 credits for two semesters for masters and four semesters for doctoral is allowed. The fee is \$100 per credit. Do not enroll in more 998 thesis credits than are on your program of study.

Will my credits for 997 independent study, 995 scholarly project, or 998 thesis remain an incomplete until I am finished?

Yes, they will remain an incomplete until your final copy is finished. A grade of "SP" Satisfactory Progress, or "UP" Unsatisfactory Progress, will be assigned. The "SP" or the "UP" grade, which usually span several semesters, will be replaced by a grade at the conclusion of the activity, usually a student's final semester. Grades of "SP" or "UP" are not calculated into term or cumulative GPA values and will be expunged from the record upon submission of final grades. **Do not enroll in more than 2 credits of 997 independent study or 995 scholarly project.**

Can I take undergraduate courses when I'm a graduate student?

Your main goal as a graduate student should be to complete courses pertinent to your program of study. Some programs allow students to take undergraduate courses in their cognate. When a graduate student elects to use a 300-or 400-level course to be used in their cognate, it is understood that the student will be required to do additional work, over and above that typically required of undergraduates.

What are the hours of the Graduate School?

The Graduate School is open from 8:00 a.m. to 4:30 p.m. Monday through Friday. If you have questions, you are welcome to e-mail us. Our individual e-mail addresses are

included in this Handbook on page 4. The University of North Dakota offers a toll free number. It is 1-800-CALL-UND.

I have an assistantship (GTA, GRA, GSA), or have received a tuition waiver, when will my tuition waiver take place?

You will need to accept your appointment or waiver. The graduate school will send you a letter on which there is an acceptance statement that you need to sign and return to the graduate school. No stipend or waiver will be applied until we receive this. Any assistantship paperwork turned in after August 1st for fall semester or December 1st for spring semester will need to be petitioned, on the form “Admissions and Assistance Petition”.

Is there a graduate student organization?

Yes! There is an organization but to this point has not been active. Many programs and colleges also have student organizations.

North Dakota residency - what is it?

For tuition purposes, please see the section entitled, “Regulations regarding non-resident fees” in the *Academic Catalog* for information about North Dakota residency requirements.

Residency requirements for thesis.

ND residency is not to be confused with the department residency requirement. Students writing a thesis or research project are required to spend a minimum period of time in residence during their course of study. A student must be registered for at least 9 credits in a semester or be a graduate teaching or research assistant. Please check with your department on your particular residency requirement.

How do I get loan deferments and enrollment verification?

UND is using the National Student Clearinghouse for loan deferments and enrollment verification. For more information contact the Registrar’s Office.

How do I change my program of study?

After consulting with your advisor, fill out the form “Changes to a Program of Study. After your advisor signs the form, submit it to the Graduate School for the Dean’s approval. **Do not submit a new program of study, unless there are major changes.**

How do I notify the Graduate School of my advisor or committee?

Complete the form “Request for New Advisor or Committee Appointment” and submit to the graduate school with the proper signatures. **Be sure the Graduate Director of your department also signs this form, or it will be sent back.**

How do I change my advisor or committee?	Complete the form “Request for Change of Advisor or Committee Appointment” and submit to the graduate school with the proper signatures. Be sure the Graduate Director of your department also signs this form, or it will be sent back.
Can I take courses for S/U grading?	Graduate students do not have the option of electing S-U grading in either graduate or undergraduate courses, unless that is the only way they are offered.
I received a D or F in one of my courses – can I retake it?	Courses taken by graduate students, for which a grade of D, F, or U was received, may be repeated once for credit, with only the second grade to count in the grade point average. This option does not apply to students who have been dismissed. Contact the graduate school so your transcript will be marked as a retake once the course is graded.
What happens if I can’t complete a course on time:	If you can’t complete a course on time because of something beyond your control, you may request to receive an incomplete grade. Your instructor may allow this if they feel that there is reasonable certainty that you will successfully complete the course without retaking it. There is a form called, “Report of Incomplete Grade”, that will need to be completed by the instructor. Please be aware that the work needs to be completed by the specified deadline that your instructor indicates on this form.
What are the reasons for grad holds?	<ul style="list-style-type: none"> a. Prerequisites not completed on time as stated in your admission letter. b. Enrolled in the maximum amount of 996 continuing enrollment credits. c. Failure to complete certain admission stipulations (ex. GRE tests). d. Dismissals.
If I have a question about my health insurance whom do I call?	If you have questions about coverage, call Vaaler Insurance at 775-3131. Ask for the UND Graduate School representative.
What is considered full time?	According to the North Dakota University System, Graduate students must enroll in nine credits to be full time in fall and spring semester, and 6 credits for summer semester. Students with assistantships must enroll in six credits in the fall and spring, and three credits in the summer.
What happens if I fall below a 3.00 GPA?	If you fall below a 3.00 GPA your record will be reviewed. Students having accumulated 12 or more credit hours will be

placed on academic probation for one semester; students having accumulated fewer than 12 credit hours will be placed on academic probation until either (a) the GPA is raised to at least 3.00 (2.75 for M. Engr) or (b) 12 graduate credit hours are accumulated, whichever occurs first. If, at the end of the probationary period, the GPA is still less than 3.00 (2.75 for M. Engr.), the student will be dismissed. Students must maintain a 3.00 GPA to be eligible for assistantships.

How do I drop courses after the deadline?

To drop a course after the deadline, you must complete an Administrative Procedures petition. This form can be found on the Graduate School or the Registrar's website. This form, with signatures and recommendations for approval or disapproval, must be brought to the Graduate School for the Graduate Dean's signature. Explain clearly why you are requesting to drop a course after the deadline. Clearly specify the course and term you are requesting to drop. The administrative procedures committee will meet on these petitions throughout the semester, and you will be notified by letter.

Can I change from a thesis option to a non-thesis option?

It is best NOT to change from a thesis option to a non-thesis option. As you develop your program of study, work with your advisor on making this choice. You can petition the Dean of the Graduate School to change from a thesis option to a non-thesis option but you should have clear reasoning as to why you wish to change. Do not enroll in thesis credits until you are sure of this option. Any changes to a transcript for previous semesters have to go through the administrative procedures committee. *A permanent SP or UP for thesis credits already taken will be recorded on your transcript.*

How do I apply to graduate?

You need to be advanced to candidacy the semester **before** you graduate. This means you need to be in approved status (not qualified or provisional), and your program of study and topic proposal need to be approved by the graduate school. You will receive a status sheet every time you turn in a form to the graduate school. When the above is turned in, you will automatically be advanced to candidacy and mailed a graduation application. Please be aware of the deadlines, which are published in the Dates & Deadlines each semester.

Where do I get a policy manual for writing my thesis?

The *Style and Policy Manual for Theses and Dissertations* can be obtained on our website.

Where do I bring my thesis for a format check?

The Graduate School, 414 Twamley. You may mail it to: The Graduate School, University of ND, Twamley Room 414, 264 Centennial Drive Stop 8178, Grand Forks, ND 58202-8178.

Is there a time limit on finishing my degree?

Yes, graduate courses more than seven years old are considered obsolete and may not be counted to fulfill course requirement for an advanced degree program. Programs of study more than seven years old also are obsolete. Obsolete UND graduate courses may be revalidated and may be counted toward an advanced degree on the recommendation of the student's faculty advisory committee and the dean of the graduate school. Please contact the graduate school for more information on the revalidation process. Graduate work from another institution, which is overage, cannot be revalidated and will not count towards a UND degree.

GRADUATE SCHOOL FORMS

Please visit our Web site to view the current forms for graduate students:

www.graduateschool.und.edu/html/forms.html