

# Graduate Academic Information

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# The GRADUATE SCHOOL

Joseph N. Benoit, Dean

## THE GRADUATE SCHOOL MISSION

The Graduate School has responsibility for all graduate work at the University except for that leading to the Doctor of Medicine (M.D.) and Juris Doctorate (J.D.). It is the purpose of the Graduate School to provide opportunity for advanced study beyond the limits of undergraduate courses, to make available the resources of the University in such combinations as will meet the occupational, intellectual, and cultural needs of qualified post-baccalaureate students, and to encourage original investigation and creative scholarship. The University of North Dakota offers the largest and most diversified graduate school in the region. A number of unique facilities and support resources augment the instructional and research program. In addition, the Graduate School offers extensive off-campus program offerings through the Division of Continuing Education.

## THE GRADUATE SCHOOL: GENERAL INFORMATION

The Graduate School provides qualified post-baccalaureate students with the opportunity for advanced study toward a graduate degree. The Graduate School promotes excellence in scholarship and creativity, and encourages original research and competency in technical and professional fields. It is responsible for general supervision of all graduate activity in the departments, schools, and colleges of the University.

The majority of the graduate courses are offered on the Grand Forks campus; however, each semester some graduate courses are offered off campus through cooperative agreements between the Graduate School and the UND Division of Continuing Education. A number of distance degree programs are offered throughout the state of North Dakota. Students wishing to enroll in distance courses and programs must follow all graduate school policies and procedures.

The Graduate School is a member of the Midwest Association of Graduate Schools, the Western Association of Graduate Schools, the American Indian Professional Association, the National Association of Graduate Admissions Professionals, and the Center for Academic Integrity. The Graduate School is one of the one hundred charter members of the Council of Graduate Schools in the United States.

The Dean is the chief administrative officer of the Graduate School. Graduate School policy is set by the Graduate Faculty which is made up of the President, the Vice President for Academic Affairs, the Dean of the Graduate School, and members of the University faculty who have been approved for membership on the Graduate Faculty. Approximately 525 faculty are members of the Graduate Faculty. A full listing of the Graduate Faculty is available on the Graduate School website: <http://graduateschool.und.edu>.

The Graduate Committee is the executive body of the Graduate Faculty. It is composed of the Graduate Dean, the Associate Dean, thirteen faculty members, that are elected by the Graduate Faculty to represent each of the academic areas, and one student member. The Committee formulates Graduate School policy, monitors program development on behalf of the Graduate Faculty, and serves as an appeal board for student petitions. Only members of the Graduate Faculty normally may serve on Faculty Advisory Committees and serve as advisors for graduate students.

## GRADUATE SCHOOL ACADEMIC AREAS

The Graduate School is organized into thirteen academic areas. These areas and the programs or departments that comprise them are listed below.

*Aerospace Sciences:* Atmospheric Sciences, Aviation, Earth Systems Science & Policy, Space Studies

*Basic Medical Sciences:* Anatomy & Cell Biology, Biochemistry & Molecular Biology, Microbiology & Immunology, Pharmacology, Physiology & Therapeutics

*Business:* Accounting, Business Administration, Economics, Finance, Industrial Technology, Information Systems & Business Education, Management, Marketing

*Education:* Educational Foundations & Research, Educational Leadership, Instructional Design & Technology, Teaching & Learning

*Engineering:* Chemical Engineering, Civil Engineering, Electrical Engineering, Mechanical Engineering

*Fine Arts:* Art, Music, Theatre Arts

*Health Professions:* Clinical Laboratory Science, Occupational Therapy, Physical Therapy, Physician Assistant

*Human Development:* Communication Sciences & Disorders, Counseling, Physical Education, Exercise Science & Wellness, Social Work

*Humanities:* History, Indian Studies, Philosophy & Religion

*Mathematics and Natural Sciences:* Biology, Chemistry, Computer Science, Geology & Geological Engineering, Mathematics, Physics

*Nursing:* Family & Community Nursing, Nutrition & Dietetics, Practice & Role Development (Nursing)

*Social Sciences:* Anthropology, Criminal Justice, Geography, Political Science, Public Administration, Psychology, Sociology

*Speech and Language:* Communication, English, Languages, Linguistics

## THE GRADUATE COMMITTEE

The Graduate Committee is the executive council of the Graduate Faculty. In this capacity it is advisory to the Dean of the Graduate School and serves as the Graduate School Curriculum Committee. The Graduate Committee is responsible for hearing appeals of decisions on student academic matters rendered by the Dean of the Graduate School. The voting membership of the Graduate Committee consists of thirteen full members of the Graduate Faculty. These thirteen members of the Graduate Committee are elected by those members of the Graduate Faculty from each of thirteen academic areas, with each person elected to serve a three-year term. Non-voting *ex officio* members of the Graduate Committee include the Dean of the Graduate School, any Associate Dean(s), and the appointed graduate student member. The graduate student member must be enrolled in the Graduate School and will serve a one-year term. The membership roster of the Graduate Committee is available from the Graduate School and is posted on the Graduate School web site.

## RESEARCH AND SCHOLARSHIP AT UND

The faculty at the University of North Dakota are committed to the advancement of knowledge through research, and creative scholarship. High quality creative efforts are evidenced by a number of indicators including, but not limited to publications, presentations, books, performances, exhibitions, and peer reviewed grants and contracts.

The Graduate School supports research with Summer Research Professorships, which allow faculty to work with their students on research, and Summer Doctoral Fellowships, which allow Ph.D. candidates to spend full time on their research during the summer.

The University operates a variety of research centers and also works closely with the North Dakota State Geological Survey and with the U.S. Department of Agriculture Human Nutrition Research Center, located adjacent to the campus.

### ASSESSMENT

As an institution of higher education, the university is committed to ongoing assessment of student learning at all levels and in all programs. The Associate Dean of the Graduate School reports directly to the Dean and is primarily responsible for all aspects of Graduate School Assessment. Assessment of student learning is essential in order for the University to improve educational programs and the experiences of students. Students and faculty are encouraged to respond when asked to participate in surveys and other assessment activities. Students are also encouraged to collaborate in the planning and development of assessment activities and to make suggestions for improvements.

### DEGREES GRANTED

The degrees conferred for graduate work are the Master of Arts (M.A.), Master of Accountancy (M.Acc.), Master of Physician Assistant Studies (M.P.A.S.), Master of Science (M.S.), Master of Education (M.Ed.), Master of Business Administration (M.B.A.), Master of Engineering (M.Engr.), Master of Environmental Management (M.E.M.), Master of Fine Arts (M.F.A.), Master of Music (M.M.), Master of Occupational Therapy (M.O.T.), Master of Public Administration (M.P.A.), Master of Science in Applied Economics (M.S.A.E.), Master of Social Work (M.S.W.), Doctor of Arts (D.A.), Doctor of Education (Ed.D.), Doctor of Philosophy (Ph.D.) and Doctor of Physical Therapy (D.P.T.). The Specialist Diploma is offered in Educational Leadership.

### GRADUATE PROGRAMS

The University offers programs of study leading to the doctorate in 25 fields. Fifty-seven fields offer work leading to the master's degree. Many combinations of major and minor or cognate work are available for the degrees mentioned above. Thesis and non-thesis programs are available. Graduate certificate programs are also available in several areas.

For information on graduate courses, prospective students should refer to the departmental statements in other parts of this Catalog. Updates may also be available on the Graduate School web site. Courses with 500 and 900 series numbers are graduate courses and are normally open only to graduate students. Only courses listed in the Graduate School Section of this Catalog carry graduate credit. Courses numbered over 300 in the Undergraduate section of this Catalog may, in certain instances, be included in a cognate area. Exceptions may apply to language courses where lower level courses may be allowed for a cognate.

### ADDITIONAL INFORMATION

For detailed information students should consult the Graduate School Section of this Catalog or go to the Graduate School website at: <http://graduateschool.und.edu>. Address inquiries to the Dean of the Graduate School, 264 Centennial Drive, Mail Stop 8178, University of North Dakota, Grand Forks, ND 58202; Telephone (701) 777-2784; or 1-800-CALL-UND; or email at: [gradschool@mail.und.edu](mailto:gradschool@mail.und.edu).

### GRADUATE PROGRAMS AND DEGREES

The following degree and certificate programs are offered through the UND Graduate School. Updates to this list may be found on the UND Graduate School website.

Program	Degrees Available
Accountancy	M.Acc.
Anatomy and Cell Biology	M.S., Ph.D.
Applied Economics	M.S.A.E.
Art (See Visual Arts)	
Atmospheric Sciences	M.S., Ph.D.
Aviation	M.S.
Biochemistry and Molecular Biology	M.S., Ph.D.
Biology	M.S., Ph.D.
Business Administration	M.B.A.
Chemical Engineering	M.S., M.Engr.
Chemistry	M.S., Ph.D.
Civil Engineering	M.Engr., M.S.
Clinical Laboratory Science	M.S.
Communication	M.A.
Communication and Public Discourse	Ph.D.
Communication Sciences and Disorders	Ph.D.
Computer Science	M.S.
Counseling	M.A.
Counseling Psychology	Ph.D.
Criminal Justice	Ph.D.
Early Childhood Education	M.S.
Early Childhood/Special Education	M.S., M.Ed.
Earth System Science and Policy	M.S., M.E.M., Ph.D.
Education-General Studies	M.S.
Educational Leadership	M.S., M.Ed., Spec. Dip., Ed.D., Ph.D.
Electrical Engineering	M.S., M.Engr.
Elementary Education	M.S., M.Ed.
Engineering	Ph.D.
English Language and Literature	M.A., Ph.D.
Environmental Engineering	M.S., M.Engr.
Forensic Psychology	M.A., M.S.
Geography	M.A., M.S.
Geological Engineering	M.S.
Geology	M.A., M.S., Ph.D.
History	M.A., D.A., Ph.D.
Industrial Technology	M.S.
Instructional Design and Technology	M.S., M.Ed.
Kinesiology	M.S.
Linguistics	M.A.
Mathematics	M.S., M.Ed.
Mechanical Engineering	M.S., M.Engr.
Microbiology and Immunology	M.S., Ph.D.
Music	M.M.
Music Education	Ph.D.
Nursing	M.S., Ph.D.
Occupational Therapy	M.O.T.
Pharmacology, Physiology and Therapeutics	M.S., Ph.D.
Physical Therapy	D.P.T.
Physician Assistant Studies	M.P.A.S.
Physics	M.S., Ph.D.
Psychology	M.A., M.S., Ph.D.
Public Administration	M.P.A.
Reading Education	M.S., M.Ed.
Scientific Computing	Ph.D.
Secondary Education (see Education-General Studies)	
Social Work	M.S.W.
Sociology	M.A.
Space Studies	M.S.
Special Education	M.S., M.Ed.

Program	Degrees Available
Special Education/Cognitive/Developmental Disabilities	M.S., M.Ed.
Special Education/Emotional Disturbance	M.S., M.Ed.
Special Education/Learning Disabilities	M.S., M.Ed.
Special Education Strategist	M.S., M.Ed.
Special Education/Visual Impairment	M.S., M.Ed.
Speech-Language Pathology	M.S.
Teaching and Learning	Ed.D., Ph.D.
Theatre Arts	M.A.
Visual Arts	M.F.A.

**STUDENT AND FACULTY RESPONSIBILITY**

**IT IS THE RESPONSIBILITY OF THE STUDENT TO BECOME INFORMED AND TO OBSERVE ALL REGULATIONS AND PROCEDURES REQUIRED BY THE UNIVERSITY, THE GRADUATE SCHOOL CATALOG AND THE PROGRAM IN WHICH SHE OR HE IS ENROLLED.** The student is responsible for reading the Graduate Catalog, all contracts for employment, the terms and conditions of any awards and correspondence from the various offices of the University. Each student who intends to present a thesis or dissertation in completion of a degree must follow the Graduate School guide to writing a thesis or dissertation. The student is responsible for knowing his or her academic standing and grade-point average. 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.

**THE GRADUATE SCHOOL EXPECTS ALL STUDENTS AND FACULTY TO BE AWARE OF ITS POLICIES AND PROCEDURES. IGNORANCE OF A RULE DOES NOT CONSTITUTE A BASIS FOR WAIVING THAT RULE.**

**APPLICATION FOR ADMISSION TO THE GRADUATE SCHOOL**

Those who have earned or will earn a four-year bachelor’s degree at a regionally accredited college or university in the United States, or the equivalent of this degree in another country, will be considered for admission to the Graduate School at UND.

Applicants may apply for admission to the University of North Dakota during their final year of undergraduate study, but must furnish proof of graduation before registration. Students are allowed to enroll in only one degree program at a time, with the exception of approved combined or joint programs.

The University of North Dakota would be pleased to receive your application for graduate study. Please address your request to:

Graduate School Admissions  
 University of North Dakota  
 264 Centennial Drive, Stop 8178  
 Grand Forks, ND 58202-8178  
 Phone (701) 777-2947, 1-800-CALL UND  
 FAX (701) 777-3619  
 E-mail: [gradschool@und.edu](mailto:gradschool@und.edu)  
<http://graduateschool.und.edu>

**APPLICATION DEADLINES**

The University of North Dakota maintains flexible deadlines for most graduate programs; however, applicants are encouraged to apply as early as possible to assure admission and full consideration for financial aid. The Graduate School makes every effort to facilitate admission, but does not guarantee that applications received less than three weeks before the beginning of the semester will be able to be acted on in time for the beginning of the semester. The following

programs observe specific application deadlines. Please check the Graduate School website for updates to this list, as they are subject to change.

**NOTE: It is strongly recommended that you submit and complete your application at least three weeks prior to the departmental deadlines. Applications must be complete in order to receive priority consideration. Applications are complete when all materials required by the program, e.g. transcripts, recommendation letters, official test scores, written statements, etc., have been received by the Graduate School.**

The following programs have **specific application deadlines.** All materials must be received and completed by these dates:

Anesthesia Nursing	October 1
Biochemistry (Fall admit only)	February 15
Biology	
Fall and Summer	February 15
Spring	October 15
Communication Sciences & Disorders (Ph.D)	February 15
Counseling (M.A.)	February 1
Counseling Psychology (Ph.D.)	January 10
Criminal Justice (Ph.D.)	
Fall	March 31
Spring	November 1
Education: General Studies	
Summer	April 1
Fall	June 1
Spring	November 1
English (Fall admit only)	March 1
Environmental Engineering	
Fall	February 28
Spring	September 15
Family Nurse Practitioner	January 15
Kinesiology	February 15
Linguistics	March 1
Mathematics	March 23
Mechanical Engineering	April 1
Nursing - Anesthesia	October 1
Nursing - FNP (Fall admit only)	January 15
Nursing (Ph.D.)	
Fall	April 15
Spring	November 15
Occupational Therapy	January 2
Physics	March 1
Physician Assistant Studies	March 1
Physical Therapy	February 1
Psychology (Clinical, Experimental, General)	January 15
Psychology-Forensic (M.S.) (Fall admit only)	January 15
Psychology-Forensic (M.A.-online)	
Fall	August 1
Spring	December 1
Summer	April 15
Social Work	January 15
Special Education	
Fall	June 1
Spring	November 1
Summer	April 1
Speech-Language Pathology (M.S.)	February 15
Teaching & Learning	
Fall	March 31
Spring	October 31

All other departments offer fall, spring, and summer admission and have no specific deadlines. However, it is strongly recommended that applications be completed by February 15 if you wish to receive full consideration for admission, since some programs only admit a limited number of applicants.

Merit-based financial assistance (fellowships, scholarships, and tuition waivers) are usually awarded by April 15 for the fall semester and November 15 for the spring semester.

### MINIMUM GENERAL GRADUATE SCHOOL ADMISSION REQUIREMENTS

1. A four-year bachelor's degree or equivalent from a recognized college or university (for U.S. degrees, accreditation by one of the six regional accrediting associations: MSA, NASC, NCA, NEASC-CIHE, SACS-CC, or WACS-Sr.). For combined degree programs, refer to the admission requirements under each department.
2. A minimum of 20 semester credits of appropriate undergraduate work in the chosen field.
3. A cumulative Grade Point Average (GPA) of at least 2.75 for all undergraduate work (2.5 for M.Engr.) or a GPA of at least 3.00 for the junior and senior years of undergraduate work (based on A = 4.00).

(Applicants having the equivalent of one or more years of baccalaureate work reported on a non-graded system, must submit an evaluation of the work and Graduate Record Examination scores on the General Test and the Subject Test, if offered in the discipline.)

4. **ADMISSIONS TESTS.** All graduate admissions tests (GMAT, GRE, TOEFL, etc.) must be sent directly by the Testing Service. The institution code for the University of North Dakota is 6878 for the GRE, TOEFL, and GMAT. The institution code for the MAT is 1380. Photocopies are not accepted. Not all graduate programs require testing for admission. Please consult the Graduate School web site (<http://graduateschool.und.edu>) for current information on admission tests.

All non-native speakers of English are required to submit the Test of English as a Foreign Language (TOEFL) or equivalent. Applicants must achieve a minimum score of 550 (paper-based) or for the Internet-based TOEFL the minimum scores for each category (Speaking 21/30, Listening 19/30, Reading 19/30 and Writing 17/30) to be considered for admission. UND recognizes the IELTS test with a minimum overall band score of 6.5 or successful completion of ELS Language Centers' intensive level 112 as equivalent to TOEFL. The TOEFL or equivalent requirement will not be waived for any reason, and test scores older than two years are no longer valid. Applicants who have received a bachelor's degree or higher from the United States, United Kingdom, Australia, or English-speaking Canada are not required to fulfill the English test requirement

5. Transcripts, references, and/or any other materials sent prior to submission of your application, will be kept active for only 6 months. Please send all application materials directly to the Graduate School, not to the department to which you are applying. Supplemental information should be sent directly to the department. Once the Graduate School has received your application, you will be notified via e-mail. It is your responsibility to make sure the Graduate School has received all application materials; therefore, periodically checking on the status of your application is advisable. Once your application is complete, it will be forwarded to the department for evaluation. Each graduate program makes its own admission recommendation but the decision is not final until approved by the Dean of the Graduate School.

**Note: An application is only valid for one year from the date of submission. Recommendation letters and**

**written statements are not retained by the Graduate School once the application has been acted on. The application, evaluation & recommendation form, official transcripts, test scores and letter of offer are maintained as part of an accepted student's academic files. Applications that have been deemed unacceptable are archived for one year and then destroyed. Students wishing to reapply to the Graduate School must re-submit new materials with the exception of official test scores. Archived files are inactive and normally will not be reopened by the Graduate School. Test scores will be retained for a period of one-year, but must be current at the time of reapplication.**

6. Some programs have additional admission requirements or require supplemental information at the time of application. Please consult the individual program listings in this catalog or contact the Graduate School or program for more information.

Students who meet all of the stated admission requirements are eligible for consideration for APPROVED status admission, but are not guaranteed admission. The entering classes will be chosen from all qualified applicants on the basis of the quality of the applicants' previous work, the adequacy of their preparation for graduate study at UND, and enrollment capacity. The Graduate School reserves the right to refuse admission to any applicant on the basis of scholastic or other reasons. Applicants who do not meet all of the above requirements for admission may be considered for QUALIFIED, PROVISIONAL, or DEFERRED admission status.

### NOTE TO INTERNATIONAL STUDENTS

It is strongly recommended that the application be completed three months prior to the term in which the applicant wishes to matriculate.

In general, the following guidelines indicate the level of preparation expected of all applicants for admission to UND:

**India, Pakistan, Bangladesh, Nepal:** 1st Class Bachelor's degree in engineering or medicine with a minimum of four years of study; master's degree in all other fields.

**Other Asian countries:** Bachelor's degree requiring a minimum of four years of study.

**British or British-patterned education:** Bachelor's degree with honours with a minimum of four years of study.

**French or French-patterned education:** Diplome with a minimum of four years of post-baccalaureate study.

**Other European, Latin American, Middle Eastern countries or Canada:** University degree requiring a minimum of four years of study.

Three-year Bologna process degrees from countries within the European Union will be considered on an individual basis. Three-year degrees from other countries may also be considered. Applicants may be requested to provide a World Education Services transcript evaluation in addition to official transcripts from their university.

Admission to a doctoral program may require a master's degree. Please consult with the Graduate School for up to date information on doctoral program admission requirements.

All non-native speakers of English are required to submit the Test of English as a Foreign Language (TOEFL) or equivalent. UND recognizes the IELTS test with a minimum overall band score of 6.5 or successful completion of English Language Service (ELS) level 112 as equivalent to TOEFL.

Graduate teaching assistantships are generally unavailable to international students during their first year of study. However, an applicant with an outstanding record may be considered only if he or

she has first taken the Test of Spoken English or the SPEAK test and achieves a minimum score of 50 or scored 26/30 on the speaking portion of the iBT.

International students are required to submit a certification of finances to the Graduate School after an offer of admission has been made. Approximately \$30,000 annually is required for educational and living expenses.

Applicants admitted to a graduate program will be issued an I-20 Form after all required documentation has been submitted.

### APPLICATION PROCEDURE

Those who wish to be considered for graduate study are required to submit an application and supporting materials to the Graduate School. Applicants are required to use the online application which is available at: <http://graduateschool.und.edu>. All applicants are required to submit the following: 1) application form; 2) application fee; 3) three letters of recommendation; 4) one official copy of all academic transcripts; and 5) statement of Goals and Objectives. An application fee is required for each application submitted. The application fee is waived for McNair Scholars.

Certain graduate programs require additional materials as part of their application process, i.e., writing samples, test scores, portfolios, etc. You should contact the department or the Graduate School for more specifics.

The Graduate School inactivates files in instances when the application was denied. Individuals wishing to reapply must submit a new application including all transcripts and letters of recommendations. Test scores will be retained for a period of one year, but must be current at the time of reapplication.

### Delayed Admission

An applicant who has been admitted to the Graduate School may request to delay his/her term to enter for one semester only. After this point, the applicant will be required to submit a new application packet and be re-evaluated for admission. It is the responsibility of the applicant to request an admission deferral. Failure to request a deferral can result in the applicant being denied admission at a later date.

### CATEGORIES OF ADMISSION

Applicants for degree programs may be admitted to Approved, Qualified, or Provisional Status. In certain cases applicants to degree programs may be granted Deferred admission status. The Graduate School has established minimal criteria for acceptance. Individual departments may have additional requirements. The various categories of admission are detailed in the following paragraphs.

#### Approved Status

Students who have met the minimum admission requirements stipulated by the Graduate School and have met all departmental requirements for admission are granted admission to Approved Status. Admission to this status implies only that a student is permitted to commence graduate work which normally will lead to a degree or diploma. However, admission to Approved Status does not guarantee that a student will be allowed to become a candidate for a degree or diploma.

#### Qualified Status

Admission to Qualified Status may be granted to applicants who have met all requirements except for prerequisite coursework **which must be completed prior to advancement to candidacy**. Generally, students will not be admitted to a degree program with more than six (6) credits of outstanding prerequisites. In such cases, students can enroll in post-baccalaureate or graduate non-degree status. Upon completion of the conditions of acceptance, and provided the student has earned a GPA of at least 3.00 for all work attempted,

he/she is eligible to be advanced to Approved Status. Students in qualified status may be dismissed if they fail to meet the conditions of their acceptance.

#### Provisional Status

Admission to Provisional Status may be granted to an applicant who has not met one or more of the general graduate school or program level admission requirements, e.g., low G.P.A., low test scores, lack of a required test, or inadequate writing skills. All non-native speakers of English are required to submit the Test of English as a Foreign Language (TOEFL) or equivalent and must meet the minimal language requirements prior to matriculation. The first obligation of students admitted to Provisional Status will be to meet all of the conditions specified at the time of admission. Students admitted to Provisional Status because of their previous GPA will be eligible for advancement to Approved Status after the completion of 9 semester hours of work if their GPA for all work attempted is at least 3.00. Students in a Provisional Status may be dismissed after one registration if their GPA is below 3.00, or if they have failed to meet other specified conditions. Students in Provisional Status are not eligible for graduate teaching, research, or service assistantships.

#### Deferred Admission Status

This status is reserved for applicants who intend to pursue a degree program and who are allowed to register in the Graduate School while a formal application for admission is completed and processed and eligibility is determined. Work taken in this status will not count toward a graduate degree at UND unless admission to a graduate program is secured. A Deferred Student who fails to gain admission to a graduate program by the next registration period will be considered to be in Non-Degree status. The status of those who are admitted will be converted to degree status retroactively. **Students who have previously been Degree Seeking, Certificate or Non-Degree Students are not eligible for Deferred Admission status.** Students in Deferred Status are not eligible for graduate teaching, research, or service assistantships.

#### Non-Degree Status

Applicants who wish to take graduate classes but who do not want to earn a degree are classified as Non-Degree students. All applicants for non-degree status must possess a four-year bachelor's degree earned at an accredited U.S. institution (or equivalent degree from another country). **Subject to the approval of the department and the Dean of the Graduate School, a maximum of nine (9) semester credits taken as a graduate Non-Degree student may subsequently be counted toward a graduate degree subject to all other regulations.** Non-degree students are not eligible for graduate teaching, research, or service assistantships.

#### Post-Baccalaureate Status

The purpose of this status is to provide a procedure for individuals to take a limited amount of academic work for cultural, intellectual, and continuing education needs. A student registered in Post-Baccalaureate status may not change to another status until the completion of the term. All work taken will be graded on the Satisfactory-Unsatisfactory system and cannot be applied to any graduate degree program at the University of North Dakota. Any student who has been dismissed as a Degree Seeking, Certificate, Deferred Admission, or Non-Degree student is eligible to register in the Graduate School only as a Post-Baccalaureate student. Students in Post-Baccalaureate status are not eligible for graduate teaching, research, or service assistantships or Graduate School tuition waivers.

#### Transient Status

Transient students are those who are pursuing a graduate program at another university but who wish to enroll for a semester or summer session with the intent of returning to their home institu-

tions. If a Transient student elects to remain at the University of North Dakota to work toward a graduate degree, formal application for admission to a degree program will be required; subsequently, if admitted, the student may ask the Advisory Committee to accept courses taken while in Transient Status to a degree program. Transient Status students are not eligible for graduate assistantships or Graduate School tuition waivers.

## REGISTRATION

**UND Student Health Services Requirements:** UND Student Health Services requires each student to complete a medical history and immunization record. Please complete the Health History Form and submit it to the University as soon as possible. You may pick up a Health History Form at Student Health Services or download the form in PDF format from the UND Student Health Services web site to be printed offline. If you choose to print offline, the completed form may be mailed to Student Health Services, 100 McCannel Hall, Stop 9038, Grand Forks, ND 58202-9038, or faxed to 777-4835. All students should read the Student Health Privacy Policy Acknowledgement which is available on the Student Health Services web site.

State policy requires documentation of immunity against measles, mumps, and rubella (MMR). Documentation of immunity means: a) evidence of two doses of measles, mumps, and rubella (MMR) vaccine no less than one month apart from a licensed physician or authorized representative of a state or local health department; b) proof of a positive serologic test for measles, mumps, and rubella, OR, c) proof of date of birth prior to 1957. Students will be allowed one semester to provide this information to Student Health Services and if it is not provided by then, further registration may not be allowed until proof of such immunization is provided. Exemptions for religious beliefs can be granted based on written requests. Exemptions for health reasons are also accepted when verified by a medical provider.

Other recommended immunizations include: Tetanus/Diphtheria Series and a booster within the past 10 years; Polio Series; Hepatitis B Series; Hepatitis A Series; and Varivax if you have not had a Chicken Pox vaccination. College students are also encouraged to consider being vaccinated for bacterial meningitis, a contagious disease that can cause serious health problems and which can be life threatening.

**Graduate School Requirements:** Any student who holds a baccalaureate degree and has established status as a Degree, Non-Degree, Deferred Admission, Post-Baccalaureate, or Transient student is eligible to enroll in a graduate course, i.e., a course numbered 500 or higher. Enrollment in certain courses may be limited to Degree Seeking students in the specific program in which the course is offered. Registration and fee payment procedures are outlined by the Office of the Registrar and published in the Schedule of Classes. Registration is complete only upon payment of tuition and fees. Registration may be cancelled by the Business Office if tuition and fees are not paid.

**It is strongly recommended that students consult with their advisor before registering for classes. New students are assigned a temporary advisor at the time of admission.** Only work taken as a registered Graduate Student may be credited toward a graduate degree. Students classified as Seniors may be granted graduate credit if they meet the criteria defined in the policy. Approval of the Graduate School is required and must occur prior to the time that the class is taken. **Graduate credit will not be granted retroactively.**

The number of credits for which a student may register is subject to certain limits. Registrations not in compliance with University, Graduate School, and departmental policies are subject to cancellation by the Graduate School Dean's office.

## Common Course Numbers

Course numbers for certain activities are uniform throughout the Graduate School and are not listed separately for each department:

Scholarly Project, 2 credits .....	995
Continuing Enrollment, 1-12 credits .....	996
Independent Study Report, 2 credits .....	997
Thesis, 4-9 credits .....	998
Dissertation, typically 6-18 credits .....	999
Professional Internship .....	UNIV 994

## CONTINUING ENROLLMENT - 996

Students who previously have registered for all of the necessary credits of coursework, research, Scholarly Project (995), Independent Study (997), Thesis (998), or Dissertation (999) on their approved Program of Study, but who have not completed their independent study, thesis, or dissertation, **must register for 996 Continuing Enrollment** each additional semester or summer session they are utilizing university facilities or the time of the faculty, (i.e., laboratories, libraries, examinations, advisement, etc.). The number of credits should be determined by the advisor to reflect the proportion of time devoted by the student to academic study that term, with a full-time student registering for 9 credits. Graduate Assistants must register for at least six (6) credits which may include a combination of formal coursework and continuing enrollment credits. Advisor verification of the appropriateness of the number of 996 credits may be required.

**After two regular semesters of 6 to 9 credits in 996 for master's students and after four regular semesters for doctoral students, a student wishing to enroll in additional 996 credits will be required to petition the Graduate School Dean.**

Continuing Enrollment (996) credits will not count toward the requirements for the degree. All students must be enrolled for either 996 credits or other credits in the semester of graduation. Students may register for both regular credits and 996 credits in a given term if all other conditions have been met. Continuing Enrollment credits may be used to define a student's enrollment status, (i.e., part-time or full-time). The fee for Continuing Enrollment (996) cannot be waived.

## MINORS AND COGNATES

Some degree programs require or permit academic work outside of the area of concentration (major) in a supporting area which may be called a minor area, which must consist of at least nine credit hours, or a cognate area, which must consist of at least six credits. Credits earned toward a certificate cannot apply to a minor or cognate.

A **minor** is a concentrated study in a specific supporting field at the graduate level. A minor must be titled and identified 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 if the minor has been approved by the State Board of Higher Education. Only courses approved for graduate credit may be included in a minor. If the student is doing a non-thesis option, the Graduate Director of the minor department must sign and approve the program of study. For students writing a thesis or dissertation, one committee member must be on the student's committee from the minor department.

A **cognate** is a selection of courses providing broad support to the major. All courses numbered 300 or above listed in this catalog, including those offered by departments or fields that do not offer graduate courses or graduate degrees, may be included in the cognate. Exceptions may apply to language courses where lower level courses may be allowed to fulfill cognate requirements (advance approval of the program and graduate dean is required.) Courses should be taken in two or three departments or fields. A cognate area will not be titled



and will not be listed on a student's transcript. Courses from the student's major at the 300-400 level cannot be used as a cognate area.

The student's major requirements consist of 500 level courses or other courses (typically 400 level) that have been approved for graduate credit. The courses that have been approved for graduate credit are listed in the graduate section of the academic catalog after the department listings of the 500 level courses. Occasionally courses are approved for graduate credit between catalog revisions. Please contact the Graduate School if you have questions about courses that are not listed in the catalog.

**NOTE: When a graduate student elects to take a 300 or 400 level course that has been approved for graduate credit or a 300 or 400 level course as part of their cognate, it is understood that the student will be required to do additional work of greater complexity, over and above that typically required of undergraduates. Usually, such work is of an independent nature. For example, if an additional research project or paper is assigned to graduate students, students may be required to explain an area of interest in greater depth than what is required of an undergraduate.**

### GRADUATE COOPERATIVE EDUCATION

Some departments offer Graduate Cooperative Education. The course must meet the following minimum requirements set by the Graduate Committee:

- The student must be in Approved status and in good academic standing (minimum 3.00 GPA).
- The student must have completed a minimum of 9 credits of the Program of Study.
- The student must have the approval of the department, i.e., department chair or graduate director, and of his/her advisor before the co-op begins.
- Proper work experience on campus may be acceptable, but not employment in the department granting the co-op credit.
- Credit will not be allowed for current career track positions.
- Typically, no more than 20% of the Program of Study will be allowed for co-op credit.
- The student will be required to present a seminar and submit a written report.
- The co-op experience must be compensated.

The Department's requirements for registration in Graduate Cooperative Education may be more stringent than the minimums set by the Graduate School.

### CERTIFICATE PROGRAMS

Some graduate programs offer certificate programs in addition to the degree programs. Certificate programs generally require a minimum of nine credit hours of coursework in approved graduate courses, some of which may be transferable to the parent graduate program. A minimum grade point average of 3.00 is required to earn the certificate. Only grades of "B" in courses taken as part of a certificate program may transfer to a degree program.

The purpose of a certificate program is to augment skills in an area. A student currently enrolled in a master's program cannot obtain a certificate in the same field, with the exception of Health Administration for Public Administration students.

### GRADUATE CREDIT

Graduate credit may be earned only by students enrolled in the Graduate School and in courses listed in the Graduate section of the Academic Catalog. Graduate level courses outside of a student's ma-

ior program are eligible for use in the major or minor of any Program of Study for a Graduate Degree, subject to the approval of the student's advisor or Faculty Advisory Committee and the Dean of the Graduate School. All UND courses numbered 300 and above may be applied to the cognate part of a Program of Study. At least one-half of the credits for all degrees must be in courses numbered 500 or higher. Graduate courses used for credit for one degree at UND cannot be used for credit toward a second UND graduate degree. Graduate credit will not be given for courses that are not approved for graduate credit at the time that they are taken.

### ELIGIBILITY TO WORK FOR AN ADVANCED DEGREE

Only those who have been officially admitted to the Graduate School as Degree Students on the basis of a letter from the Dean of the Graduate School may work for an advanced degree. Any conditions stipulated in the admission letter must be satisfied according to the terms of the letter. Degree or certificate students who do not satisfy the conditions of the admission letter will be dismissed. Students may petition the Graduate School for an extension if they are unable to satisfy the conditions of admission. Such petitions must be filed prior to the any deadlines that are in the admissions letter.

### ELIGIBILITY FOR FACULTY TO PURSUE GRADUATE DEGREE

A faculty member at any rank may take coursework toward a degree at the University if he or she has the approval of the dean of his or her college or school. Members of the Graduate Faculty must also obtain approval of the Graduate Dean. Upon enrollment in a graduate program, any graduate faculty membership, and any faculty rank or role in any department in which the coursework is being taken, will be suspended. The suspended faculty rank and role, including graduate faculty membership, will be automatically reinstated upon completion of the graduate degree or departure from the degree program. Any member of the faculty may, with the approval of the dean and of the instructors concerned, take courses for credit as non-degree seeking students without changing his or her faculty status. Arrangements to audit classes or to take courses for credit are made through the Graduate School and/or Registrar's Office. (*Reference: UND Faculty Handbook*)

### PETITIONS AND APPEALS

Students who wish to be excused from Graduate School requirements must petition the Dean of the Graduate School on a form available from the Graduate School. The forms require the written endorsement of the advisor, instructor (if appropriate), and department chairperson or graduate program director. The student should state clearly and concisely: 1) the nature of the petition; 2) the basis for the petition, including any supporting documentation; and 3) the outcome they are seeking. Petitions should be used for exceptional circumstances. Failure to follow policies and procedures usually does not qualify as an exceptional circumstance. Graduate students or members of the Graduate Faculty may appeal decisions of the dean to the Graduate Committee.

### ACADEMIC GRIEVANCE

An "academic grievance" is a statement expressing a complaint, resentment, or accusation lodged by a student about an academic circumstance (such as grading, testing, and quality of instruction) which is thought by the student to be unfair.

Academic issues subject to grievance procedures differ from those subject to the academic petition process. If a student thinks that a petition has not been handled fairly, the student may initiate a grievance based upon unfair treatment, but not upon the substantive issue of the petition.

The grievance process available to graduate students depends on the issue as follows:

1. *Grades.* An academic grievance involving the work in a course by a graduate student shall be resolved by the process prescribed by the college or school in which the course is offered. The process must commence with a discussion between the student and the instructor.
2. *Issues involving Graduate School policies and procedures.* Resolution of all other grievances by graduate students shall commence by discussion between the student and the party against whom the grievance is lodged. In the absence of resolution by such discussion, the grievance may be advanced by either party beginning at the next level and continuing as necessary through the persons/units/committees in the following sequence: a) advisor or advisory committee; b) the person assigned administrative responsibility for the graduate program in which the student is a major, i.e., Graduate Program Director or in the absence of such a person, the Department Chairperson; c) the Dean of the Graduate School. Decisions of the Dean of the Graduate School may be appealed. The UND Graduate Committee serves as the appellate body for grievances related to academic decisions made by the Dean of the Graduate School. The following Guidelines are provided for individuals wishing to file a grievance involving Graduate School Policies and Procedures. Please note that the most current version of this policy is on the Graduate School web site and that the most recent version of these Guidelines supercedes earlier versions.

### **Guidelines for Graduate Student Grievance Hearings, University of North Dakota**

*(Revised by the Graduate Committee November 20, 2006)*

**Note:** *These guidelines are periodically reviewed and revised by the Graduate Committee. Please consult the Graduate School web site or contact the Graduate School for the most current guidelines.*

The Graduate Committee hears grievances brought by graduate students seeking redress on academic decisions made by the Graduate Dean. This document sets out the procedures for the consideration and hearing of student grievances.

#### **I. PRINCIPLES UNDERLYING STUDENT GRIEVANCE HEARINGS**

- A. The procedures should be fair and transparent;
- B. Student grievances should be dealt with within a reasonable time, decisions should not be rushed, and all information relevant to reaching a fair decision should be taken into consideration;
- C. A grievant may be accompanied by an advisor, who may be a lawyer, when appearing at any grievance hearing;
- D. The principle parties should have equal access to relevant information and documentation;
- E. An individual's privacy and confidentiality should be respected, subject to the need for an open and fair investigation.
- F. Procedures should ensure that, where a grievance is upheld, appropriate action is taken;
- G. Members of a student grievance hearing panel should disclose any professional or personal relationship they may have with any of the parties;
- H. Members of a student grievance hearing panel should recuse themselves if they have a conflict of interest and/or

may have difficulty objectively reviewing the facts and information presented.

#### **II. GRADUATE SCHOOL STUDENT GRIEVANCE DOMAIN AND PROCEDURES**

- A. The Graduate Committee will review written student grievances concerning academic decisions made by the Graduate Dean.
- B. The Graduate Committee does not review the substance of grievances of course grades, allegations of academic dishonesty or scientific misconduct, matters relating to employment or assistantships, or allegations of discrimination. If it has been determined by the relevant administrators or committees that situations such as these have occurred, the Graduate Committee may review whether actions of the Graduate Dean were made on sufficient grounds.
  1. Grade grievances are subject to review by the College in which the course is offered.
  2. Allegations of academic dishonesty, scientific misconduct, and discrimination are subject to review by the College in which the academic dishonesty, scientific misconduct, or discrimination is said to have taken place.
- C. Definitions:
  1. "Graduate Dean" refers to the Dean of the Graduate School or his or her designee.
  2. "Day" means normal university school day when regular classes or examinations are held, not including Saturday and Sunday.
  3. A Graduate Student Grievance Hearing Panel may be convened during the summer if all the parties are available, and sufficient members of a Graduate Student Grievance Hearing Panel can be available.
  4. "Grievance Hearing" is the formal meeting in which the student and other principle parties present information regarding the grievance, and the course of events that led to the filing of the grievance.
  5. "Grievance Hearing Panel," hereby known as the Panel, is the group of Graduate Committee faculty and student designee who are chosen to be present at a grievance hearing.
  6. "Grievant" is the student filing the grievance.
- D. A Panel consists of the Chair or Vice Chair of the Graduate Committee acting as non-voting Chair of the Panel, four voting members of the Graduate Committee and one voting graduate student (normally the Graduate Committee student member). Each Student Grievance Hearing will be heard by a separate Panel appointed by the Graduate Committee Chair. When establishing Panels, the Graduate Committee Chair will consider the expertise and experience of the members, their familiarity with student grievance hearings, the breadth of background they bring to the Panel, and the potential for perceived conflicts of interest. In the process of setting Panels, Panel members should indicate if they have any potential conflicts of interest. In the event that the Chair of the Graduate Committee is associated with the grievant's department, or in some other way has a conflict of interest, delegation of Panel members will fall to the Vice Chair of the Graduate Committee. The grievant and the Graduate Dean may each disqualify, for any reason, up to two of the Graduate Committee members from serving on the Panel.

#### **III. FILING A GRIEVANCE**

- A. A student who disputes an academic decision should first discuss his or her concerns with the Dean of the Graduate School.

- B. The student must file seven copies of a Request for Grievance Hearing (see section III. D, below) stating the grounds and argumentation in support of a grievance to the Chair of the Graduate Committee, not to exceed 10 double-spaced pages excluding attachments. The Chair of the Graduate Committee will review the request to make certain it grieves an action of the Graduate Dean. Grievances that are not within the jurisdiction of the Graduate Committee will be dismissed and returned to the student.
- C. A grievance hearing is not a rehearing of the case. The following shall be allowed as grounds for grievance:
  1. Action of the Graduate Dean not being commensurate with the problem being addressed.
  2. Decisions contrary to the weight of evidence.
- D. Seven written copies of the Request for Grievance Hearing must be submitted to the Chair of the Graduate Committee no later than 20 days after receiving notification of the action that the student is seeking to be overturned or changed. The request should identify:
  1. The disputed academic decision (within the jurisdiction of the Graduate Committee);
  2. The person that made the decision;
  3. The date the decision was made;
  4. All efforts made to resolve the dispute informally and formally;
  5. Information directly relevant to the Panel's review of the grievance;
  6. Relevant witnesses or individuals whom the grievant may call during the hearing;
  7. Any other relevant pertinent evidence or documents and;
  8. The desired outcome the student is seeking as a result of a grievance hearing.
- E. The Graduate Committee chair will notify the student in writing of his or her decision regarding the Request for Grievance Hearing within 5 days of receiving the request. If the Graduate Committee chair approves the Request for Grievance Hearing, the student will receive a list of prospective members of the Panel with the letter notifying them of the chair's decision. The Recording Secretary will also send the Request for Grievance Hearing and supporting information to the Dean of the Graduate School within 5 days of the approval decision.
- F. Within 10 days of receiving notice of the grievance from the Recording Secretary, the Graduate Dean will provide six copies of a written response (and supporting documents) to the Graduate Committee Chair and one copy to the grievant. The response may not exceed 10 double-spaced pages excluding attachments. The request should identify:
  1. Issues raised by the grievant;
  2. All efforts made to resolve the dispute informally and formally;
  3. Information directly relevant to the Panel's review of the grievance;
  4. Relevant witnesses or individuals whom the Graduate Dean may call during the hearing;
  5. Any other relevant pertinent evidence or documents; and
  6. The desired outcome the Graduate Dean is seeking as a result of a grievance hearing.

#### IV. INITIAL REVIEW OF GRIEVANCES

Within 10 days of receiving the Graduate Dean's response, the Chair of the Graduate Committee will appoint a Panel, as outlined above and communicate the names of the Panel members to the grievant and the Graduate Dean. The grievant and the Graduate Dean must inform the Chair of the Graduate Committee within 5 days if he/she wishes to disqualify any prospective Panel members. Once the Panel has been established, a date for the hearing will be set. The Chair of the Panel will send notice of the hearing to the student and the Graduate Dean. The notice will include the date, time, location and procedures of the hearing. The Chair of the Panel may invite others to provide information at the hearing. The grievance hearing will be normally scheduled within 10 days of the Graduate Dean's written response to the filed grievance.

#### V. MEDIATION

At any time the parties may consider mediation of outstanding issues. None of the parties or the Graduate Committee will conduct the mediation. All applicable timelines remain in effect, unless extended by the Chair of the Graduate Committee.

#### VI. GRIEVANCE HEARING

- A. If either party intends to submit supplemental materials (six copies) to the Panel for consideration, he/she must also provide hard copies to the other parties to the hearing. All copies must be provided at least 5 days prior to the scheduled hearing. These materials may not exceed 10 double-spaced pages excluding attachments. Failure to provide copies in time may result in the materials not being considered by the Panel.
- B. Hearings will be conducted in a manner conducive to ascertaining the facts of the case. Parties to the grievance will be provided an opportunity to:
  1. Be present and hear all arguments and oral statements made to the Panel during the hearing;
  2. Make arguments, present oral statements and written documents, and call witnesses with regard to issues of fact relevant to the grounds for grievance; and
  3. Ask questions of other witnesses, either directly or through the Chair (to be determined by the Chair).
- C. Each party may be accompanied at the hearing by an advisor, who may be a lawyer. The advisors are not allowed to address the Panel, question witnesses, or take an active role in the proceedings. The advisor is simply there to provide advice to a party. The Graduate Dean will not bring a lawyer unless the grievant indicates he/she intends to bring a lawyer. If the grievant intends to bring a lawyer, he/she should notify the Graduate Dean and the Chair of the Graduate Committee 5 days prior to the start of the hearing.
- D. At any time, the Chair of the Panel may consult an advisor or a lawyer, call witnesses, or ascertain information deemed relevant to the grievance. The Chair of the Panel is authorized to request the appearance of additional witnesses or the submission of additional information necessary to clarify an already introduced issue. The Panel may address questions to any person participating in the hearing.
- E. The Panel may establish time limitations for the oral presentations of the parties. As a regular order of business, each party will have 30 minutes for presentation, inclusive of time allocated to allowing witnesses to speak. It is recommended that long statements by witnesses be presented in written form as attachments to the original grievance or response.

- F. The formal rules of evidence do not apply to Grievance Hearings. All information not repetitious or irrelevant may be admitted, subject to guidelines of time and length.
- G. No witness will be allowed to attend the hearing before he or she testifies or until he or she has been released.
- H. Hearings will be closed to the public unless the student wishes them to be open. If the hearings are open, great care must be exercised by all who speak to protect the privacy of others who are not parties to the proceedings.
- I. In hearings involving a single incident with more than one student, a single hearing may be scheduled for all of the students. If the Chair determines that it would be in the best interest of individuals involved, separate hearings may be provided. When collective hearings are held, individual findings, decisions, and recommendations will be rendered. Students who do not file a grievance will not automatically benefit from a grievance filed by another student.
- J. The hearing will be recorded. Both parties may access the recording, after the final report is issued, by contacting the Recording Secretary of the Graduate Committee.
- K. The Chair may require someone to leave the hearing whose conduct or presence may impede the hearing process.
- L. All documents, recordings and findings will be subject to the university's records retention policy.

#### VII. ORDER OF PROCEEDINGS IN A GRIEVANCE HEARING

- A. The Chair will begin the hearing with a brief opening statement. The Chair will then ask each person in the room to introduce himself or herself for the record. The Chair will state the reason for the hearing, describe the role of the Panel and explain the procedures to be followed. The Chair will ask the student filing the grievance whether he or she wishes the hearing to be open or closed. If the student requests a closed hearing, only the Recording Secretary, the principle parties, the Panel and, if applicable, their advisors shall remain. Witnesses will only be allowed in the room when they are presenting, but may be asked to remain available to answer additional questions later in the proceedings.
- B. Following the Chair's summary, and unless otherwise determined by the Chair of the Panel, the order of presentation will be:
  1. Grievant presents case, including witnesses and other evidence (30 minutes). Members of the Panel may ask brief questions to clarify a point, but in general the student should be allowed to present without interruption. Witnesses must exit after providing their information, and should not be allowed to speak with each other until released. They should be available for questions later;
  2. Graduate Dean presents case, including witnesses and other evidence (30 minutes). Members of the Panel may ask brief questions to clarify a point, but in general the Graduate Dean should be allowed to present without interruption. Witnesses must exit after providing their information, and should not be allowed to speak with each other until released. They should be available for questions later;
  3. Panel members question either party and witnesses. Determination of the order of questions, requesting the presence of witnesses, and managing the dialog during the hearing is done at the discretion of the Chair in consultation with other members of the Panel;

4. Summary by the Graduate Dean (5 minutes);
5. Summary by the Student (5 minutes);
6. Declaration by the Chair that the hearing is concluded.

#### VIII. FINDINGS, DECISIONS, AND RECOMMENDATIONS OF THE PANEL

- A. Upon completion of the hearing, the Panel will meet in closed session for deliberations. If the student requests an open hearing, then deliberations will also be open. If the process requires more time than originally scheduled, the Panel may suspend its discussion and reconvene at an agreed upon later date and time. A simple majority vote of the Panel is required for all findings, decisions, and recommendations.
- B. If, in the course of deliberations, the Panel determines it would like to obtain additional information from either party, or from any other individual that the Panel feels could provide useful information, the Chair of the Panel will reopen the hearing at a mutually convenient time for all parties.
- C. The Panel Chair will prepare a written final decision, to include:
  1. A statement addressing the subject of the grievance;
  2. A decision that indicates whether the grievance is upheld, denied, or if a modified solution to the situation is recommended;
  3. (Optional) recommendations, if appropriate, for further actions by University authorities.
- D. All members of the Panel sign the Decisions, Findings, and Recommendations document.
- E. The Panel will provide the grievant and the Graduate Dean with a copy of the decision of the Panel within 10 days from the date of the conclusion of the hearing.

#### IX. SUBSEQUENT HEARINGS

- A. The Panel acts on behalf of the Graduate Committee. The student may grieve the decision of the Panel to the Student Academic Standards Committee.

#### WITHDRAWAL FROM THE UNIVERSITY

A student wishing to withdraw from the University before the end of a semester must begin the withdrawal process by submitting a completed Withdrawal Form to the Office of the Registrar. Failure to do so will result in a grade of F in all classes and no refund of fees. If a student would like to completely withdraw from a degree program, he or she should complete a Graduate School Withdrawal Form available from the Graduate School or the Graduate School web site.

#### LEAVE OF ABSENCE FROM GRADUATE STUDY

Students who wish to take a leave of absence from their program 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. Degree and certificate seeking students who do not submit a leave of absence will be required to apply for readmission to the Graduate School and pay a readmission application fee. Applications for readmission will be reviewed by the program and Graduate Dean. Students may be denied readmission based on review of their prior progress and their application for readmission.

#### GRADUATE WORK BY UNDERGRADUATES

Graduate courses normally are open only to graduate students. An undergraduate senior at UND may enroll in graduate courses (500 level) for **undergraduate credit**. All students must have the permis-

sion of the instructor and Graduate Dean to take a graduate course. Exceptions to this policy exist for combined degree students and non-UND students in Bridge Programs (contact the Graduate School for information.)

**An undergraduate Senior may be granted graduate credit for the courses listed in this section of the catalog if:**

1. The credits being petitioned are not needed to complete requirements for the baccalaureate degree;
2. The course(s) are listed in the current Graduate School Catalog;
3. The petition is filed by the last day to add a course;
4. The student is a senior;
5. The student is within 12 credits of the baccalaureate degree;
6. The student's load is not more than 16 credits in a regular semester or 8 credits in a summer session;
7. The student's overall GPA is at least 3.00;
8. The undergraduate degree will be completed at the close of the current semester;
9. The course(s) are not taken for S/U grading.

NOTE: The 300 or 400 level courses listed in this section of the catalog were approved by the Graduate Committee for graduate credit on the basis that the student be required to do additional work, generally of an independent nature.

### MAXIMUM AND MINIMUM ACADEMIC LOADS

A full course load for a graduate student is 9 credit hours in a semester or 6 credits in a summer session. A graduate student may carry no more than 12 credit hours per semester or 12 credits in a summer session. Graduate Assistants must carry at least 6 credits each semester or 3 credits in a summer session

### GRADING SYSTEM

A graduate student will be allowed credit for a course only when a grade for the course has been reported to the Office of the Registrar. Grades awarded in all courses are indicative of the quality of the work done. Their significance is as follows:

Grade	Honor Point Equivalent	
A	(Superior)	4 Honor Points
B	(Excellent)	3 Honor Points
C	(Acceptable)	2 Honor Points
D	(Passing, but no graduate credit awarded)	1 Honor Point
F	Failure	0 Honor Points
I	Incomplete	
S	Satisfactory	
U	Unsatisfactory	
W	Withdrawn	
SP	Satisfactory Progress (995,997,998 & 999)	
UP	Unsatisfactory Progress (995,997,998 & 999)	

### GRADUATE GRADE POINT AVERAGE

A graduate student's cumulative GPA is based on all coursework, graduate or undergraduate, taken while the student is registered in the UND Graduate School. Grades of less than "C" are not included in the number of credits accepted for a graduate degree, but they are counted in determining the cumulative GPA. Credits and grades for courses accepted in transfer, or courses graded on a Satisfactory/

Unsatisfactory basis are not counted in determining the GPA. Courses with grades of Incomplete are neither counted as partial fulfillment of degree requirements nor calculated in the GPA.

### SATISFACTORY/UNSATISFACTORY GRADING

Some seminars, research, thesis, dissertation, and field work may be graded on a Satisfactory/Unsatisfactory basis. Those courses usually are marked in the Schedule of Courses, and the entire registration for the course will be graded on the S/U basis. The student does not have the option of receiving a grade. Graduate students do not have the option of electing S/U grading in either graduate or undergraduate courses.

### INCOMPLETE GRADES

It is expected that students will complete all requirements for a course during the time frame of the course. For reasons beyond a student's control, and upon request by the student or on behalf of the student, an incomplete grade may be assigned by the instructor when there is reasonable certainty the student will successfully complete the course without retaking it. The mark "I," Incomplete, will be assigned only to the student who has been in attendance and has done satisfactory work up to a time within four weeks of the close of the semester, including the examination period, and whose work is incomplete for reasons satisfactory to his or her instructor.

Incompletes are entered on the final grade sheet, and instructors must also sign and submit a "Report of Incomplete Grade" form to the Office of the Registrar. The instructor may choose any one of the following options for the deadline to complete the course:

1. The default date as stated in the "UND Schedule of Courses."
2. Extend to 12 calendar months after the end of the course.
3. A date of the instructor's choosing no later than 12 months after the end of the course.

Incomplete grades will convert to a grade of "F" if a grade is not submitted by the instructor to the Office of the Registrar on or before the deadline written on the "Report of Incomplete Grade" form.

The instructor of the course and the Dean of the Graduate School must approve and sign the "Report of Incomplete Grade" form for any extension of incomplete beyond the default date listed in the "UND Schedule of Courses." It is the student's responsibility to contact their instructor about an incomplete grade posted on the final grade report.

An "I" may be converted as indicated above but cannot be expunged from the record. Students may not register for courses in which they currently hold grades of incomplete, except for courses that allow repeated enrollment. A student will not be allowed to graduate with an unconverted incomplete grade on the academic record.

### IN PROGRESS GRADES

The Graduate School or the Honors Program may assign a grade of "SP," Satisfactory Progress or "UP," Unsatisfactory Progress to Honors Thesis (489), Scholarly Project (995), Thesis (998), Dissertation (999), Independent Study (997), Research Design (Engineering 595), English 591, Professional Exhibition (VA 599) or Research (leading to the thesis or dissertation). The "SP" or "UP" grade for these activities, which usually span several sessions, need not be replaced until 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 for the course. Students failing to show satisfactory progress may face dismissal.

### GRADE CHANGES

Submitted grades, except for grades of incomplete, are final and may only be changed to correct an error. Grades may not be changed by additional work or submitting additional materials. Students should report any error to their instructor within 90 days of receipt of the grade. The instructor must file a change of grade form with the Registrar signed by the instructor, the department chair, and the dean of the course. Reasons for the change must be fully explained and justified.

### REPETITION OF COURSES

All 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 a student who has been dismissed. Courses with grades of C or better may not be repeated without the written approval of the Dean of the Graduate School. It is up to the student to notify the Graduate School when a course has been retaken so that the grade point average can be recalculated. Courses taken as an undergraduate may not be taken again as a graduate student and used on a program of study.

### ACADEMIC STANDARDS

A cumulative grade point average (GPA) of at least 3.00 for all work taken as a graduate student (2.75 for M.Eng.), i.e., while registered in the UND Graduate School, must be maintained in order to remain in satisfactory academic standing in the Graduate School; however, mere maintenance of a 3.00 GPA (2.75 for M.Eng.) or better may not be considered adequate satisfactory performance. Satisfactory performance may include, but is not limited to, satisfactory research performance, a satisfactory GPA in the major, satisfactory performance in examinations, such as the comprehensive examination, or satisfactory performance in other specific program requirements.

The academic standing and progress of Degree Students will be reviewed by the departments and Faculty Advisory Committee periodically to ensure that appropriate progress is being made toward the degree. Students may be placed on probation with conditions or dismissed as a result of unsatisfactory academic performance or progress. Dismissal will be noted on the student's transcript.

The conditions regarding Grade Point Average are as follows:

1. No decision on dismissal will be reached until a minimum of 9 graduate credits has been accumulated.
2. The academic standing of all graduate students whose cumulative GPA falls below 3.00 (2.75 for Master of Engineering program) will be reviewed at the end of each academic term by the Dean of the Graduate School. Students having accumulated 9 or more credit hours will be placed on academic probation for one semester; students having accumulated fewer than 9 credit hours will be placed on academic probation until either (a) the GPA is raised to at least 3.00 (2.75 for M.Eng.) or (b) 9 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.Eng.), the student will be dismissed.

### TRANSFER OF GRADUATE CREDITS

A limited amount of graduate work completed at a regionally accredited North American institution prior to, or after matriculation

in the Graduate School at UND, may be applied toward a graduate degree at the University of North Dakota. Graduate work is considered for transfer only on an individual basis and only after the student has completed satisfactory work in residence at UND. Those transfer credits approved by the student's advisory committee and the Dean of the Graduate School are included in the program of study for the UND graduate degree and only those transfer credits will be recorded on the UND transcript.

The basic purpose of the transfer policies is to ensure that transferred work is of comparable content, level, timeliness, and quality to that which would be taken at UND and included on the program of study for the degree. The following policies are generally applicable to the acceptance of the graduate work for transfer to UND:

- The work must have been taken at an accredited North American institution.
- The student must have been enrolled as a Graduate Student.
- The work must have received graduate credit at the institution where it was earned.
- The student must have earned a grade of B or better.
- The work must be less than seven years old at the time the UND degree is awarded with the exception of work that was part of a completed prerequisite degree.
- The amount of transfer credit that will be accepted toward the *master's degree* is one-fourth (usually eight semester credits) of the credit hours required for the degree.
- The work credited toward a completed master's degree may be accepted for a *specialist's diploma* or *doctoral degree*.
- Work beyond the *master's degree* must be post-master's level and from an institution that offers post-master's degrees in the discipline.
- Work beyond the master's degree from an institution offering only master's level work in the discipline may be applied to the minor or cognate areas.
- For the Ph.D., only 30 credits may be transferred beyond the credits allowed for the master's degree, i.e., a total of 60 credits, if the other institution offers Ph.D. level courses in the same discipline.
- For the Specialist Diploma, only 15 credit hours will be transferred beyond the credits allowed for the master's degree, i.e., a total of 45 credit hours.
- Certificate level courses from another university cannot be transferred to a graduate degree program.

### RESIDENCE REQUIREMENTS

Some graduate degree programs, especially those with a significant research/creative component, require that students spend a minimum period of time in residence during their course of study. The purpose of residence is to provide an opportunity for sustained and concentrated intellectual effort, to provide for immersion in a research environment, and to permit extensive interaction with fellow students and faculty of the major department.

In order to meet a residence requirement, a student must devote full time to academic study and must be registered for at least nine credits in a semester or six credits in a summer session, or be a graduate assistant.

The Residence Requirements are stipulated for each graduate degree program in this catalog. A year of residence requires two con-

secutive semesters of residence. Two years of residence requires four consecutive semesters of residence or three semesters and two summer sessions, all without interruption.

Any exceptions to the policies stated above must be approved in advance by the student's advisory committee, the student's department, and the Dean of the Graduate School.

### **MAXIMUM PERIOD ALLOWED FOR GRADUATE PROGRAMS AND REVALIDATION OF COURSES**

Graduate courses more than seven years old are considered obsolete and may not be counted to fulfill course requirements for an advanced degree program. Programs of study more than seven years old are also 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 with the consent of the Dean of the Graduate School. In no case will more than one-half of a program of study be accepted for revalidation. Revalidation of an obsolete graduate course can be approved only if it can be demonstrated that a student's knowledge of the subject matter of the course is current. Oral and/or written examination on the subject matter of the course normally is required. Prior approval of the dean must be obtained for the proposed revalidation on the form titled "Revalidation of UND Graduate Course."

Graduate work from another institution which is obsolete may not be revalidated for a UND graduate degree. Work which was part of a completed prerequisite graduate degree program does not become obsolete.

### **RESEARCH ON HUMAN SUBJECTS**

The University of North Dakota Policy and Principles on the Use of Human Subjects requires that any biomedical or behavioral research which involves the use of humans as subjects be reviewed and approved by the Institutional Review Board prior to initiation of the project or activity. This policy applies to both faculty and student research. Forms and directions for submission of a project to the Institutional Review Board can be obtained from the Office of Research Development and Compliance.

### **RESEARCH INVOLVING ANIMALS**

The University of North Dakota requires that any research involving vertebrate animals be reviewed and approved by the Institutional Animal Care and Use Committee prior to initiation of the project or activity. This policy applies to both faculty and student research. Forms and directions for submission of a project to the Institutional Review Board can be obtained from the Office of Research Development and Compliance.

### **RESEARCH INVOLVING RADIATION**

The University of North Dakota Radiation Safety and Hazardous Materials Committee functions to ensure compliance with all federal, state, and University regulations and policies for radioactive materials, radiation producing machines, lasers, and hazardous materials and substances. Research involving such materials must be approved prior to the initiation of the research. Students working with these agents must receive training through the Safety Office or be able to document prior training. Additional information is available through the Office of Research Development and Compliance.

### **RESEARCH INVOLVING BIOHAZARDOUS MATERIALS**

The University of North Dakota Institutional Biosafety Committee (IBC) requires that any research, teaching, or other activities which utilize DNA, recombinant DNA, or involve the use of

biohazardous research material be subject to a University Review Process and that these activities must be approved by the IBC prior to their initiation. The IBC is the only authorized University committee which can give approval to projects and activities involving recombinant DNA and biohazardous research material. The IBC will follow the NIH guidelines for recombinant DNA and biohazardous material research in determining the suitability of projects and activities and will provide an explanation of any decision not to approve a project or activity. Any project or activity not approved can be revised and resubmitted to the IBC for consideration. Additional information is available through the Office of Research Development and Compliance.

### **INTELLECTUAL PROPERTY**

The University of North Dakota has detailed policies regarding intellectual property, patents, and copyrights. Students wishing more information about intellectual property rights are referred to the Office of Technology Transfer & Commercialization.

### **PROHIBITED ACTS**

Section 2-3 of the *UND Code of Student Life* defines prohibited acts as those that would include violation of civil or criminal laws, acts of dishonesty, acts against other persons, disruptive activity or disorderly conduct, possession of prohibited property, acts involving property, and misuse of the campus judicial system. Graduate students involved in any prohibited activities will be subject to University discipline sanctions.

### **CHALLENGE EXAMINATIONS**

Students who believe they are eligible to establish credit for courses because of superior preparation may apply to take challenge examinations. Application should be made on a Graduate School petition form to the instructor of the course and must be approved by the student's department and the Dean of the Graduate School before it may be submitted to the Office of the Registrar. If the application is approved, a committee of that department will administer the examination and will report a grade of either Satisfactory or Unsatisfactory. Challenge examinations will not be permitted for courses which were audited or for courses which were dropped, nor will they be permitted for a student who is not currently enrolled.

### **CONTINUING EDUCATION**

#### **Master and Doctoral Degrees Offered at a Distance**

The University of North Dakota Graduate School, through the Division of Continuing Education, offers master's degrees and doctoral degrees at a distance to North Dakota citizens as well as to students located throughout the United States and internationally. Many of the degree programs are delivered through videoconferencing utilizing the North Dakota Interactive Video Network (IVN). Other distance delivery methods are available, depending on the program. Students wishing to enroll in these programs must apply to and gain admission to the Graduate School and are subject to all Graduate School policies and procedures. Graduate Degree programs currently being offered include:

#### **Master's Degree Programs:**

- Business Administration
- Public Administration
- Social Work
- Counseling Psychology and Community Services
- Forensic Psychology
- Educational Leadership
- Instructional Design & Technology
- Special Education
- Early Childhood Education
- Elementary Education
- Education: General Studies

### Doctoral Degree Programs:

Educational Leadership  
Teaching & Learning

The University is always looking to expand distance degree programming. For more information and a current list of degree programs and/or courses offered at a distance, please contact the UND Graduate School or Division of Continuing Education.

### Workshops

Graduate level workshops are short-term organized learning experiences which provide for active, hands-on participation or for concentrated study on a specialized topic. Students register as Continuing Education students and do not have to be formally admitted to the Graduate School.

Graduate level workshops are offered by the graduate departments under the course number "900-Graduate Workshop." For each workshop registration, a transcript entry will be made showing the title, credit, and grade for the workshop.

Since graduate level workshops are not designed for the purpose of being a part of a graduate degree program, their credit normally may not be applied toward graduate degree requirements. The Graduate Dean may approve the inclusion if the workshop involves critical review, analyses, discussion, theory, or content similar to graduate courses. If approval is being sought, do so prior to taking the course. A syllabus of the course would be required.

### Correspondence and Online Studies

Correspondence study work is not accepted for graduate credit. With the consent of the student's major department, the advisor, and the Graduate Dean, a student may take work by correspondence to remove deficiencies in the undergraduate background.

### CANDIDACY FOR DEGREES

Admission to the Graduate School does not imply admission to candidacy for an advanced degree. The rights to candidacy can be earned only by demonstrating the preparation for and ability to pursue graduate work and by fulfilling requirements prerequisite to candidacy. Those requirements are described in detail for each degree. Advancement to candidacy does imply that the student has been judged by the advisory committee and the dean to have satisfactorily completed much of the formal coursework and examination requirements and to be fully qualified to pursue the remaining, usually more independent, portion of the degree work.

### GRADUATION-APPLICATION FOR DEGREE OR DIPLOMA

Students who expect to receive a degree must file an Application for Graduate Degree in the Graduate School by the deadline noted in the academic calendar. **All graduate students must have been advanced to candidacy the semester preceding the semester in which they expect to graduate.**

After the student applies for the degree, the Graduate School checks the academic record to ensure that the student is eligible to graduate. A new application must be filed if the student fails to graduate. **Students must be registered for the term in which they expect to receive their degree.**

### GRADUATE SCHOOL AWARDS

Applications for Graduate Assistantships are accepted throughout the year; however, students are reminded that most appointments for the Fall semester are offered by March 15. Students should contact the department for information.

Deadlines for Scholarships and Fellowships are announced each year. Information and applications are available in the Graduate School and in the department.

The following policies are applicable to the award and retention of graduate appointments and awards:

1. Students admitted to the Graduate School and notified that they have been granted an appointment or award before they actually have received a bachelor's degree may neither register nor hold an appointment or award until they have received the bachelor's degree and fulfilled all requirements for admission to the Graduate School as a degree seeking student.
2. Degree seeking students in "Approved" or "Qualified" Status may hold awards or appointments.
3. Assistantship appointments will not exceed one-half time in all combinations.
4. Students must maintain the credit load requirements defined in the appointment letter to retain appointments or awards. Graduate Assistants must be enrolled in a minimum of six (6) credits. This requirement is waived for students in their final semester with fewer than six credits remaining on their program of study. (A Graduate School petition is required.)
5. Students must maintain a 3.00 GPA (2.75 Master of Engineering) to retain awards or appointments.
6. A student may be removed from an appointment due to unsatisfactory performance.
7. Students in good academic standing, i.e., a GPA of 3.00 or higher are eligible for reappointment.
8. Students who withdraw from or are dismissed from the Graduate School become immediately ineligible for and may not continue to hold an appointment or award.

In accordance with the provisions of federal statutes, it is the policy of the University of North Dakota that no person in the United States shall be discriminated against because of race, creed, handicap, color, sex, age, or national origin in the selection for an award or appointment provided only that the applicant meets the eligibility conditions for an award. Policies and procedures affecting graduate assistantships are described more fully in the Graduate Assistant Handbook.

Graduate assistantship stipends are subject to income tax and tax will be withheld. Tax will not be withheld from scholarships, traineeships, and fellowships, but the stipend may be taxable. Rulings as to the actual taxability of any specific stipend are in the hands of the Internal Revenue Service.

Acceptance of an offer of a graduate scholarship, fellowship, traineeship, or graduate assistantship for the next academic year completes an agreement which both the student and the Graduate School expect to honor. In those instances in which the student indicates acceptance and subsequently desires to change plans, a written resignation of the appointment may be submitted at any time through April 15 in order to accept another scholarship, fellowship, traineeship, or graduate assistantship. However, an acceptance given or left in force after April 15 commits the student to the appointment.

### Awards

*Amy Hui-Mei Chen Hung Fellowship* is awarded to a graduate of the National Taiwan Normal University (NTNU) who wishes to pursue doctoral studies at UND. The applicant must intend to return to NTNU upon graduation.

*Chester Fritz Scholarships* of \$1,000 each are awarded to North Dakota students with an outstanding academic record who are continuing graduate work.

An *Alumni Prize* of \$1,000 is awarded each year to a graduate student who has completed at least one year of graduate work. This prize, which may be granted in addition to other major awards, is in recognition of outstanding academic performance.



*K. B. Tiffany Scholarship* of \$1,000 is awarded, by nomination, to a student pursuing a graduate degree in English. Consult with the English Department.

*Bernhardt A.E. Leser Memorial Scholarship* is for a graduate student interested in studying abroad. The money is available to any graduate student who enrolls at an institution in Germany, France, or Scandinavia and provides a record of matriculation there from.

*Neil C. Macdonald Memorial Scholarships* of \$1,000 are awarded on the basis of promise of high academic achievement and in accord with the ideals and purpose of the University of North Dakota to two graduate students, one of whom should be in History.

The *Christopher and Ernestine Kandel Hamre Trust Fellowships* are available annually to two terminal year doctoral students in the Department of Anatomy. The fellowships provide a stipend plus the cost of tuition to the student, and will provide cost of education/research funds to the department in support of the student.

The *George and Margaret Seaworth Scholarship* is for a continuing graduate student interested in the medical or social issues of gerontology. The recipient should be of good character with above average grades.

*Graduate School Tuition Waivers* provide a waiver of tuition to students who are commencing or continuing work toward a graduate degree. Awards are made on the basis of academic achievement and promise. Benefitted employees of UND are not eligible for Graduate School tuition waivers.

*Cultural Diversity Tuition Waivers* may be available. Applications are available in the Graduate School or on the Graduate School's web site.

*Summer Doctoral Fellowships* of \$5,000 plus a waiver of tuition for the summer session are available to doctoral students who have an approved Dissertation Proposal on file in the Graduate School and plan to work on their dissertation/research full time during the summer. Applications are due early in the Spring semester and will be evaluated on the basis of an application and recommendations from the advisor and the chairperson.

### Assistantships

*Graduate Teaching Assistantships* are university appointments that provide financial assistance to students qualified for teaching service in the department in which they take the major part of their graduate work. The purpose of these assistantships is to facilitate students working toward their degree while gaining teaching experience in the field of the degree. Appointments may be for one-fourth or one-half of full-time service. Most assistantships are half-time assistantships which require 15 to 20 hours of work per week and permit the student to carry a minimum of 6 credits of graduate work each semester (3 credits in a summer session). Graduate Teaching Assistants may be eligible for a Graduate School tuition waiver. Tuition waivers may be partial or full; the decision to offer a waiver and the amount of the tuition waiver is determined by the individual program. The program may also choose to remit tuition (contact the Graduate School for information.) Students are responsible for any tuition not covered by the waiver and all other fees. A health insurance plan is also available. Graduate Teaching Assistantships are available in most departments offering a graduate degree.

**Graduate Teaching Assistants must be proficient English language communicators. International students who are non-native speakers of English are required to take the TSE (Test of Spoken English) or the SPEAK test and achieve a score of 50 before a Graduate Teaching Assistantship may be offered. Language proficiency may also be established on the basis of the Internet Based TOEFL (iBT) if the student score at least 26 on the spoken section and meets all other section requirements. Contact the Graduate School for more information.**

*Graduate Research Assistantships* are offered in many of the departments of the University, e.g., sciences, engineering, and education. These appointments usually carry a monthly stipend. Graduate Research Assistants may be eligible for a tuition waiver. Tuition waivers may be partial or full; the decision to offer a waiver and the amount of the tuition waiver is determined by the individual program. Students are responsible for any tuition not covered by the waiver and all other fees. A health insurance plan is also available. The purpose of research assistantships is to provide degree-seeking students with research experience in their academic disciplines while assisting with an ongoing research project. Half-time and quarter-time assistants must carry a minimum of six credits per semester (3 for summer).

*Graduate Service Assistantships* are available for work in several units on campus, including but not limited to, the Division of Student Affairs, ITSS, and Athletic Department. Graduate students are employed half-time or quarter-time, for work in a particular service unit related to their area of academic interest. Stipends vary with the time devoted to service work but usually are comparable to the stipends of graduate teaching assistants. Tuition may be waived for these assistantships. Academic load requirements are the same as for teaching assistants.

### DEGREE REQUIREMENTS

**It is the student's responsibility to be familiar with the requirements for a degree.** The student may expect guidance from the advisor and the staff in the Graduate School. The requirements are listed in this section of the catalog and in the section entitled "Departmental Programs."

#### MASTER OF ARTS, MASTER OF SCIENCE

These degrees are available with a thesis option in most fields. A non-thesis option is available in selected fields.

#### Thesis Option

**Course Requirements:** A minimum of 30 semester credits is required in a program of study for the M.A. or M.S. degree in a major field. This includes the credits granted for the thesis and the research leading to the thesis. At least one-half of the credits must be at or above the 500-level. Fifteen semester credits must be taken on campus through UND. A maximum of eight semester credits may be transferred from another institution. Workshop credits are normally not accepted on the program of study, but may be considered with the approval of the advisory committee and the dean of the Graduate School. A maximum of four semester credit hours may be considered.

The program may include just the major, the major and a minor, or the major and a cognate area. The major must include 20 credits from the major department, and a minor or cognate area must include at least nine credits. A cognate must include at least 6 credits. **Students should refer to the section of this catalog entitled "Departmental Programs" for program specific admission, degree examination, and course requirements.**

**Residence Requirements:** Typically, a student must spend a minimum of one semester or two summer sessions in residence on this campus. Students should expect to spend about the equivalent of two years as a full-time student to complete the M.A. or M.S. program with a thesis. *Note: The Residence Requirement is in effect unless modifications have been granted to the department by the Graduate Committee. Contact the program or the Graduate School for current residency requirements.*

**Thesis:** The student must submit a thesis to the Graduate School as partial fulfillment of the requirements for the degree. Credit will be given for the writing of the thesis and for the research completed and incorporated into the thesis. The amount of credit may vary from four to nine credits and will be determined by the major department.

The thesis, prepared under the guidance of the student's faculty advisor, must show sound method and demonstrate scholarship. All theses must be prepared in accordance with the *Style and Policy Manual for Theses and Dissertations*. The "Manual" is available on the Graduate School website.

The topic for a thesis must be approved by the student's Faculty Advisory Committee. Approval is effected by the student's completing a form entitled "Topic Proposal of Thesis," available with instructions from the Graduate School, then submitting the proposal to the Advisory Committee for its approval. The approved proposal is then filed in the Graduate School to become part of the record. The proposal must be approved the semester prior to the semester in which the student expects to graduate, and must be filed in the Graduate School before a student is advanced to candidacy for a master's degree.

A preliminary draft of the thesis must be presented to the Advisory Committee sufficiently in advance of the preliminary approval deadline that the Advisory Committee may thoroughly evaluate and correct the thesis. After the necessary corrections and changes have been made, the student should secure the committee members' signatures on a form entitled Preliminary Approval of Theses and Dissertations, available on the Graduate School's web site, and file this form in the Graduate School. The Preliminary Approval, which indicates to the student that no major changes will be required in the final copy of the thesis, must be in the Graduate School no later than the deadline specified in the Academic Calendar, or the student will not be permitted to graduate that semester.

Copies of the thesis in its final form must be prepared and presented to the student's Faculty Advisory Committee in time that they may thoroughly read the thesis prior to the final examination. When the final version of the thesis has been approved by the Committee, a copy must be deposited in the Graduate School and receive the signed approval of the Dean by the deadline announced in the Academic Calendar (usually two weeks prior to commencement).

The Graduate School will have the final copy of the thesis bound and cataloged in the University Library. The student must submit one copy to the major department and one to the advisor.

**Candidacy for the Degree.** Admission of a student to the Graduate School as a Degree Student in Approved Status implies only that the student has met the minimal entrance requirements and will be permitted to take graduate courses which normally will lead to a degree. The student has not been admitted as a candidate for a degree. Advancement to candidacy is a formal procedure and can be granted only after the student has met certain academic requirements. To become a candidate for the Master of Arts or Master of Science (thesis options), the following requirements must be met in approximately the following sequence:

1. Completion of the equivalent of one full-time semester (9 semester credits).
2. A GPA of at least 3.00 for all work attempted.
3. The appointment of a Faculty Advisory Committee. This Committee is appointed by the dean upon the recommendation of the chairperson, or designate, of the student's major department and normally will consist of three members, but may consist of four. The form for Committee appointments is available at the Graduate School and on the Graduate School web site. If the student intends to include a minor on the program of study, one committee member must be chosen to represent the minor field. The chairperson of the Committee normally must be a Full Member of the Graduate Faculty but may be an Associate Member under certain conditions, must represent the student's area of interest, and must serve as the thesis

advisor. The Committee is responsible for program advisement, thesis advisement, and examination of the student.

4. Approval of a Program of Study. Until such time as a student selects a thesis advisor, the department chairperson, or designate, will act as a temporary advisor for the selection of courses, etc. After the formation of a Faculty Advisory Committee, the student and the Committee should formulate a Program of Study for the degree on a form available from the Graduate School and on the Graduate School web site. The program should be developed early in the second semester of enrollment. After the program has been signed by the student and the Committee, it is submitted to the Graduate School for the approval of the Dean.
5. Approval of a Proposal of Thesis on a form available from the Graduate School and on the Graduate School web site. This proposal, when approved by the Faculty Advisory Committee and deposited in the Graduate School, indicates acceptance of a topic for study and incorporation into a thesis. The proposal must be filed at the Graduate School the semester or session prior to the one in which the student expects to graduate.

Students and their advisors will receive a status sheet when advanced to candidacy. Students must complete all requirements for advancement to candidacy prior to the semester in which they plan to graduate.

**Final Examinations.** Students are required to present themselves for a final examination before their full Faculty Advisory Committee. The examination will be written and/or oral and will include defense of the thesis, but also may include examination over the course of study for the degree. The "Notice of Defense" must be submitted to the Graduate School at least one week prior to the final examination. The results must be reported to the Graduate School, on the Final Report on Candidate form, by the deadline specified in the Academic Calendar. The Committee members must have had an opportunity to examine the final copy of the thesis prior to the examination and will indicate their approval by signing the approval page of the thesis. Final examinations which are failed may be repeated only with the prior approval of the Advisory Committee and the Dean.

### Non-Thesis Option

The degrees Master of Arts and Master of Science without a thesis are available only in selected fields. **Except as noted below, the requirements are the same as those listed under the thesis option.**

**Course Requirements.** A minimum of 32 semester credits is required for the degree. This includes 2 credits in the major for an independent study report for which the student registers for the course numbered 997 or 995. The program may include just the major, the major and a minor, or the major and a cognate area. The major must include at least 22 credits from the major department and a minor must include at least nine credits. A cognate must include at least six credits.

Students should refer to the section of this catalog entitled Departmental Programs for additional admission, degree, examination, and course requirements unique to each department.

**Residence Requirement.** There is no residence requirement for the non-thesis M.A. and M.S. degrees.

**Independent Study.** The independent study is designed to require the student independently to investigate a topic related to the major field of study. The study need not be an original contribution to knowledge but may be a presentation, analysis, and discussion of

information and ideas already in the literature of the field. The requirement is to ensure that a student can investigate a topic and organize a scholarly report on the investigation.

The topic for an independent study must be approved by the student's advisor. Approval is effected by the student's completing a form entitled Topic Proposal of Independent Study, available with instructions from the Graduate School and on the Graduate School website, then submitting the proposal to the advisor for approval. The proposal, which must be approved no later than the semester or session prior to the one in which the student expects to graduate, must be filed in the Graduate School to become part of the record before a student is advanced to candidacy for a master's degree.

Students must prepare and secure the advisor's approval of an independent study report. Three copies of the report (one each for the student, the advisor, and the department) must be accepted by the advisor who will certify completion by submission of the Final Report on Candidate to the Graduate School by the deadline specified in the Academic Calendar and submit a grade for 997-Independent Study or 995-Scholarly Project to the Office of the Registrar.

**Candidacy for the Degree.** The requirements for advancement to candidacy under the non-thesis option are the same as those listed under the thesis option with the following exceptions:

1. *Advisor.* Students must obtain the appointment of an advisor from the major department. The advisor, who must be a member of the Graduate Faculty, will be appointed by the dean, upon the written recommendation of the chairperson, or designate, of the student's major department. The advisor is responsible to the department and to the Graduate School for the supervision of the student's work.
2. *Program of Study.* Students must submit a Program of Study for Graduate School approval which will have been developed in consultation with the advisor and signed by the departmental chairperson (or designate). If a minor is declared, the program also must be signed by the chairperson of the minor department. The Program of Study should be developed early in the second semester and submitted to the Graduate School.
3. *Topic Proposal of Independent Study.* Students must obtain approval of a topic for the independent study. The advisor approves the Topic Proposal of Independent Study, and the student submits the form to the Graduate School to become part of the record. The topic proposal must be filed prior to the semester or session in which the student expects to graduate.

**Final Examinations.** Those advanced to candidacy for non-thesis master's degrees must pass written final comprehensive examinations which must cover the major field but may, at the advisor's discretion, draw upon or cover the supporting areas. Such examinations generally will be given and evaluated by the major department, but the results will be certified to the Graduate School by the advisor and the department chairperson on the form Final Report on Candidate by the deadline specified in the Academic Calendar. The appropriate comprehensive examination(s) will be arranged by the advisor and administered by the department no earlier than the semester preceding the semester in which the candidate intends to graduate. Comprehensive examinations which are failed may be repeated only once with the prior approval of the advisor, the department, and the Dean, but in no event earlier than at the next regularly scheduled offering.

Candidates may not take the final comprehensive examination(s) unless they have been advanced to candidacy for the degree, and are in satisfactory academic standing.

## MASTER OF ACCOUNTANCY

(See **Accountancy** under Departmental Programs)

## MASTER OF BUSINESS ADMINISTRATION

(See **Business Administration** under Departmental Programs)

## MASTER OF EDUCATION

The Master of Education degree (M.Ed.) is designed for those who wish to prepare for careers as teachers, specialists, administrators, or supervisors in elementary or secondary schools. To be eligible for the degree, a student must meet the undergraduate requirements in Education, i.e., eighteen semester credits in Education, including student teaching, and must be offered admission to the degree program by the Dean of the Graduate School.

The Master of Education degree is available for those doing major work either within or outside of the College of Education and Human Development. The areas of concentration available are: Educational Administration, Elementary Education, Special Education, and Reading Education. The degree also is available in departments offering a secondary teaching major.

**Course Requirements.** A minimum of 32 semester credits is required for the M.Ed. degree, of which at least one-half must be at or above the 500 level. No less than 12 credits, including 2 for the Independent Study Report (997), must be in a single field or an area of concentration (major). At least 6 credits must be in an area or areas cognate to the area of concentration. At least 6 credits must be in the Foundations of Education. A total of 16 credits may be taken off-campus.

**Residence Requirement.** There is no residence requirement for the M.Ed. degree.

**Transfer of Credit.** A maximum of eight graduate credits may be transferred from another institution.

**Workshop Credit.** A maximum of four credits may be taken in approved workshops, but workshop credits normally are not included in the program of study.

**Independent Study.** The independent study is designed to enable the student independently to investigate a topic related to the major field of study. The study may be a presentation, analysis, or discussion of information and ideas already in the literature of the field. The requirement is designed to ensure that a student can investigate a topic and organize and present a scholarly report on the investigation.

The topic for an independent study must be approved by the student's advisor. The independent study proposal, which must be approved no later than the semester or session prior to the one in which the student expects to graduate, must be filed in the Graduate School before a student is advanced to candidacy for a master's degree.

The student must prepare and secure the advisor's approval of an independent study report. Three copies of the report (one each for the student, the advisor, and the department) must be accepted by the advisor who will certify completion of the report to the Graduate School by the deadline specified in the Academic Calendar and submit a grade for 997-Independent study to the Office of the Registrar.

**Candidacy for the Degree.** To become a candidate for the Master of Education degree the following requirements must be met in approximately the following sequence:

1. Completion of the equivalent of one full-time semester (12 semester credits).
2. A GPA of at least 3.00 for all work attempted.

3. Appointment of an advisor from the major department. The advisor, who must be a member of the Graduate Faculty, will be appointed by the dean upon recommendation of the chairperson of the student's major department. The form for advisor appointment is available on the Graduate School website. The advisor is responsible to the department and the Graduate School for the supervision of the student's work.
4. Approval of a Program of Study on a form available from the Graduate School or on the web site. The program, which should be developed in consultation with the advisor, early in the second semester, must bear the signature of the student, the advisor, and the department chairperson (or designate) and must be submitted to the Dean of the Graduate School for approval.
5. Approval of a topic for the independent study by having the advisor sign the Proposal of Independent Study form and submitting the Proposal to the Graduate School.

The student and the advisor will be notified in writing of the advancement to candidacy. **Students must complete all requirements for advancement to candidacy prior to the semester in which they plan to graduate.**

**Final Examinations.** Candidates for the Master of Education degree must pass written final comprehensive examinations which must cover the major field but may, at the advisor's discretion, draw upon or cover the supporting areas. Such examinations generally will be given and evaluated by the major department, but the results will be certified to the Graduate School by the advisor and the department chairperson on the form, Final Report on Candidate, by the deadline specified in the Academic Calendar. The appropriate comprehensive examination(s) will be arranged for by the advisor and given by the department no earlier than the semester preceding the semester in which the candidate intends to graduate. Comprehensive examinations which are failed may be repeated only with the prior approval of the advisor, the department, and the Dean, but in no event earlier than at the next regularly scheduled offering.

Candidates may not take the final comprehensive examination(s) unless they have been advanced to candidacy for the degree, and are in satisfactory academic standing.

### COMBINED DEGREES

The University of North Dakota is currently offering combined degrees in Accountancy, Applied Economics, Business Administration, Chemistry, Counseling, Public Administration, Chemical, Mechanical, Civil and Electrical Engineering. The intention of these programs is to allow qualified students to complete requirements for both a baccalaureate degree and a master's degree in one year beyond that which is required to receive the undergraduate degree.

### ENGINEERING COMBINED DEGREE PROGRAMS

To encourage undergraduate engineering students to extend their studies to include a graduate degree, the School of Engineering and Mines has a combined program, which permits students to earn both bachelor's and master's degrees in an engineering discipline. This program allows students to designate two three-credit graduate courses to count for both degrees. The selected courses must have graduate course standing and be designated when a student requests admission to the program.

Students may be admitted to the engineering combined degree program after the completion of 95 credit hours towards the bachelor's degree with a GPA of at least 3.0 and before completion of the bachelor's degree.

The deadline for a completed application to be received in the Graduate School is listed at the end of this section. A complete application includes:

- Graduate School Application and application fee
- Three letters of reference
- Statement of Purpose
- Transcripts
- Program of Study-Engineering Combined Degree

The two three-credit hour courses designated for both degrees must not have been completed at the time of application and they must have graduate course standing.

The student is admitted to the Graduate School on completion of 125 credit hours towards the bachelor's degree with a GPA of 3.0 or higher.

Students in the program may opt to be awarded their bachelor's and master's degrees sequentially or at the same time.

Students interested in these programs need to refer to the individual departments for admission and program requirements.

Applications must be completed by:

- August 15 for Fall Semester Admittance
- December 15 for Spring Semester Admittance
- April 15 for Summer Semester Admittance

### MASTER OF ENGINEERING

The Master of Engineering (M. Engr.) is a professional degree with a program designed to provide a strong emphasis toward the practice of engineering in industry, business, or government. The focus of the program is on the development of competency in the area of engineering design, with the goal of developing the student as a practitioner capable of solving complex problems within a given field. It is available in Chemical, Civil, Electrical, and Mechanical Engineering.

The graduate degree program includes a minimum of one-third year of design, and may include another one-third year of mathematics, basic science, and engineering design. A part of each program is the successful completion of a design project appropriate to the field.

**Students should refer to the section of this catalog titled "Departmental Programs" for the admission, degree, examination, and course requirements unique to each department.**

#### Admission Requirements:

1. A baccalaureate degree in an engineering or science field from an accredited university.
2. A minimum of 36 course hours of approved engineering coursework, including background work in the proposed area of concentration. Additional courses needed to satisfy the ABET requirement for basic level accreditation may be taken after admission.
3. The scholastic ability required for pursuing advanced academic work. A GPA of 2.50 (A = 4.00) for all previous academic work undertaken, or a GPA of 3.00 for the last two years of undergraduate work undertaken.
4. Scores from the General Test portion of the Graduate Record Examination if graduated from a non-accredited undergraduate program.

**Course Requirements.** The program of study for the M. Engr. degree must contain at least 30 credits, including at least 15 credits at the 500 level. An engineering design project must be completed and registered for through Engineering 595 for 3-6 credits. A written report on this project is required. All major department courses must be at the 400 level or above, and no courses numbered below 300 may be included in the program.

**Residence Requirement.** There is no residence requirement for the M. Engr. degree. A maximum of eight credit hours may be transferred from another institution.

**Candidacy for the degree.** Admission of a student to the Graduate School as a degree student in Approved Status implies only that the student has met minimum entrance requirements and will be permitted to take graduate courses which may be expected to lead to a degree. The student has not been admitted as a candidate for a degree. Advancement to candidacy is granted only after the student has met the following requirements in approximately the following sequence:

1. Completion of the equivalent of 12 semester credits.
2. Attainment of a GPA of at least 2.75 for all work attempted.
3. The appointment of an advisor from the major department. The advisor, who must be a member of the Graduate Faculty, will be appointed by the Dean upon the recommendation of the chairperson of the student's major department and the Dean of the School of Engineering and Mines. The advisor is responsible to the department and the Graduate School for the supervision of the student's work.
4. Approval of a Program of Study on a form available from the Graduate School or from the Graduate School web site. The program, which should be developed in consultation with the advisor, early in the second semester, must be signed by the student, the advisor, the department chairperson (or designate), and the Dean of the School of Engineering and Mines, and must be submitted to the Dean of the Graduate School for approval.
5. Approval of a topic for the design project by having the advisor, department chairperson, and Dean of Engineering sign the Proposal of Design Project and submitting the Proposal to the Graduate School.

The student and the advisor will be notified in writing of the advancement to candidacy. **Students must complete all requirements for advancement to candidacy prior to the semester in which they plan to graduate.**

**Final Examination.** Candidates for the Master of Engineering degree must pass written final comprehensive examination(s) which must cover the course material in the field of study. Such examinations generally will be given and evaluated by the major department, but the results must be certified to the Graduate School by the adviser and the department chairperson on the form Final Report on Candidate by the deadline specified in the Academic Calendar. The appropriate comprehensive examination(s) will be arranged by the advisor and given by the department no earlier than the semester preceding the semester in which the candidate intends to graduate. Comprehensive examinations which are failed may be repeated only with the prior approval of the advisor, the department, and the Dean of the Graduate School, but in no event earlier than at the next regularly scheduled offering.

### **MASTER OF ENVIRONMENTAL MANAGEMENT**

(See **Earth System Science and Policy** under Departmental Programs)

### **MASTER OF FINE ARTS**

(See **Visual Arts** under Departmental Programs)

### **MASTER OF MUSIC**

(See **Music** under Departmental Programs)

### **MASTER OF PHYSICIAN ASSISTANT STUDIES**

(See **Physician Assistant Studies** under Departmental Programs)

### **MASTER OF PUBLIC ADMINISTRATION**

(See **Public Administration** under Departmental Programs)

### **MASTER OF SCIENCE IN APPLIED ECONOMICS**

(See **Applied Economics** under Departmental Programs)

### **MASTER OF SOCIAL WORK**

(See **Social Work** under Departmental Programs)

### **SPECIALIST DIPLOMA**

The Specialist Diploma is available only in the field of Educational Leadership. This program requires the equivalent of two full years of study beyond the bachelor's degree or one full year of study beyond the master's degree. The Specialist Diploma ordinarily is a terminal program of advanced preparation for professional practice.

#### **Admission Requirements:**

1. A master's degree, normally in Educational Leadership.
2. Significant experience in teaching and administration.
3. A minimum of eighteen semester credits, including student teaching, of undergraduate preparation in Education.
4. A GPA of at least 3.50 for all graduate work completed.

**Course Requirements.** A minimum of 64 credits beyond the bachelor's degree is required for the Specialist Diploma, including 4 credits for the Independent Study Report (997). One half of the credits for the diploma must be for courses numbered 500 or higher. The program in Educational Leadership will include an area of concentration of at least 40 credits, including at least 20 credits in Educational Leadership and one or two cognate areas totaling 12-24 credits.

**Students are referred to the section of this catalog entitled Department Programs for additional departmental requirements.**

**Residence Requirements.** Following the awarding of the master's degree, all students must spend either one semester or one summer session in residence.

**Independent Study Report.** The independent study is designed to require the student to investigate a topic related to the major field of study. The study need not be an original contribution to knowledge but may be a presentation, analysis, and discussion of information and ideas already in the literature of the field. The requirement is to ensure that a student can investigate a topic and organize a scholarly report on the investigation.

The topic for an independent study must be approved by the student's Advisory Committee. Approval is effected by the student's completing a form titled Proposal for Independent Study, available with instructions from the Graduate School, then submitting the proposal to the Committee for approval. The proposal, which must be approved no later than the beginning of the semester or session in which the student expects to graduate, must be filed in the Graduate School before a student is advanced to candidacy.

A report of an independent study must be prepared and submitted to the Faculty Advisory Committee for approval. Three copies of the report (one each for the student, the advisor, and the department) must be accepted by the Faculty Advisory Committee who will certify completion of the report to the Graduate School by the deadline specified in the Academic Calendar. The advisor will submit a grade for 997-Independent Study to the Office of the Registrar.

**Candidacy for the Diploma.** Candidates for a Specialist Diploma will not be permitted to graduate in the same semester or summer session in which they become a candidate. Students in Approved Status may be advanced to candidacy for the Specialist Diploma when the following requirements have been fulfilled:

1. Completion of the equivalent of 12 semester credits with a satisfactory GPA.
2. Appointment of a three-member Faculty Advisory Committee. This Committee is appointed by the Dean upon the written recommendation of the chairperson of the student's major department. The chairperson of the Committee must be a Full member of the Graduate Faculty. Until the appointment of the Committee, the department chairperson, or designate, will act as the student's temporary advisor.
3. Approval of a Program of Study for the diploma. The program is developed by the student and the Committee on a form available from the Graduate School. The program, which must carry the signatures of the student and the committee, is submitted to the Dean of the Graduate School for approval.
4. Approval of a Proposal for Independent Study on a form available from the Graduate School. This proposal, when approved by the Committee and filed in the Graduate School, indicates acceptance of the topic for study and incorporation in a report.
5. Completion of the required practicum or internship.
6. Completion of departmental testing requirements.

Students and their advisors will be notified in writing of advancement to candidacy.

**Final Examinations.** All students must pass written comprehensive examinations covering the program of work approved for the diploma. The examinations normally are given and evaluated by the department in the period 30 days before the Final Report deadline. Comprehensive examinations which are failed may be repeated only with the prior approval of the Advisory Committee, the department, and the Dean, but in no event earlier than at the next regularly scheduled offering.

Candidates may not take the final comprehensive examination(s) unless they have applied to receive the diploma, have been advanced to candidacy for the diploma, and have been certified, in writing, as eligible by the Graduate School.

## DOCTOR OF ARTS

The Doctor of Arts (D.A.) degree program is designed to prepare teachers for four-year and two-year colleges in subject matter fields. The recipient of this degree must have demonstrated a command of knowledge in the broad field of the degree and an ability to teach the subject at the post-secondary level. This degree does not require the preparation of a dissertation but does require the student to obtain some experience in independent research and write a formal report thereon.

The D.A. degree is available only in the department of History. Only those persons holding a master's degree in history or a closely related field are eligible for admission to a program leading to the D.A. degree.

**Students should refer to the section of this catalog titled "Departmental Programs" for additional admission, degree, examination, and course requirements unique to each department.**

### Admission Requirements:

1. An overall GPA of at least 3.50 for all graduate work.
2. A master's degree.
3. Scores on the general and advanced tests of the Graduate Record Examination if appropriate.
4. Recommendation for doctoral work by the department.

In History, a master's degree with thesis is preferred, and the master's program must have a minimum of fifteen semester hours of history at the graduate level. Acceptance of a student for doctoral work, on the basis of the above criteria, does not imply or guarantee advancement of the student to candidacy for the degree.

**Program Requirements.** The D.A. degree requires the completion of a program of 90 semester credits beyond the baccalaureate degree, including acceptable master's work. The program of study for the degree, prepared with the assistance of the Faculty Advisory Committee, and approved by the Dean, will include:

1. A minimum of 60 credits of work in the discipline (the major) of which no more than 20 credits will be designated as an area of concentration. Included in the area of concentration will be a minimum of 5 credits of independent research.
2. A minimum of 10 credits in areas cognate to the major.
3. A minimum of 15 credits in college teaching. The majority of this work will be in a supervised teaching internship in the discipline and in work in the major department preparatory to the internship (seminars in college teaching, etc.).

With the approval of the student's Committee and the Dean, up to one-half of the work beyond the master's degree may be transferred from another institution.

**Residence Requirement.** At least two regular consecutive semesters of residence are required on the University of North Dakota campus.

**Internship.** A teaching internship during which the student is required to teach college-level courses under supervision is a necessary part of each student's program. This teaching may be done at the University of North Dakota or at a cooperating institution. If done at a cooperating institution, the student will be under the joint supervision of a resident professor and the chairperson of the student's Advisory Committee.

**Research Project.** All D.A. students must complete a research project and register for at least five semester credits. The project will be conducted under the direction of a member of the Faculty Advisory Committee, usually the chairperson, who is responsible for assigning a final grade. The proposed project must be approved by the Faculty Advisory Committee and the director of doctoral study of the department (if appropriate), and the Dean of the Graduate School. A copy will be filed with the department and the Graduate School.

A copy of the final DA research paper must be submitted to the Graduate School by the deadline published in the Academic Calendar (usually two weeks prior to graduation). The paper will be published by University Microfilms International and bound and deposited in the Chester Fritz Library. The paper must conform to the format guidelines of the Graduate School as published in the *Style and Policy Manual for Theses and Dissertations*.

**Comprehensive Examination.** A written comprehensive examination is required before advancement to candidacy for the D.A. degree. This examination must cover the broad field of the major and be prepared and evaluated by the Graduate Faculty of the student's major department.

Students must apply for permission to take the comprehensive examination on a form available at the Graduate School. After checking the record to ensure that the student is eligible for the examination (most of the work completed, in Approved Status, Program of Study approved), the Graduate School will certify eligibility and will forward an examination report form to the chairperson of the student's Faculty Advisory Committee. The student may not take the examination until such certification has been provided. Comprehensive

examinations which are failed may be repeated only with the prior approval of the Advisory Committee, the department, and the Dean, but in no event earlier than at the next regularly scheduled offering.

**Candidacy for the Degree.** Candidates for the D.A. degree will not be allowed to graduate in the same semester or summer session in which they become candidates.

Students in Approved Status may be advanced to candidacy when the following requirements have been fulfilled:

1. A three- or five-member Faculty Advisory Committee has been appointed. Committee members are appointed by the dean upon the written recommendation of the chairperson of the student's major department. On five-member committees, the fifth member is appointed by the dean. Until the appointment of the committee, the department chairperson, or designate, acts as the student's temporary advisor. The chairperson of the committee, who serves as the student's major advisor, must be a Full member of the Graduate Faculty. The director of the student's research project normally will be the chairperson of the committee.
2. A Program of Study, outlining the requirements for the degree as developed by the student and the committee, has been approved by the student, the committee, and the dean of the Graduate School. The program, executed on a form available from the Graduate School, should be developed no later than the beginning of the second semester of work.
3. Departmental examination requirements have been completed.
4. A substantial portion of the coursework for the degree has been completed with a GPA of no less than 3.0 for all work attempted.
5. The comprehensive examination has been successfully completed.
6. A Research Project has been approved as evidenced by filing an approved Research Proposal on a form available from the department.
7. The Advancement to Candidacy has been recommended by the student's Faculty Advisory Committee.

The student and the advisor will be notified in writing of advancement to candidacy.

**Final Examination.** The final examination for the D.A. degree is conducted by the candidate's full Faculty Advisory Committee. The examination will be oral and will be based on the area of concentration and the research project. Final examinations which are failed may be repeated only with the prior approval of the Advisory Committee and the dean.

Examinations are to be scheduled in advance by the Committee through the Graduate School. The results must be certified by the Committee on the Final Report form by the deadline specified in the Academic Calendar.

D.A. candidates will be required to complete a National Research Council demographic survey form and an agreement with University Microfilms, International, prior to graduation.

## DOCTOR OF EDUCATION

The Doctor of Education (Ed.D.) degree is the highest University award given in recognition of the completion of academic preparation for professional practice in school teaching fields and in fields preparing school service personnel.

### Admission Requirements

1. An overall GPA of at least 3.50 for all graduate work completed.

2. A master's degree or the equivalent.
3. The necessary undergraduate preparation in the field.
4. Completion of any departmental examination requirements, i.e., qualifying or diagnostic examinations.
5. Scores on special tests required by the department.
6. Recommendation for doctoral work by the department concerned. Acceptance of a student for doctoral work, on the basis of the above criteria, does not imply or guarantee advancement of the student to candidacy for the degree.

**Students should refer to the section of this catalog titled "Departmental Programs" for additional admission, degree, examination, and course requirements unique to each department.**

**Program Requirements.** The Ed.D. degree requires the completion of a program of 96 semester credits beyond the bachelor's degree, including acceptable master's and specialist's work, and the submission of an acceptable dissertation. The emphasis in the program is on courses and seminars to provide extensive knowledge of the field and will provide for the following:

1. Acquisition of broad knowledge in the area of concentration or major (at least 48 credits), in a cognate area, i.e., directly supportive of the area of concentration, and in the Foundations of Education (at least 12 credits).
2. Development of competencies in the scholarly tools required for study and practice in the field (normally 6 semester credits of statistics).
3. The preparation of a dissertation based on the investigation of a topic related to theory and practice in the professional field. The dissertation must demonstrate critical analysis, knowledge of the professional literature, and a familiarity with methods of research, all presented in a scholarly style. A maximum of ten semester credits may be assigned to the dissertation.
4. A period of professional practice in the form of a practicum or internship. At the discretion of the student's Faculty Advisory Committee, this provision may be waived if the candidate has accumulated sufficient professional experience in the field prior to the completion of the doctoral program.

With the approval of a student's committee, up to one-half of the work beyond the master's degree may be transferred from another institution.

**Residence Requirement.** At least two consecutive semesters of residence or other options specified for the doctoral programs are required on the University of North Dakota campus.

**Dissertation.** Each candidate for the Doctor of Education degree must submit a dissertation to the Graduate School in partial fulfillment of the requirements for the degree. The dissertation is prepared with the guidance and advice of the student's faculty advisor. However, all dissertations must be prepared in accord with the *Style and Policy Manual for Theses and Dissertations*. Copies are available on the Graduate School's website.

The topic for the dissertation must be approved in advance by the student's Faculty Advisory Committee. Approval is effected by the student's completing a form titled Proposal of Dissertation, available from the Graduate School on the Graduate School website, then submitting the proposal to the committee for approval. The approved proposal must be filed in the Graduate School. The proposal should be approved the semester before the degree is expected, but it must be completed before advancement to candidacy.

The draft of the dissertation should be presented to the Faculty Advisory Committee sufficiently in advance of the Preliminary Approval deadline that a thorough evaluation may be effected by the entire committee. The committee must be able to read the draft, suggest corrections and changes, and the student must be able to make the corrections, all in time for the committee to indicate its approval of the draft by signing a form titled Preliminary Approval of Dissertation. The student must deposit the approval form in the Graduate School by the deadline specified in the academic calendar (usually four weeks prior to commencement). The Preliminary Approval assures the student that no major changes will be required in the final copy of the dissertation. Copies of the dissertation in its final form must be presented to the Faculty Advisory Committee in time that they may thoroughly read the dissertation prior to the final examination. When the final version of the dissertation has been approved by the Committee, a copy must be deposited in the Graduate School in time to receive the approval of the Dean by the deadline specified in the Academic Calendar (usually two weeks prior to commencement). The advisor and the major department must each be presented one copy of the dissertation. One copy of a special abstract of the dissertation, in a 350-word format described in *Style and Policy Manual for Theses and Dissertations*, also must be presented with the dissertation. The abstract is published in Dissertation Abstracts by University Microfilms International, and the entire dissertation is micro-filmed by the same organization. The Graduate School has the final copy of the dissertation bound and cataloged in the University Library.

**Comprehensive Examination.** All students seeking a Doctor of Education degree must take a written comprehensive examination after a substantial portion of the coursework has been completed. At the option of the department, an oral examination may also be given. The content of the examination will be determined by the Graduate Faculty of the departments concerned, and the examination will be given at times announced by the departments. The examination must be extensive and searching and cover in depth the field or fields of knowledge in which the degree is taken. This examination must be completed before advancement to candidacy for the degree but cannot be undertaken until the scholarly tool requirements have been completed. Comprehensive examinations which are failed may be repeated only with prior approval of the advisory committee, the department, and the dean, but in no event earlier than at the next regularly scheduled offering.

Students must apply for permission to take the comprehensive examination on a form available from the Graduate School. After checking the record to ensure that the student is eligible for the examination (most of the work completed, Approved Status attained, Program of Study approved, scholarly tool requirements completed), the Graduate School will certify eligibility and will forward an examination report form to the chairperson of the student's Faculty Advisory Committee. The student may not take the examination until such certification has been provided.

**Candidacy for the Degree.** A student must fulfill all of the requirements for and be advanced to candidacy prior to the beginning of the semester or summer session in which he/she expects to receive a degree.

Students in Approved Status may be advanced to candidacy for a doctor's degree when the following requirements have been fulfilled:

1. A five-member Faculty Advisory Committee has been appointed. Four committee members are appointed by the dean upon the written recommendation of the chairperson of the student's major department and must represent the major and cognate areas of study. The fifth member is appointed by the Dean and represents the Graduate Faculty. Until the appointment of the committee, the department chairperson, or designate, acts as the student's temporary

advisor. The chairperson of the Committee, who serves as the student's major and dissertation advisor, must be a Full member of the Graduate Faculty.

2. A Program of Study, outlining the requirements for the degree as developed by the student and the committee, has been approved by the student, the committee, and the dean of the Graduate School. The program, executed on a form available from the Graduate School, should be developed no later than the beginning of the second semester of work.
3. Departmental examination requirements have been completed.
4. A substantial portion of the coursework for the degree has been completed with a GPA of no less than 3.00 for all work attempted.
5. The scholarly tool requirement has been met.
6. The comprehensive examination has been successfully completed.
7. A dissertation topic has been approved as evidenced by filing an approved Proposal of Dissertation on a form available from the Graduate School.
8. Advancement to candidacy has been recommended by the student's Faculty Advisory Committee.

The student and the advisor will be notified in writing of advancement to candidacy.

**Final Examination.** The final examination must be scheduled two weeks in advance by the committee through the Graduate School and must be completed and the results reported by the deadline specified in the Academic Calendar.

The final examination is conducted by the candidate's full Faculty Advisory Committee in the presence of the dean of the Graduate School and such other members of the Graduate Faculty as elect to attend. The final examination will include an oral examination but also may include written portions. The examination will cover the dissertation but need not be limited thereto. Committee members must have had adequate opportunity to examine the final copy prior to the examination, and will indicate their approval by signing the Approval Page of the dissertation and the Final Report on Candidate. Final examinations which are failed may be repeated only with the prior approval of the advisory committee and the dean.

A student may pass the Doctoral comprehensive and/or Final Examination with one dissenting vote. The dissenter must submit a written report on his/her decision to the Graduate School. Four signatures will be accepted on the final copy of the dissertation.

Ed.D. candidates will be required to complete a National Research Council demographic survey form and an agreement with University Microfilms International before graduation.

## DOCTOR OF PHILOSOPHY

The Doctor of Philosophy (Ph.D.) degree is awarded in recognition of the highest degree of creative scholarship and research in a field of study. The recipient of this degree must have demonstrated proficiency in a broad area of learning and the ability to critically evaluate work in the discipline. The degree is not awarded solely for completing a prescribed number of courses, but for having undertaken and completed independent work in the discipline leading to an original contribution to knowledge.

The Ph.D. degree requires the completion of a program of 90 semester credits beyond the baccalaureate degree and the submission of an acceptable dissertation. A substantial portion of the credits for the program must be devoted to independent research, the results of which are to be incorporated in the dissertation. It is expected that all or part of a Ph.D. dissertation will be publishable in the literature of



the discipline and normally will be published. The program will include enrollment in courses and/or seminars which are designed to (a) advance the student's knowledge in the discipline, (b) provide competence in the scholarly tools (languages, mathematics, etc.) required for study and research in the discipline, and (c) provide competence in the research methods of the discipline, e.g., courses in bibliography or historiography, a research minor in education, courses dealing with current research topics, etc.

**Admission Requirements.** Generally, students may undertake work that will lead to a Doctor of Philosophy degree only after they have received a master's degree, usually in the same academic discipline, from this or another accredited institution; however, in some disciplines it is possible to be admitted directly to the Ph.D. program. In certain disciplines students who have completed the equivalent of the coursework for the master's degree may be readmitted to work toward the Ph.D. directly, thereby bypassing the master's degree (see department section). Each student must have: (1) attained an overall GPA of at least 3.00 for all graduate work, (2) completed the necessary undergraduate preparation, (3) completed any departmental examination(s) or other requirements, (4) presented scores on tests required by the department, and (5) been recommended for doctoral work by the department. Acceptance of a student for doctoral work on the basis of the above criteria does not imply or guarantee advancement of the student to candidacy for the degree.

**Program Requirements.** The Ph.D. degree requires the completion of a program of 90 semester credits of graduate work beyond the bachelor's degree, including acceptable master's degree work, and the submission of an acceptable dissertation. With the approval of the student's Faculty Advisory Committee, up to one-half of the work beyond the master's degree may be transferred from another institution. The program will include work in one major department and should include work in one or more related departments, i.e., either a minor or cognate area, but at least one-half of the work must be in the major field. The credits for the dissertation (typically 6-18 credits), and the research on which it is based, should comprise a substantial portion of the 90 credits for the degree and should be included in the major part of the program.

**Students should refer to the section of this catalog titled "Departmental Programs" for additional admission, degree, examination, and course requirements unique to each department.**

**Residence Requirements.** Since the Ph.D. is a research degree, the majority of the academic work must be conducted in an academic research environment. Accordingly, the program normally will include provision for two consecutive years of full-time academic work. In most instances this requirement will be met by two consecutive years of residence on the University of North Dakota campus. With prior written approval by the Dean, one of the two years of residence may be completed by one year of full-time academic work and/or research at another institution or location. Note: The Residence Requirement is in effect unless modifications have been granted to the department by the Graduate Committee.

**Scholarly Tools.** Candidates for the Ph.D. degree may have to demonstrate competence in scholarly tools required for study and research in the discipline. Each department offering the Ph.D. degree has specified the nature of these tools (languages, mathematics, statistics, computer programming, etc.). See the "Departmental Programs" section for more information. This requirement must be completed before the student is permitted to take the comprehensive examination for the degree or become a candidate for the degree.

**Foreign Language Exam.** Students required to demonstrate a reading knowledge of a foreign language may do so by one of two procedures: Standardized tests (Graduate Student Foreign Languages Tests - GSFLT) prepared by the Educational Testing Service are

available in French, German, Russian, and Spanish and are given by the Counseling Center upon student request. The Languages Department will administer a Reading Test in French, German, Russian, or Spanish. This test is offered three times a year: on Reading and Review day at the end of the fall and spring semesters, and on registration day for the fall semester. Students must sign up for the examination with the department secretary, no later than one week before the examination date. Students may take the examination a maximum of three times at the Languages Department. Students needing to demonstrate a reading knowledge in a language other than those mentioned above should, together with their Advisory Committee, petition the Dean for approval of the use of the language and the proposed examination mechanism.

**Dissertation.** A dissertation is required in partial fulfillment of the requirements for the Ph.D. degree. It must represent an original and independent investigation in the major field of study. Through the dissertation, and the research leading to it, each candidate clearly must have made a significant contribution to the advancement of knowledge in the field. Credit is given for the dissertation and for the research on which it is based, the amount being determined in advance by the student's Faculty Advisory Committee in accord with the limits established by the major department.

A dissertation is prepared with the guidance and advice of the student's faculty advisor and the Committee. However, all dissertations must be prepared in accord with the *Style and Policy Manual for Theses and Dissertations*. The "Manual" is available on the Graduate School website.

The topic for the dissertation must be approved in advance by the student's Faculty Advisory Committee. Approval is effected by the student's completing a form titled Proposal of Dissertation, available with instructions from the Graduate School and on the web site, then submitting the proposal to the committee for approval. The approved proposal is then filed in the Graduate School. The proposal should be approved the semester before the degree is expected, but it must be approved before advancement to candidacy.

The draft of the dissertation should be presented to the Faculty Advisory Committee sufficiently in advance of the Preliminary Approval deadline that a thorough evaluation may be effected by each committee member. The Committee must be able to read the draft, suggest corrections and changes, and the student must be able to make the corrections, in time for the Committee to approve the dissertation and sign a form titled Preliminary Approval of Dissertation. The student must deposit the Approval Form in the Graduate School by the deadline specified in the academic calendar (usually four weeks prior to commencement). Unless this deadline is met, the student will not be permitted to graduate at the upcoming graduation. The Preliminary Approval assures the student that no major changes will be required in the final copy of the dissertation.

Copies of the dissertation in its final form must be presented to the Faculty Advisory Committee in time that they may thoroughly read the dissertation prior to the final examination. When the final version of the dissertation has been approved by the committee, a copy must be deposited in the Graduate School in time to receive the approval of the Dean by the deadline specified in the Academic Calendar (usually two weeks prior to graduation). The advisor and the major department must each be presented one copy of the dissertation. One copy of a special abstract of the dissertation (in a 350-word format described in the *Style and Policy Manual for Theses and Dissertations*) also must be submitted. The abstract is published in Dissertation Abstracts by University Microfilms International, and the dissertation is microfilmed by the same organization. The Graduate School has the final copy of the dissertation bound and cataloged in the University Library.

**Comprehensive Examination.** All students seeking a Doctor of Philosophy degree must take a written comprehensive examination after a substantial portion of the coursework has been completed. At the option of the department, an oral examination may also be given. The content of the examination will be determined by the Graduate Faculty of the departments concerned, and the examination will be given at times announced by the departments. The examination must be extensive and searching and must cover in depth the field or fields of knowledge in which the degree is taken. This examination must be completed before advancement to candidacy but cannot be undertaken until the scholarly tool requirements have been completed. Comprehensive examinations which are failed may be repeated once with the prior approval of the Faculty Advisory Committee, the department, and the Dean, but in no event earlier than at the next regularly scheduled offering.

Students must apply for permission to take the comprehensive examination on a form available at the Graduate School. After checking the record to ensure that the student is eligible for the examination (most of the work completed, Approved Status attained, Program of Study approved, scholarly tool requirements completed), the Graduate School will certify eligibility and will forward an examination report form to the chairperson of the student's Faculty Advisory Committee. The student may not take the examination until such certification has been provided.

*In lieu of the comprehensive examination, students in Chemistry will take cumulative examinations which begin in the second semester of graduate school. Chemistry students will not be required to apply for permission to take the comprehensive.*

**Candidacy for the Degree.** Advancement to candidacy is granted only after the completion of specified academic requirements and upon the recommendation of the Faculty Advisory Committee. Candidates for a doctor's degree will not be allowed to graduate in the same semester or summer session in which they become a candidate for the degree.

Students in Approved Status may be advanced to candidacy when the following requirements have been fulfilled:

1. A five-member Faculty Advisory Committee has been appointed. \*Four committee members are appointed by the dean upon the written recommendation of the chairperson of the student's major department to represent the major and any minor areas of study. The fifth member is appointed by the dean and represents the Graduate Faculty. Until the appointment of the committee, the department chairperson, or designate, acts as the student's temporary advisor. The chairperson of the Committee, who serves as the student's major and dissertation advisor, must be a Full member of the Graduate Faculty. An associate member may chair a doctoral student's faculty advisory committee and direct the dissertation research if approved by the Dean of the Graduate School and is under the direction of a mentor appointed by the Dean of the Graduate School. \*Teaching and Learning has four-member Faculty Advisory Committees.
2. A Program of Study, outlining the requirements for the degree as developed by the student and the Committee, has been approved by the student, the Committee, and the dean of the Graduate School. The program, executed on a form available from the Graduate School, should be developed no later than the beginning of the second semester of work.
3. Departmental examination requirements have been completed.
4. A substantial portion of the coursework for the degree has been completed with a GPA of no less than 3.00 for all work attempted.

5. The scholarly tool requirement has been completed.
6. The comprehensive examination has been successfully completed.
7. A dissertation topic has been approved as evidenced by filing an approved Proposal of Dissertation on a form available from the Graduate School.
8. Advancement to candidacy has been recommended by the student's Faculty Advisory Committee.

The student and the advisor will be notified in writing of advancement to candidacy.

**Final Examination.** The final examination must be scheduled two weeks in advance by the Committee through the Graduate School and must be completed and the results reported by the deadline specified in the Academic Calendar.

The final examination for the doctoral degree is conducted by the candidate's full Faculty Advisory Committee in the presence of the dean of the Graduate School and such other members of the Graduate Faculty as elect to attend. The final examination must include an oral examination but also may include written portions. The examination must cover the dissertation but need not be limited thereto. Committee members must have had adequate opportunity to examine the final copy prior to the examination and will indicate their approval by signing the "Approval Page" of the dissertation and the "Final Report on Candidate." Final examinations which are failed may be repeated once with the prior approval of the Advisory Committee and the Dean.

A student may pass the Doctoral Comprehensive and/or Final Examination with one dissenting vote. The dissenter must submit a written report on his/her decision to the Graduate School. Four signatures will be accepted on the final copy of the dissertation.

Ph.D. candidates will be required to complete a National Research Council demographic survey form and an agreement with Proquest UMI before graduation.

## DOCTOR OF PHYSICAL THERAPY

(See **Physical Therapy** under Departmental Programs)

### Joint M.D. - PH.D. Program

Through the cooperation of the Graduate School and the School of Medicine, students may concurrently pursue the Doctor of Philosophy degree in a medical science field (Anatomy and Cell Biology, Biochemistry and Molecular Biology, Microbiology and Immunology, Pharmacology, Physiology, and Therapeutics) and the Doctor of Medicine degree. The minimum time required to complete the joint program is six years of full-time academic study.

Students interested in the joint M.D.- Ph.D. program should first obtain admission to the School of Medicine and Health Sciences to the M.D. degree program, following the normal application process and meeting the selection criteria. A student admitted to the M.D. program may apply to graduate school as soon as he/she has selected a graduate program, which may occur before matriculation in Medical School but not later than the end of the first year of Medical School.

Final admission requirements for the M.D./Ph.D. program include:

1. Satisfactory performance in the first two years of the medical education curriculum with passing scores on all required assessment tools.
2. Successful completion of the USMLE Step 1 examination.
3. Satisfactory scores achieved on General and Subject GRE examination or MCAT scores.
4. All other UND Graduate School admission requirements listed in the *UND Academic Catalog*.