Graduate School

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Graduate School

Basic Admission Requirements

Any student with a U.S. bachelor’s degree or a comparable foreign degree from a recognized college or university may apply to the Graduate School Office of Admissions. Applicants with the necessary background for their chosen major field, an excellent scholastic record from an approved college or university, and appropriate professional qualifications may be admitted for graduate work on recommendation of the graduate faculty in the proposed major field and approval of the director of graduate studies. The Graduate School operational standard for admission is an undergraduate grade point average (GPA) of 3.00. Many programs prefer a higher GPA. Applicants should consult the program to which they are applying for specific information about admission standards.

Application Procedure

Applicants are required to apply online. Applicants are encouraged to apply for admission well in advance of the term in which they wish to enter the Graduate School (but no more than one year in advance of the proposed entry date). The Graduate School Application for Admission, complete with all required materials, must be submitted by the following deadlines:

Fall semester—July 15
Spring semester—November 1

Deadlines that fall on a holiday or weekend will be extended through the next regular workday.

Many major fields have established deadlines earlier than those listed above and require additional application and supporting materials. It is the applicant’s responsibility to obtain information about those deadlines and requirements from the director of graduate studies for the proposed major.

Note: Detailed and up-to-date information regarding the application fee, transcripts, and test data is included in the instructions accompanying the Graduate School Application for Admission.

Transcripts and Credentials—Applicants must list in the online application each institution of higher learning from which credit has been earned, and submit transcripts or academic records for each of these institutions. This includes partial or incomplete transcripts.

Unofficial transcripts or academic records must be submitted directly to the online application. Please do not submit paper copies of this material as it will cause delays in your application processing.

Applicants previously enrolled at the University of Minnesota (any campus), can get electronic copies of transcripts from OneStop student services.

Official transcripts or academic records will be required only for those applicants admitted. These must be submitted before you register and enroll at the University of Minnesota Duluth.

If you have attended universities that issue official transcripts on request, you must have these materials sent to the Graduate School Admissions Office directly from the institution. An official, certified (signature and seal) English translation should be attached if the transcript is not in English.

The University of Minnesota reserves the right to require the submission of official transcripts or credentials any time during the admission review process.

International Applicants—All international applicants must submit complete credentials. Details on the types of transcripts required are given in the instructions for the Graduate School Application for Admission.

Test Data—One or more of the following tests may be required as part of the application process (in addition, students should consult the individual program requirements).

Graduate Record Examination (GRE)—Most major fields request the GRE. It would be wise, therefore, for applicants to complete this test either in the senior year of undergraduate work or before filing an admission application. For information about the test, contact the Educational Testing Service, CN 6000, Princeton, NJ 08541 or www.ets.org/gre. Official scores must be sent to the Graduate School Office from the testing service.

Graduate Management Admission Test (GMAT)—For information on registering for the GMAT, write to the Graduate Management Admission Council (GMAC), 1600 Tysons Boulevard, Suite 1400, McLean, VA 22102 (866-505-6559 toll-free in the United States and Canada only; 703-245-4222; or www.mba.com/TaketheGMAT).

Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), and Michigan English Language Assessment Battery (MELAB)—The TOEFL operational standard for admission to the Graduate School is a minimum total score of 79, plus minimum section scores of 21 on the writing section and 19 on the reading section on the Internet-based test, or a minimum score of 550 on the paper-based test. The IELTS operational standard is a minimum score of 6.5, and the MELAB operational standard is a minimum score of 80. Individual programs may require a higher score. One of these tests is required of all international applicants.
whose native language is not English, except those who will have completed 24 quarter or 16 semester credits (within the past 24 months) in residence as a full-time student at a recognized institution of higher learning in the United States before entering the University of Minnesota. These transfer students, however, may be asked to take locally administered English tests after arrival on campus.

TOEFL
http://www.ets.org/toefl
Educational Testing Service
P.O. Box 899
Princeton, NJ 08541-0899
Inside the U.S. and Canada: 1-877-863-3546
Outside the U.S. and Canada: 1-609-771-7100

IELTS
www.ielts.org
100 East Corson St., Suite 200
Pasadena, CA 91103
626-564-2954

MELAB
www.lsa.umich.edu/eli/testing/melab
English Language Institute
MELAB Office, TCF Building
University of Michigan
401 E. Liberty, Suite 350
Ann Arbor, MI 48104-2298
1-866-696-3522

Additional Information—The Graduate School and individual programs within it reserve the right to request additional information when they believe it is necessary.

Special Applicant Categories
University of Minnesota Undergraduates—If admitted to the Graduate School, University of Minnesota undergraduate students who have no more than seven semester credits or two courses to complete for their bachelor’s degree (including both distribution and total credit requirements) may register in the Graduate School to begin a graduate program while simultaneously completing their baccalaureate work. A final bachelor’s transcript must be submitted before the second term of registration.

Professional Development—Applicants who wish to enroll in a field in the Graduate School but who are not interested in a graduate degree may apply for admission for professional development coursework. Students interested in taking graduate-level courses must work with the respective departments (generally the director of graduate studies or his/her designee) to gain admission to non-degree status. Graduate tuition rates apply. Because some major fields restrict admission to only those planning to pursue an advanced degree, applicants are advised to consult with the director of graduate studies in their proposed major field before completing application materials. Students should complete and submit the Registration Form. Forms are also available from Continuing Education windows in Darland Administration Building.

Academic Staff—University of Minnesota staff holding academic appointments above the rank of instructor or research fellow are normally not permitted to complete a graduate degree at the University. Those who wish to register for courses and transfer them elsewhere may apply for admission for “professional development coursework.”

Assistantships and Fellowships

Graduate assistantships are academic appointments reserved for graduate and professional students. Appointments to teaching assistant, research assistant, or administrative fellow positions are offered through various departments. A teaching assistant helps teach students in a specified course or courses under the general supervision of the academic staff and may be assigned primary responsibility for an entire course. A research assistant carries out activities connected with research studies assigned by the supporting department or principal research investigator. An administrative fellow performs duties of a specialized nature connected with academic administration.

Note: To be eligible to hold one of these appointments, a student must have been admitted to the Graduate School or a professional school and be registered in the Graduate School or professional school with a minimum of 6 credits or have full-time status each term of the appointment. This applies to appointments of any percentage or any number of hours. Students may hold an assistantship in May and summer semesters without registering for credits; if students are registered for credits and hold an assistantship, it is up to the department if students are offered tuition benefits. For specific information, refer to the Graduate Assistant Employment website.

Benefits

All graduate assistants holding appointments as teaching assistants, research assistants, and administrative fellows may become eligible for the following benefits.

Tuition Benefits—Upon reaching minimum qualification for eligibility (refer to the Graduate Assistant Employment website above); students receive a tuition benefit equal to twice the percentage of time worked. For example, a 40 percent appointment for the full payroll semester period includes an 80 percent tuition benefit, which applies only to tuition and the University fee. The maximum benefit is 100 percent and applies to a maximum of 14 credits each academic term. The tuition benefit does not cover course or student services fees.

Resident Rate Privilege—Upon reaching minimum qualification for eligibility, students receive a resident rate break, which is credited on the fee statement before the tuition benefit. This privilege applies concurrently to members of the immediate family (spouse or domestic partner, children, and parents).

Extended Resident Rate Privilege—When a graduate assistant has completed two qualifying terms of assistantship, the resident rate break continues for the number of terms the appointments were held, up to a maximum of four terms. This privilege applies also to the student’s immediate family. Students should request the resident benefit through the Graduate Assistant Employment Office. Note: For the student and family, this privilege does not extend beyond three years from the termination of the last or most recent qualifying appointment.
Each department sets its own financial aid application deadline; students are encouraged to check with the director of graduate studies well in advance.

Graduate assistants are compensated according to a pay range established each year by the University’s central administration and approved by the Board of Regents. The current pay range for graduate assistants is available from the department. Graduate students may not hold appointments for which there is no monetary compensation, nor are they allowed to hold appointments for which they receive only course credit or resident tuition rates.

Graduate Assistant Health Care Plan—University-subsidized health insurance is available to most Graduate School or professional school students who hold an appointment as a teaching assistant, research assistant, or administrative fellow (some other fellows and trainees enrolled in the Graduate School are also eligible). For these students, the University pays 42.5 to 95 percent of the insurance premium during the academic year (fall through spring), the percentage depending on the level of appointment. To receive this coverage, eligible students must apply for it by the end of the second week of classes.

Graduate Fellowships

Fellowships and Scholarships Administered Through Departments—Many academic departments have fellowships and awards from private endowment income, gifts, and other sources. Complete information is available on award amounts and purposes, deadlines, and the application process from individual departments. Students should inquire directly.

Fellowships Available for Underrepresented and Educationally Disadvantaged Students—Because eligibility varies depending on the fellowship, students should contact the appropriate program office to see if they are eligible.

Diversity of Views and Experiences Fellowship (DOVE)—Students planning to enter the Graduate School for the first time in the fall semester are eligible for these one-year fellowships, which provide a stipend of approximately $22,500 plus tuition and health insurance (fees not included) for the academic year. Departmental support following the fellowship year is included. All applicants must be nominated by the graduate program they plan to enter. About 18 fellowships are awarded each year.

Other Available Fellowships—The availability of other fellowships for underrepresented and educationally disadvantaged students changes yearly. They include the Ford Foundation Pre-doctoral and Dissertation Fellowships for Minorities, the GEM Master’s Fellowship, the GEM Ph.D. Engineering and Natural Science Fellowship, and others.

Registration

Registration Deadlines—Graduate students must register before the term-specific registration deadline. For University calendar and registration deadline information and the policy governing cancel/adds, refer to http://www.d.umn.edu/fareg.

All graduate students must register before the first day of the term to avoid a late registration fee.

Registration Requirements—To maintain their active status, graduate students must register every fall and spring term. Those who do not register in the Graduate School every fall and spring are considered to have withdrawn and their Graduate School records are deactivated. Deactivated students may not register for courses, take examinations, submit degree program or Thesis Proposal Forms, file for graduation, or otherwise participate in the University community as Graduate School students. Those who wish to resume graduate work must request readmission to the Graduate School and, if readmitted, must register in the Graduate School for the term of readmission to regain their active status. For more information about the Graduate School’s registration requirements, refer to http://www.d.umn.edu/grad/read_chang.htm.

Graduate students holding appointments as teaching assistants, research assistants, or administrative fellows must be registered for a minimum of 6 credits each term of their appointment; this applies to appointments of any percentage or any number of hours.

Students receiving other types of financial aid from the University or other agencies, international students with certain types of visas, and students who wish to use various University services and facilities may have specific registration requirements; these students are responsible for obtaining information about such requirements from the appropriate offices.

Special Registration Categories

Grad 999—GRAD 999 is a zero-credit, zero-tuition, non-graded registration option for Graduate School students who must register solely to meet the Graduate School’s registration requirement. GRAD 999 does not meet any other internal/external departmental or agency requirements. Other than requiring Graduate School students to hold active student status, the Graduate School does not impose any eligibility requirements on GRAD 999 registrations. However, individual graduate programs may establish their own eligibility criteria. Students considering registering for GRAD 999 should first check with their graduate program. For more information on GRAD 999, visit http://www.d.umn.edu/grad/read_chang.htm.

Registration Categories for Advanced Graduate Students—Advanced masters students and advanced doctoral candidates (i.e., students who have completed all their program coursework and required thesis credits, but are still working full-time on the research or writing of their thesis, papers, capstone project, or dissertation) may be eligible for special registration categories that enable them to be certified as full-time students when registered for one credit.
Full-time status with one credit registration courses are available only to advanced master’s (8333) and doctoral (8444) students who have met eligibility criteria. Eligibility criteria are specific to advanced master’s and advanced doctoral applicants. Students must meet eligibility criteria and application deadlines to qualify.

For more information concerning eligibility requirements, deadlines, and application forms, contact the UMD Graduate Office, 431 Darland Administration Building.

Readmission and Other Changes
Most requests for readmission, change of major, track or degree objective, or change of campus within the Graduate School must be made by submitting the Change of Status/Readmission Application. A $75 application fee must accompany each Change of Status application. The fee may be submitted in the form of a personal check or money order made payable to the University of Minnesota. The application fee cannot be waived or deferred and is not refundable.

Readmission—To maintain their active status, graduate students must register every fall and spring term. Previously registered students who do not register in the Graduate School every fall and spring term will be considered to have withdrawn and must apply for readmission in order to resume graduate work.

Change of Major, Track, or Degree Objective—Students currently enrolled in the Graduate School who intend to change their major, track, or degree objective from that originally approved by the Graduate School should request a change of status. Students who have already been awarded a degree in the Graduate School must request a change of status if they wish to pursue another degree.

Change of Campus—Students currently enrolled in the Graduate School on one campus who wish to complete their studies on another campus should request a change of status. Graduate study is currently available on the Duluth and Twin Cities campuses.

Grading System
The Graduate School uses two grading systems: A-B-C-D-F (with pluses and minuses) and S-N. Students have the option of choosing the system under which they will be graded, except in courses in which grading has been restricted to one system with approval of the Graduate School. Students choose their grading system at the time of initial registration. 5xxx and 8xxx courses with grades of A, B, C (including C-), and S may be applied to a Graduate School degree program; changes in grading option are not allowed after the second week of the term. Under some circumstances and with approval of the student’s major field, 4xxx, 6xxx, and 7xxx courses may also be applied to a Graduate School degree. At least two-thirds of the total number of course credits included on any Degree Program Form must be taken A-F. Individual major fields have the option of specifying more stringent requirements regarding the application of S-N courses to a degree program. All A-F registrations in the Graduate School, regardless of course level, will be calculated in the cumulative GPA.

Incomplete Grades—The symbol “I” may be assigned by an instructor to indicate “incomplete,” in accordance with provisions announced in class at the beginning of the semester, when in the instructor’s opinion there is a reasonable expectation that the student can successfully complete the work of the course. An “I” remains on the transcript until the instructor replaces it with a final A-F or S-N grade. Course instructors may, at their discretion, establish a time limit for the removal of incomplete grades. Each major field establishes for its graduate students the maximum number of credits of incomplete’s allowable at any given time.

Retaking Courses—The Graduate School discourages the retaking of courses to improve grades. If a course is retaken, appropriate tuition and fees will be assessed. All registrations and grades for the course remain on the student’s graduate transcript and are calculated into the cumulative GPA.

Grade Changes—To preserve the integrity of the graduate transcript as an accurate record of a student’s academic progress, the Graduate School does not approve requests to change final grades assigned to students in prior semesters.

Changes in Registration—During the fall and spring semesters the end of the second week of the semester is the last day to add a course or change sections of a course, change the grading option, or cancel a course without a W (indicating withdrawal) appearing on the transcript. During the summer term, the deadline for such changes is the fifth day of instruction. Students may cancel courses through the end of the eighth week of the semester; canceling courses after the eighth week requires the approval of the adviser, instructor, and UMD Graduate Office. During the summer term, students may cancel a course through the last day of instruction with the adviser’s signature. If withdrawal from a course occurs within the first two weeks of the semester, no record of this course is shown on the transcript. If withdrawal occurs after the second week of the semester, the transcript will show the course with a W. Students cannot change their registration after the last day of instruction of a semester or register for previous semesters. Withdrawal from a course or courses may affect tuition benefits.

The UMD Graduate School Petition, which is completed by the student requesting changes in registration, includes both an accurate statement of action being requested as well as an explanation of why the exception to policy is justified. Submission of a signed petition is not a guarantee of approval.

If a graduate student wishes to add a course that does not generate permission numbers, for example xxxx–8777 Master’s Thesis credit, this must be done through petition beginning with the first day of instruction.
Satisfactory Progress Toward the Degree

Graduate programs are required to provide their students with an annual review of degree progress. In addition to fulfilling the Graduate School requirements, students should consult their major program's graduate studies handbook for program-specific criteria for satisfactory progress toward their degree.

Termination of Graduate Student Status

When performance is unsatisfactory in terms of grades or normal progress toward the student's degree objective, graduate student status may be terminated. All guidelines stated in this catalog are minimum requirements, and each program is free to set more specific terms by which progress is measured for purposes of continuation. Students are encouraged to check with the director of graduate studies in their major field for complete information about academic performance and degree progress standards and the procedures used to monitor these standards.

Students who do not register in the Graduate School every fall and spring term are considered to have withdrawn; their Graduate School records are deactivated.

Master's Degree

The master's degree is awarded in recognition of academic accomplishment as demonstrated by a coherent program of coursework, passing of the required examinations, and preparation of a thesis or project(s).

Plans for the Master's Degree — The Graduate School offers the master’s degree under three different plans:

- **Plan A** — requiring a thesis
- **Plan B** — which substitutes additional coursework and special projects for the thesis; and
- **Plan C** — the Coursework Only master's, which provides an alternative structure for degree completion, such as a culminating experience in the form of a capstone course and/or paper

Minimum Graduate School requirements, including the 30-credit minimum, time limit for degree completion, double counting of credits, transfer coursework, and GPA apply to all plans. Individual major fields have the option of setting higher/more stringent requirements; students should be familiar with any special requirements in their major field. For plans offered in each major, see Duluth Graduate Majors.

Registration Requirement for the Master’s Degree — Master's degree students are required by the Graduate School to complete at least 60 percent of the coursework for their official degree programs (excluding thesis credits) as registered University of Minnesota Graduate School students; individual major fields may require a higher percentage. With approval of the adviser, director of graduate studies in the major (and director of graduate studies in the minor, if the courses are for a designated minor), and the Graduate School, transfer coursework may make up the remaining 40 percent (maximum) of the degree coursework (see Transfer of Credits for the Master's Degree below).

Master’s Plan A students must enroll for a minimum of 10 thesis credits (8777) before receiving the degree.

**Double Counting** — Students may have a maximum of 8 credits in common between two master’s-level degrees.

**Transfer of Credits for the Master's Degree** — Unless otherwise specified under a student's major in Degree Programs and Faculty, the following rules apply to transfer of credits.

Master’s degree students are required by the Graduate School to complete at least 60 percent of the coursework for their official degree programs (excluding thesis credits) as registered University of Minnesota Graduate School students. With approval of the adviser, director of graduate studies in the major (and director of graduate studies in the minor, if the courses are for a designated minor), and the Graduate School, the transfer of up to 40 percent of the degree program coursework from any combination of the following is permitted.

1. Graduate-level coursework completed at other accredited graduate institutions
2. Graduate-level coursework taken as a non-admitted U of M student
3. Students may be able to register for graduate credit when not admitted to the Graduate School. Non-admitted students interested in taking graduate-level courses must work with the respective departments (generally the director of graduate studies or his/her designee) to gain admission to non-degree status.
4. Graduate-level coursework completed through other University of Minnesota units (e.g., College of Education and Human Development, Law School) in pursuit of graduate-level degrees
5. Adult special, summer session, and College of Continuing Education coursework completed at the University of Minnesota before spring semester 2001. Any registrations in these categories during spring semester 2001 or later will not be accepted towards any Graduate School degree requirement.

In all cases, official transcripts of the work must be attached to the Degree Program Form, unless they have already been included in the student’s Graduate School file. Individual graduate programs have the option of specifying a lower percentage of coursework for transfer.

Work to be transferred must be graduate level (post-baccalaureate) and have been taught by faculty authorized to teach graduate courses. It is the student’s responsibility to provide appropriate course documentation (e.g., course syllabi, faculty status information) supporting proposed transfer credits to the program.

In the case of a transfer from a non-U.S. institution, the credits must have been earned in a program judged by the Graduate School to be comparable to a graduate degree program in a graduate school of a regionally accredited institution in the United States.

Regarding the transfer of coursework from either a U.S. or non-U.S. institution, if conditions are placed on a student’s admission to exclude certain coursework from transfer to a
Graduate School degree program, that coursework may not be transferred regardless of the level of the coursework or the status of the school or college in which it was earned. Credits are transferred by including the courses in the proposed degree program. Credits not accepted as part of a student’s degree program cannot be transferred. Courses taken before the awarding of a baccalaureate degree cannot be transferred.

**Time Limit for Earning the Master’s Degree**—All requirements for the master’s degree must be completed and the degree awarded within seven years. The seven-year period begins with the earliest coursework included on the official Degree Program Form, including any transfer work. The graduate faculty in a specific program may set more stringent time requirements. Students who are unable to complete the degree within the seven-year limit may petition the Graduate School for an extension of up to one additional year. Extensions beyond one year are considered only in the most extraordinary circumstances. To ensure timely consideration, petitions should be filed early with the UMD Graduate Office in the term in which the time limit expires. If a petition is approved, the student is notified of the expectations for progress and completion of the degree. If the petition is denied, the student is terminated from the graduate program.

Students who have been terminated under such circumstances may apply for readmission to the Graduate School; however, readmission under these circumstances is not assured. The faculty in the major field and the Graduate School set any readmission conditions on the student’s resumption of work toward the degree, such as registering for additional coursework, retaking written examinations, completing the degree within a specified time period, or other appropriate terms.

**Official Degree Program Form**—Filing and tracking of Degree Program Forms will be changing to an electronic system. Updated information about the filing and tracking of these forms will be made available by the UMD Graduate Office, and its website. The Graduate School expects master’s students to submit an official degree program by filing a Degree Program Form by the time they have completed 10 credits, but no later than one term prior to completion of the degree; individual graduate programs may establish their own deadlines for submission of the degree program to the Graduate School. Graduate School approval of the degree program as submitted on the form is required prior to taking the master’s final examination and/or degree clearance. Students are strongly encouraged to plan ahead to avoid unexpected delays. The official Degree Program Form lists all coursework, completed and proposed, that the student will complete in fulfillment of degree requirements, including transfer work (see Transfer of Credits for the Master’s Degree). If a foreign language is required for the degree, it must also be specified on the Degree Program Form. The members of a student’s final examining committee (who are the thesis reviewers for Plan A) are appointed by the director of graduate studies. A Degree Program Form must be on file and approved by the Graduate School before reviewers report, examination, or graduation forms can be released to the student.

**Changes in Approved Program**—Once approved, the degree program must be fulfilled in every detail to meet graduation requirements. Changes to the degree program should be requested through the Graduate School Petition.

**Minimum Grade Requirements**—The Graduate School requires a minimum GPA of 2.80 (on a 4.00 scale) for courses included on any official master’s Degree Program Form. Courses with grades of A, B, C (including C–), and S may be included in the official degree program, but grades of F are not calculated in the GPA. Students pursuing a Plan A master’s degree are required to register for thesis credits (8777); these registrations are not graded and therefore cannot be used to meet course credit requirements. At least two-thirds of the course credits included on any Degree Program Form must be taken A-F.

Individual major fields have the option of setting higher-grade requirements and specifying more stringent requirements regarding the application of S-N courses to a degree program; students should be familiar with any special requirements in their major field.

**Plan A: Master’s Degree With Thesis**

**Minimum Credit Requirements**—Students must complete an approved program of coursework consisting of a minimum of 14 credits in the major field and a minimum of 6 credits in one or more related fields outside the major. All credits included on the official Degree Program Form must be in graduate-level courses. Courses included on the official Degree Program Form cannot be used to meet both major and outside credit requirements. A 2.80 minimum GPA must be maintained for all courses in the degree program. Students must also register for a minimum of 10 master’s thesis credits (8777); these registrations are not graded and therefore cannot be used to meet course credit requirements. Students who wish to complete a designated minor (which is certified on the transcript—unlike the related fields option, which is not) must complete 6 or more credits in a single field. A designated minor must be approved by the director of graduate studies in the minor field. Minors generally are declared when the Degree Program Form is filed; they must be declared prior to the final examination.

For majors in clinical branches, the minor or related fields must be in nonclinical fields that will serve as a basis for the proposed clinical specialization. This fundamental work should be taken early in the program. Familiarity with those phases of the nonclinical disciplines essential to proficiency in the major specialty is required.

**Thesis Credits**—Students must enroll for a minimum of 10 master’s thesis credits (8777) before receiving the degree. Students cannot include thesis credits in the total program credits when determining maximum transfer allowed (see Transfer of Credits for the Master’s Degree). In addition, they cannot transfer thesis credits from other graduate institutions, double-count thesis credits between two master’s degrees, or use thesis credits to meet the minimum major and related field coursework requirements for the degree.
Master’s Thesis

Students must demonstrate familiarity with the tools of research or scholarship in their major field, the ability to work independently, and the ability to present the results of their investigation effectively by completing a master’s thesis.

Language of the Thesis—Theses must normally be written in English or in the language of instruction. If a thesis is to be written in a foreign language, including a language of instruction other than English, a letter should be attached to the Degree Program Form when it is submitted to the Graduate School. This letter should confirm that the recommended thesis reviewers (including the outside reviewer) are qualified to read, comprehend, and criticize a thesis in the foreign language.

Published Work Included as Part of the Thesis—The thesis may include materials that students have published while University of Minnesota graduate students, provided the research was carried out under the direction of the graduate faculty and approved by the adviser for incorporation into the thesis. Such publication is welcomed as the best demonstration of quality in a student’s research, and the Graduate School encourages the practice. The adviser should notify the Graduate School in writing of the intention to publish part of the thesis material, but the Graduate School’s approval is not required.

In cases where the thesis research is to be presented to the examining committee in the form of one or more articles that have been published, or are in a form suitable for publication, the student should contact the Graduate School for information on accommodating such a presentation to the required thesis format.

Thesis Reviewers—The thesis is read by the entire examining committee, which is appointed by the director of graduate studies in the major field at the time the student’s official degree program is approved. This examining committee consists of at least three members: two representatives from the major field and one from the minor or a related field. Committee members cannot represent more than one field simultaneously.

To permit faculty to allocate sufficient time to read the thesis and decide whether it is ready for defense, students must notify their adviser and other members of the final oral committee at least two weeks in advance that the thesis will be delivered on a particular date. All members of the examining committee must then have at least two weeks to read the thesis after it has been delivered. These are minimum standards; individual programs may establish other standards for their students.

The entire committee must be unanimous in certifying that the thesis is ready for defense, as indicated by their signatures on the Thesis Reviewers Report Form. Students request this form through the UMD Graduate Office by email, grad@umn.edu, or in person at 431 Darland Administration Building. The form will be released to the student only if she or he has a Degree Program Form approved by and on file with the Graduate School and has maintained active status.

Final Examinations—Candidates for the master’s degree, Plan A, must pass a final oral examination; a final written examination may also be required at the discretion of the graduate faculty in the major field. If both a written and an oral examination are specified, the written examination must precede the oral examination. The final examinations cover the major field and the minor or related fields, and may include any work fundamental to these fields. The final oral for the master’s degree is conducted as a closed examination, attended by only the student and the examining committee.

Final examinations are coordinated by the chair of the student’s examining committee. All committee members must be present at the examination; the absence of any member results in an invalid examination. The results of the examinations are reported to the Graduate School on the Final Examination Report Form. A majority vote of the committee, all members present and voting, is required to pass the examination. A student who fails the examination may be terminated from the graduate program or may be allowed, on unanimous recommendation of the examining committee, to retake the examination, providing the reexamination is conducted by the original examining committee.

Changes in the Examining Committee—Substitutions on the examining committee may be necessitated by such circumstances as a faculty member’s temporary absence on leave from the University. The adviser or the director of graduate studies must request the Graduate School’s approval of such substitutions well in advance of the examination. Substitutions for an oral examination that are necessitated by emergencies must also be approved in advance. In such cases, the adviser should consult with the UMD Graduate Office before the start of the examination.

Preparation and Submission of the Thesis—Master’s students have three options to submit their completed thesis documents, which are outlined below. Complete information is available in Preparing the Thesis/Design Project. Students may elect to do only one of the following options.

• Option 1: Graduate School Thesis Submission (Electronic)—Electronic submission is the Graduate School’s preferred submission option. Students submit a PDF of their thesis (properly formatted and including last_name_firstname_monthyear of graduation in the subject line) to a designated email account: mastetd@umn.edu; a paper copy of the thesis is no longer needed. There is no cost associated with this option, as students are not required to pay a binding fee. Students submitting electronically are required to participate in the University of Minnesota Digital Conservancy, which allows the thesis to be viewed freely by the public. This option requires the Signature Page, Title Page, and Deposit Agreement to be submitted in hard copy.

• Option 2: Graduate School Thesis Submission (Paper)—Students who elect not to participate in the University of Minnesota Digital Conservancy, or who cannot submit electronically, must submit three unbound paper copies of the thesis to 431 Darland Administration Building. Students are also required to pay a $10 binding fee. Students submitting paper copies are not eligible to participate in the University of Minnesota Digital Conservancy.
• Option 3: ProQuest Thesis Submission (Electronic)—Students electing to formally publish their thesis through ProQuest submit a PDF of their thesis electronically to ProQuest’s website and are required to pay a $55 publishing fee online at the time of submission. Students submitting electronically to ProQuest are required to participate in the University of Minnesota Digital Conservancy, which allows the thesis to be viewed freely by the public.

Plan B: Master’s Degree Without Thesis

Minimum Credit Requirements—Students must complete an approved program of coursework consisting of a minimum of 14 credits in the major field and a minimum of 6 credits in one or more related fields outside the major. The balance of credits to be completed to meet the 30-credit minimum requirement for the degree is chosen by agreement between the adviser and the student, subject to whatever restrictions the graduate faculty in the major field may place on that choice. Courses included in the student’s official degree program cannot be used to meet both major and outside credit requirements. All credits included in the official degree program must be earned in graduate-level courses. A 2.80 minimum GPA must be maintained for all courses included in the program.

Students who wish to complete a designated minor (which is certified on the transcript—unlike the related fields’ option, which is not) must complete 6 or more credits in a single field. A designated minor must be approved by the director of graduate studies in the minor field.

Plan B Project(s)—Students must demonstrate familiarity with the tools of research or scholarship in their major field, the ability to work independently, and the ability to present the results of their investigation effectively, by completing at least one Plan B project. The graduate faculty in each major field may require as many as three such projects.

The Plan B project(s) should involve a combined total of approximately 120 hours (the equivalent of three full-time weeks) of work. The graduate faculty in each major field specifies both the nature and extent of the options available to satisfy this requirement, and whether the requirement is to be satisfied in conjunction with, or independent of, the courses in the student’s program.

Final Examinations—The Graduate School requires a final examination for Plan B candidates; this may be written, oral, or both, at the discretion of the graduate faculty in the major field. The final examinations cover the major field and the minor or related fields, and may include any work fundamental to these fields. Students should make the Plan B project(s) available to the examining committee for its review well in advance of the final examination. If a final oral examination is held, it is conducted as a closed examination, attended by only the student and the examining committee. All committee members must be present at the oral examination; the absence of any member results in an invalid examination.

A committee of at least three examiners is appointed by the director of graduate studies in the major field at the time the official degree program is approved. This committee consists of two representatives from the major field and one from the minor or a related field. Committee members cannot represent more than one field simultaneously. The examination is coordinated by the chair of the student’s examining committee. The results of the examination are reported on the Final Examination Report Form, which the student must obtain through the UMD Graduate office by email, grad@d.umn.edu, or in person, 431 Darland Administration Building, before the examination is held. This form is released only if the student has a Degree Program Form approved by and on file with the Graduate School and has maintained active status (see Registration Requirements under Registration). A majority vote of the committee, all members present and voting, is required to pass the examination. A student who fails the examination may be terminated from the graduate program or may be allowed, on unanimous recommendation of the examining committee, one retake of the examination, providing the reexamination is conducted by the original examining committee.

Changes in the Examining Committee—Substitutions on the examining committee may be necessitated by such circumstances as a faculty member’s temporary absence on leave from the University. The adviser or the director of graduate studies must request the Graduate School’s approval of such substitutions well in advance of the examination. Substitutions for an oral examination that are necessitated by emergencies must also be approved in advance. In such cases, the adviser should consult with the UMD Graduate office staff before the start of the examination.

Clearance for Graduation

Degrees are awarded on the last business day of each month. To qualify for graduation for a particular month, a student must submit the Application for Degree Form on or before the first business day of that month and must complete the examination and all other requirements (including necessary forms and fees) by the last business day of that month. Transcripts showing the award of the degree are available by request two-to-three weeks following the official date of conferral. Diplomas are issued by the Office of the Registrar and should be received in the mail four-to-six weeks following the official date of conferral.

Commencement Ceremony—UMD’s Graduate commencement ceremony is held in May each year. Graduates are encouraged, but not required to attend. To make sure their names appear in the program distributed at the commencement ceremony, students must submit the Commencement Attendance Form by the deadline specified. Students can only participate in one ceremony. If a student does not participate in the ceremony for which they are scheduled, they are unable to participate in any subsequent ceremony. Graduate commencement has open attendance; tickets are not required.