



NDSU GRADUATE STUDENT HANDBOOK

2024-25 Academic Year

NDSU Graduate School

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Office Hours

Academic Year (Fall and Spring)

Monday-Friday 8:00 a.m. – 5:00 p.m.

Summer Semester and University Breaks

Monday-Friday 7:30 a.m. – 4:00 p.m.

The Graduate Student handbook covers general information and degree requirements pertaining to graduate students. While this handbook may reference specific policy information, students should reference the [University Catalog](#) for full policy information.

All graduate students must follow all university and Graduate College policies, which are found in the University Catalog. Individual graduate programs may have additional policies specific to their students. Therefore, students should familiarize themselves with policies in their departmental handbook and those outlined here.



<https://www.facebook.com/ndsugradschool/>



<https://www.instagram.com/ndsugradschool/>

Non-Discrimination Policy

North Dakota State University (NDSU) does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable. Direct inquiries to: Vice Provost, Title IX/ADA Coordinator, Old Main 201, NDSU Main Campus, Fargo, ND, 58108, 701-231- 7708, ndsuoaa@ndsuo.edu.

This publication is available in alternate format upon request. Please contact the owner of the publication (701) 231-5945 or NDSU.GSA@NDSU.EDU.

NDSU Land Acknowledgement

We collectively acknowledge that we gather at NDSU, a land grant institution, on the traditional lands of the Oceti Sakowin (Dakota, Lakota, Nakoda) and Anishinaabe Peoples in addition to many diverse Indigenous Peoples still connected to these lands. We honor with gratitude Mother Earth and the Indigenous Peoples who have walked with her throughout generations. We will continue to learn how to live in unity with Mother Earth and build strong, mutually beneficial, trusting relationships with Indigenous Peoples of our region.

Guidelines Acceptable Use of Electronic Communication Resources

[Policy Section 158](#) defines the acceptable use of computing and networking resources of North Dakota University System (which includes NDSU). The policy provides examples of unauthorized and unacceptable uses of resources and defines electronic communication devices.

[Acceptable Use Guidelines for Electronic Communication Resources](#)

Recent Changes to Graduate College Policies and Procedures

The following policy and procedural changes are effective fall semester 2024.

Policy/Procedure Affected	Explanation/Notes
Graduate Assistantship Policy	Graduate assistants must register for a minimum of six credits each fall and spring, unless they have less than six credits remaining to complete their Plan of Study.
Graduate Tuition Waiver Policy	Revised to reflect university policy changes to tuition waiver requirements
898 Continuing Credit	Fee-based credit for students who have completed all Plan of Study requirements but have not completed their degree.

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Section 1 College of Graduate and Interdisciplinary Studies

The College of Graduate and Interdisciplinary Studies (Graduate College) houses the Graduate School, the Center for Writers and graduate interdisciplinary programs.

The Graduate School

The Graduate School is the processing center for all documents necessary for completion of the graduate degree, from admission to graduation. Graduate School staff work with students to provide policy interpretation, assistance with completing forms, auditing of completion requirements, and disquisition review. In addition, the Graduate School offers opportunities for professional development, support services, and funding.

[GRADUATE SCHOOL STAFF DIRECTORY](#) is available on the [GRADUATE SCHOOL WEBSITE](#).

Center for Writers

The Center for Writers (CFW) provides no-cost writing support to NDSU undergraduate and graduate students, faculty, and staff. With the goal of developing independent writers, the CFW offers one-on-one consultations, workshops, writing retreats, and facilitated writing groups.

Graduate Professional Skills Academy

The NDSU [GRADUATE PROFESSIONAL SKILLS \(GPS\) ACADEMY](#) is a free resource that aims to support graduate student communities by providing professional development for diverse career readiness, by innovating high-impact programming grounded in research and evidence, and by sustaining collegial on- and off-campus partnerships that allow the Academy to be a creative and resilient service that meets the needs of current graduate students and future graduate students.

While the GPS Academy supports graduate students to define and pursue all career goals, the emphasis of the Academy resources is non-academic career opportunities (that is, opportunities other than tenure-track positions at any type of university).



[THE GRAD HUB](#) is a space for graduate students to study, socialize, host events and relax. Located in the Main Library, the space is available during library hours.

Interdisciplinary Graduate Programs

In our interdisciplinary programs, you can study and do research at the intersection of disciplines, where many of our world's most pressing problems can be found. NDSU offers interdisciplinary programs in the following areas of study:

- ❖ Cellular and Molecular Biology
- ❖ Environmental and Conservation Sciences
- ❖ Genomics, Phenomics and Bioinformatics
- ❖ Materials and Nanotechnology
- ❖ Discipline-Based Educational Research
- ❖ College Teaching Certificate

Expectations and Responsibilities

Graduate students are on a journey of professional, academic and personal growth, often contributing in substantial ways to the research, teaching, and service activities of their programs. As members of NDSU's community of scholars, graduate students are expected to uphold the standards of professionalism outlined by NDSU policies and procedures, complete required trainings, meet deadlines, and use official channels of communication. The Graduate School is the primary resource for questions about policies, procedures, and deadlines, communicates directly through the NDSU email and can direct students to relevant information.

Personal and academic responsibility. Graduate students are responsible for knowing, verifying, and clarifying the policies, procedures, and deadlines necessary for successfully completing a graduate degree in a timely manner.

Professional engagement. Beyond coursework and research activities, graduate students should participate in the social life of their departments and take advantage of professional development opportunities offered at NDSU.

Collaboration and collegiality. Working constructively with others is a vital component of academic success and career development. Collaboration with professors and peers fosters a supportive environment where ideas can flourish, skills can be honed, and professional networks can grow.

Regularly check your NDSU email. This is the official means of communication by important NDSU entities like The Graduate School, Registration & Records, Financial Aid, Customer Account Services, Colleges, and Departments.

Key NDSU Resources

[CENTER FOR ACCESSIBILITY AND DISABILITY SERVICES](#)

[COUNSELING CENTER](#)

[DEAN OF STUDENTS](#)

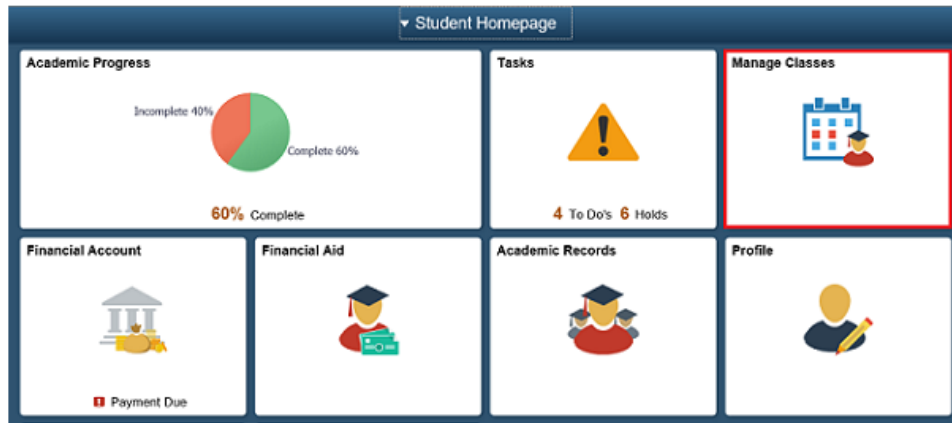
[GRADUATE SCHOOL](#)

[CENTER FOR WRITERS](#)

Section 2 Enrollment and Academic Record

How to Register

NDSU uses Campus Connection for student registration and academic records. When you log in to Campus Connection, click on the Manage Classes tile.



[Full registration instructions](#) and [Campus Connection help pages](#) are on the [One Stop website](#).

Continuous Enrollment

Graduate students must register for at least one graduate level credit each semester (fall and spring) until all degree requirements are complete, including the Graduate School disquisition format review). Students with a **GRADUATE ASSISTANTSHIP** must register for at least six graduate credits to maintain their assistantship. Plan C students must be registered for the semester in which they graduate, even if all coursework requirements have been completed. ([SEE 898 CREDIT](#))

- Summer registration is required for students completing a preliminary or final defense during the summer semester.
- Students must be properly admitted and fully enrolled to attend classes.
 - The most current and complete listing of course offerings is made available in [CAMPUS CONNECTION](#), NDSU's official student information system.
 - [REGISTRATION INSTRUCTIONS](#) are posted online.
- Dates and deadlines for registration are made available in the [DATES AND DEADLINES CALENDAR](#) posted online.
- Students are responsible for all course registration activity including monitoring their schedule of classes and drop courses they do not intend to complete by the published deadlines.
- Departments may have additional policies regarding continuous enrollment, which may require a specific minimum credit enrollment and/or summer registration. International graduate students must follow the guidelines set forth for visa compliance.

898 Continuation Credit

The new 898 continuation credit is a fee-based credit designed for students who may need to enroll in graduate credits where other courses may not apply. This may pertain to students who have completed all degree requirements except for the disquisition or who are returning to graduate studies after an absence but did not file for a Leave of Absence. International Students must work with the International Student and Study Abroad Services office to ensure their eligibility before enrolling in these Continuing Enrollment credits.

Students registered for 898 credits only will have access to

- ✓ email
- ✓ NDSU web resources
- ✓ Library
- ✓ IT Help Desk
- ✓ Career Center

But not access to

- ⊗ Wellness Center
- ⊗ Athletic events
- ⊗ Student Health Services

Registration Holds

Registration holds are placed on a student's account for many reasons. The most common holds for graduate students are:

Financial Obligation Agreement (FOA)

The North Dakota University System [FINANCIAL OBLIGATION AGREEMENT](#) is used to verify that a student has acknowledged their financial responsibility to the University when they register for courses.

- Students must access, review and accept the FOA prior to registration for *each term of enrollment* in Campus Connection
- It is in the students' best interest to read the full terms of the agreement as this agreement is enforced and the terms of financial obligation are upheld by the University.

Graduate School Hold (GSH)

A Graduate School Hold may be placed on a student's registration if additional information is needed before the student may register. Examples are

- A final transcript, and sometimes the degree certificate, must be received before registration at NDSU. Review admission letter for details about necessary degree transcripts.
- Plan of study – The graduate student must submit a Plan of Study and receive Graduate School approval to remove the hold then register for courses.

Conditional Admission (CNA)

Conditionally admitted students will have a hold on their, starting the semester after their admission term, on their registration each semester until the conditions of admission have been met.

Graduate Academic Standing (GAS)

A student on *Academic Warning* or *Academic Probation* cannot register for subsequent semesters until the Graduate School has reviewed the grades at the end of each semester. Refer to information in the Scholastic Standards section of this handbook.

Conditional Admission Status

Students in conditional standing do not meet all requirements for admission; however, they show potential for successful graduate study. Conditions for admission include:

- An undergraduate cumulative grade point average (CGPA) below 3.0 at the time of admission.
- Pre-requisite coursework for graduate courses.
- Completion of bachelor's degree (NDSU students admitted to accelerated degree programs)

Students admitted conditionally to a graduate program cannot earn more than 12 graduate credits prior to completing the conditions of admission. However, an exception to this policy enables programs to allow students admitted to an accelerated degree program to earn up to one-half of their required program's graduate credits while in conditional standing. Graduate credits earned beyond 15 while conditionally admitted may not be eligible for undergraduate financial aid and would be charged at the graduate tuition rate.

Students admitted under conditional status are automatically placed on academic warning until the conditions of admission are met (see [Academic Standing](#)).

Academic Standing

Graduate students must maintain good academic standing during their academic career. To be in good academic standing and to receive a graduate degree, a student must have a cumulative grade point average (GPA) of at least 3.00.

- Grades of A, B, C or S may be used to fulfill graduation requirements.
- All courses taken by a graduate student for which grades (A-F) are given will be used in calculating the semester and cumulative GPA.
- Satisfactory/Unsatisfactory (S/U) grades are not used when calculating semester or cumulative grade point average.
 - U grades may be used by the academic program to determine if a student is making satisfactory progress toward degree completion.

Key Term: Graduate Program Coordinator

A person entrusted by an academic department to oversee the operations and procedures of the graduate programs of that department. After an advisor, the graduate program coordinator is the next person that a graduate student should contact to resolve questions and to clarify processes related to the graduate programs of that department. All programs have a coordinator who is responsible for the graduate studies in a department or sometimes departments.

- Earning more than two grades of C, D, F or U may be grounds for dismissal upon recommendation by the graduate program coordinator.

Academic Warning and Academic Probation

Academic Warning status is given to students admitted conditionally or if a current student's cumulative GPA decreases to less than 3.00 at any time of attendance are placed on Academic Warning.

A student on Academic Warning cannot register for courses for the following semester until the grades for the current semester post.

If the cumulative GPA for a student on academic warning remains below 3.00 for the subsequent semester of registration, is placed on Academic Probation.

- Students on *Academic Probation* may not continue their studies until an acceptable remediation plan is filed and approved by the Graduate School.
 - If an acceptable remediation plan is not received in time for registration for the subsequent semester or if a student does not return to good academic standing in the time frame on the plan, the student will be dismissed from the Graduate School.
 - Dismissal appears on the student's official academic transcript.
- Students on *Academic Probation* do not qualify for an assistantship and will be removed from any graduate assistantship.

Credit/Course Load

Graduate student full time status is 9 or more credits per semester. Half time is 5 credits per semester. Students may take up to 15 graduate credits each semester.

- Students must enroll in at least 6 credits during the fall and spring semester to be eligible for an assistantship.
 - Department policies may require a higher minimum credit enrollment and/or a summer registration requirement for all students.
 - International graduate students must follow the guidelines set forth for visa compliance.
- In some circumstances, a student with a 20 hours per week assistantship and registered for six or more graduate credits may be considered full-time.
 - Check with your lender, funding provider or other organization to determine their specific requirements.
 - Loan deferment may also require full- or half-time status.

- Students wanting to exceed the credit limit must submit the [Over 15 Credit Petition](#) form.



The Graduate School follows university policies and procedures as listed in the [Academic Policies](#) section of the University Catalog.

Dropping Courses/Withdrawing from Graduate School

Drop deadlines for the standard semester and summer terms are posted on [the official NDSU calendars](#). A graduate student may not drop to zero credits via Campus Connection. It is necessary to complete processing, including submission of forms, within the posted deadlines. More information is available in the [NDSU Catalog](#).

Students who do not wish to continue with their studies should complete the request to [Withdraw from Graduate School form](#). The student is responsible for informing their advisor, graduate program coordinator, and assistantship supervisor of their intention to withdraw from graduate studies.

Leave of Absence and Reactivation

A student may request a [leave of absence](#) to put their studies on hold for up to four semesters (fall and spring) with the approval of their advisor and program coordinator.

- Students must request a leave of absence before the semester's fourth week.
- A student may take multiple leaves during their graduate career; however, a leave does not affect the completion deadline [of seven years for a certificate or master's student and 10 years for a doctoral student](#).
- A Reactivation form, approved by the student's advisor and graduate program coordinator, must be submitted to return to graduate students.
 - Students who have not filed a leave of absence must also register for one credit for each semester they were not enrolled (fall and spring semester).
- Students who step away from graduate studies for more than four semesters (fall and spring) must reapply to the Graduate School, which includes an application fee for the re-application.

Family and Medical Accommodation Policy

Students experiencing a serious health condition or needing to provide care to a new child or a seriously ill family member may request modified assistantship duties and an extension to complete their preliminary examination, final defense and/or complete the disquisition format review process.

The full policy is in the [Graduate Catalog](#).

MODIFIED DUTIES

“Modified duties” means a change to assistantship duties and goals without reduction of stipend for a limited period of time. A graduate assistant taking modified duties will still be at a 100% workload and 100% stipend; however, the nature of the responsibilities for this time period will be adjusted.

All eligible students will be granted a Parental Accommodation period for up to six weeks immediately following the birth of a child or the adoption of a child under the age of 6 for which the student has parental responsibilities.

Modified duties agreements must conclude within 12 months.

EXTENSIONS

As these situations may impact a student’s ability to complete degree milestones within the Graduate School deadlines, students may request an extension to complete their preliminary examination, final defense and/or complete the disquisition format review process.

Extension lengths are granted on a case-by-case basis, though the maximum length is two calendar years. Students may also request a leave of absence, in addition to the extension request.

Section 3 Graduate Degree

Requirements

To complete a graduate degree, students must

- ✓ Maintain a cumulative **GPA (CGP) of 3.0** or higher
- ✓ Fulfill all coursework requirements outlined in their study plan
- ✓ Fulfill all **research expectations**, including any necessary trainings/protocols
- ✓ Complete a **masters' paper, master's thesis, culminating experience** or **doctoral dissertation**
- ✓ Maintain **continuous enrollment** (fall and spring semester) until all Graduate School and degree program requirements are met
- ✓ Complete degree **requirements within the time limit** for their degree type

Before starting your research project, work with your PI to ensure the **research protocol(s)** has been reviewed and approved by the appropriate compliance office.

Research involves human participants: [Institution Review Board \(IRB\)](#)

Research involves the use of biohazards: [Institution Biosafety Committee \(IBC\)](#)

Research involves live-vertebrate animals: [Institutional Animal Care and Use Committee \(IACUC\)](#)

	Masters Plan A	Master Plan B	Masters Plan C	Ph.D./Ed.D	DMA	DNP
Minimum Credits * (post-baccalaureate)	30	30	30	90	86	90
Didactic Credits**	16	21	N/A	27 (15 of 7-800 cr.)	N/A	N/A
Research Credits	6-10	2-4	N/A	No max/min.	4	6
Years to complete coursework (including transfer credits)	7	7	7	10	10	10

**** Didactic courses** are those courses approved for graduate credit numbered 601-689, 691; 700-789, 791; 800-889, 891. Courses numbered 690, 692-699, 790, 792-799, 890, 892-899 are considered special or experimental courses and are not to be included as didactic courses on a plan of study.

Progress to degree completion

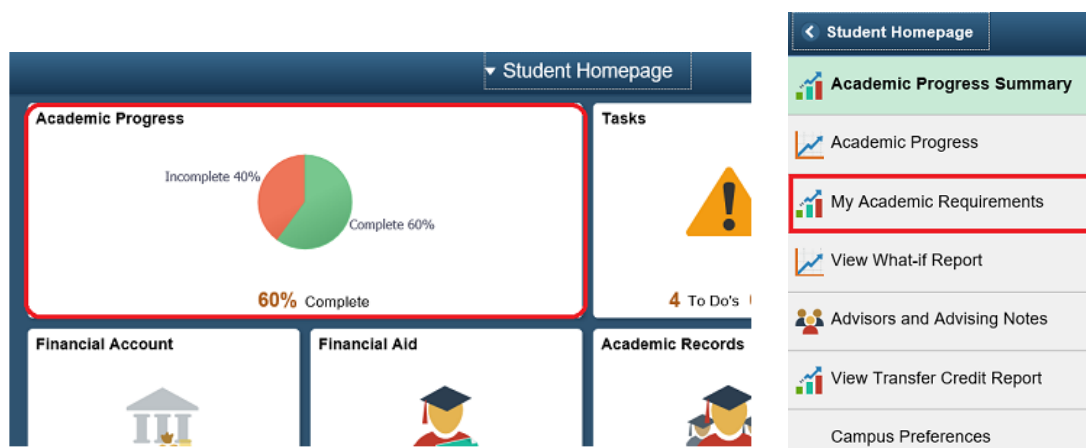
Depending on academic program, progress to degree typically requires 1) a plan of study, 2) a supervisory committee, and 3) examinations. Students are responsible for initiating and ensuring forms are received by the Graduate School on or before the deadline to submit the form. Forms are received once all required signatures are completed. Thirty credits from a previously earned, and meaningfully related, master's degree may be approved by the academic department to fulfill 30 of the 90 doctoral program credits required.

Plan of Study and Supervisory Committee

Plans of Study

Progress towards the degree for all degrees should involve discussion with your advisor. Questions may be addressed to your advisor, graduate program coordinator or department chair.

All graduate students are required to follow a plan of study. Some programs have a defined plan of study with an outlined curriculum that meets Graduate School's credit requirements (e.g didactic credits and research credit minimums). Students in such programs are not required to submit a Master's or Doctoral Plan of Study form as the curriculum is listed under the Academic Progress tile in Campus Connection.



Other programs have a plan of study without a defined curriculum. Students in these programs should regularly consult with their advisor when deciding what to take. A Plan of Study form must be submitted listing courses and credits to be used towards completion of the graduate degree. Each plan must also meet the Graduate School requirements listed above.

Audited courses cannot be used in the Plan of Study.

If required, the Plan of Study and Supervisory Committee form must be received in the Graduate School by the end of the first full year of study in a graduate program.

Plan of Study Changes

Changes can be made to a Plan of Study by using the [Substitute/Waive a Course eForm](#) in Campus Connection. All changes must meet the program and Graduate School requirements.

Transfer credit

Students with previous graduate level coursework can transfer credits to a NDSU graduate program. Graduate students should consult with their advisor and/or graduate program coordinator to determine 1. if the program accepts transfer credits, 2. if the credits selected for transfer will satisfy departmental

requirements and 3. if the credits are eligible for transfer per the [master's transfer policy](#) or [doctoral transfer policy](#).

Keep in mind that transfer credits are processed when the Plan of Study is submitted.

- If the Plan of Study has already been approved or if a Plan of Study form is not required, submit a Substitution/Waiver form to add the transfer credits.
- The credits from a completed master's degree being used towards completing a doctoral degree do not show up as transfer credits on the NDSU transcript.
- An official transcript from the transferring (?) institution must be on file in the Graduate School prior to the submission to the Plan of Study or Substitution/Waiver form.
- NDSU credits are not considered transfer credits, even if they were taken as part of another degree program.
- Credits must be graduate level didactic credits may be transferred. Internship, individual study, special topics, research credits, continuing education, correspondence, extension education, or workshop courses are not transferable.
- Credits carry only grades of A or B on a 4.0 scale
 - Pass/Fail or Satisfactory/Unsatisfactory graded courses are not eligible for transfer
- Credits must adhere to the Coursework Completion Deadlines
- Credits earned within a 7-year period at the time of the student's final defense (Plan A/B options) or at the end of the student's last semester of coursework (Plan C option/non-thesis degree programs)
- Credits earned within a 10-year period at the time of the student's final defense (doctoral students)

Supervisory Committee

Advisor

Every student must have an advisor. You should meet regularly with your advisor to discuss courses to take, degree progress, and research. The student-advisor relationship must be a mutually acceptable relationship.

If the advisor leaves NDSU, they may continue to serve as the advisor for one calendar year after their departure. After one calendar year, the student must find a new advisor or consult with the graduate program coordinator to find an appropriate solution.

Students should work closely with their advisor to identify and select members of their supervisory committee.

Plan A, Plan B and doctoral students must form a Supervisory Committee composed of graduate or graduate-affiliate faculty who will support the student through their disquisition project. The supervisory committee also supervises preliminary exams and final defense.

Plan C option students are not required to have a supervisory committee but should work closely with their advisor in a review of the culminating experience.

	Master's Plan A & B	Master's Plan C	Doctoral
Number of Required Members	3	1	4
Advisor (full or affiliate graduate faculty at appropriate level)	✓	✓	✓
Member 2 or Co-Advisor (full or affiliate graduate faculty member)	✓	NA	✓
Member 3 (full or affiliate graduate faculty or non-faculty expert)	✓	NA	✓
Graduate School Representative (GSR) (full graduate faculty member)	NA	NA	✓

Non-faculty Experts

Any committee member who is not a full or affiliate graduate faculty member must be approved by the Graduate School. The following documentation must be attached to the Plan of Study or Change to Supervisory Committee form for approval.

- letter of support from the department chair explaining how the expert will contribute to the committee
- curriculum vitae (CV)

Graduate School Representative (GSR) (doctoral students only)

The Graduate School Representative serves on a supervisory committee as a conflict-free member that ensures Graduate School policies and procedures are followed by the student and committee members. The GSR does not need to be able to evaluate content. The GSR ensures that Graduate School procedures and policies are followed by everyone. The GSR must come from outside of the student's department and be clear of conflicts of interest

GSR Eligibility requirements are found in the [Graduate Catalog](#).

Changes to Supervisory Committee

Changes can be made to a Plan of Study or Supervisory Committee by using the appropriate change forms. All changes must meet the program and Graduate School requirements.

If any faculty committee members leave NDSU, they must be replaced on the committee. Advisors may remain as the advisor for up to one year after the advisor left NDSU. At that time, if the student has not completed their degree requirements, an NDSU faculty member must be added as a co-advisor on the committee.

Examinations (preliminary and final defense)

Two types of examinations may be required by the Graduate School: preliminary exams and oral final exams.

- Prelims – all doctoral students with exception of DNP
- Doctoral students should complete preliminary exams shortly after completing coursework requirements.
- Oral Finals – apply to all disquisitioning students

Disquisition is another term use to describe a master’s paper, thesis, or dissertation.

	Masters Plan A	Masters Plan B	Masters Plan C	Ph.D. /DNP/ Ed.D	DMA
Preliminary Examination	NA	NA	NA	90	86
Final Oral Defense	Yes	Yes	N/A	Yes	Yes
Disquisition Type	Thesis	Paper	N/A	Dissertation	Dissertation

Though Plan C students may be required to complete a thesis or paper for the specific program, they are not required to submit these documents to the Graduate School for review and publication.

Students must be in good academic standing to schedule their preliminary examination or final defense.

The preliminary examination, which may be called a comprehensive examination (comps) in some departments, should be scheduled at least 30 days after the Plan of Study has been approved and after most the coursework for the degree has been completed.

- A preliminary examination consists of a written portion and an oral portion.
 - Only the oral portion of the preliminary examination is documented in your Graduate School file.
- The preliminary examination may look different in each department.

- Refer to your graduate program handbook or the program’s website for examination details.

The final defense is an oral examination given to the supervisory committee in which the author of the master’s paper, thesis, or doctoral dissertation demonstrates satisfactory command of both the focus area of their project and the broader field.

To hold the preliminary examination or final defense, **Notification of Scheduled Examination** form must be received by the Graduate School at least seven (7) calendar days prior to the oral preliminary or final defense date. Forms not received by the deadline will not be processed.

- A defense cannot take place until approval from the Graduate School is received.
- A defense that takes place without Graduate School approval is considered void and must be retaken following the seven-calendar day deadline.
- It is the student’s responsibility to notify the Graduate School if their defense does not take place as scheduled and to complete a new Notification of Scheduled Examination.
- Supervisory committee members must receive a student’s master’s paper or thesis at least seven calendar days before the final defense.
 - The supervisory committee may cancel the defense if this requirement is not met.
- If one supervisory committee member cannot participate in the final defense, the defense may be held; however, their absence is considered a “Disapproval” of the student’s defense.
 - If more than one supervisory committee member cannot participate in the final defense, the defense must be rescheduled.

Students may not bring food or beverages for the committee members to supervisory committee meetings, preliminary examinations, or final examinations. If a program wishes to provide refreshments at these meetings, it is the responsibility of the program to pay for and obtain them.

The Report of Preliminary Examination and [Report of Final Defense](#) must be received by Graduate College within 14 calendar days following the defense.

- If the form is not submitted within 14 calendar days, the defense is considered void and must be rescheduled.

A negative vote by two or more members of the student's committee will signify failure of the defense.

- With the approval of most of the supervisory committee, the student may repeat the examination/defense, at least 30 calendar days after the failed examination/defense.

	Masters Plan A	Masters Plan B	Masters Plan C	Ph.D. /DMA	DNP
Plan of Study	End of the second semester of study				
Notification of Oral Preliminary Examination	NA	NA	NA	7 calendar days before the exam date	NA
Report of Oral Preliminary Examination	NA	NA	NA	14 calendar days after the exam date	NA
Notification of Final Defense	7 calendar days prior to the exam date		NA	7 calendar days before the exam date	
Report of Final Defense	14 calendar days after the exam date		NA	14 calendar days after the exam date	

Degree Completion

Students must submit an Intent to Graduate by the deadline for the semester in which they plan to defend or complete degree requirements and participate in commencement. Filing the intent will prompt a graduation audit and degree completion and commencement ceremony information to be sent.

Masters Plan A, Plan B and Doctoral Students

The final requirement for degree completion is the format review process. As with any publication, NDSU has format requirements for publishing disquisitions in the institutional repository. Thus, each disquisition must be reviewed to ensure the format requirements have been met.

Prior to submitting the disquisition for format review, the following items must be received by the Graduate School.

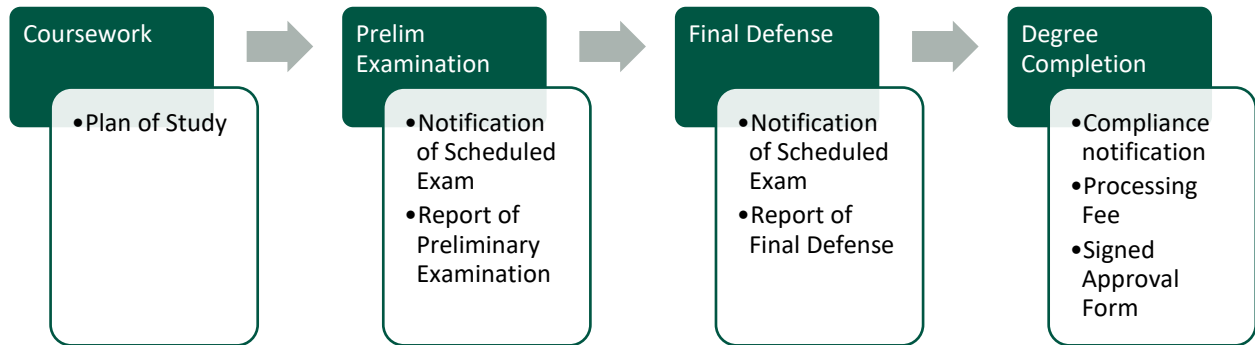
- Report of Final Defense
- IRB/IACUC/IBC Compliance Notification – this form is required of all students even if their research did not involve human subjects, live vertebrate animal, or biohazards.
- Signed Approval Page
- [\\$175 disquisition processing fee](#)

Students have one (1) calendar year from the date of the final defense to complete the Graduate College disquisition format review process and all other degree requirements.

- If the deadline is not met, the student must repeat the final defense.

- If two or more calendar years pass, the student must reapply to Graduate College, retake the final defense, and register for a minimum of two (2) credits.

Degree Progress Sequence



Plan C Master's Students

By the last day of the semester in which all coursework has been completed, the student must submit the Graduation Application. A \$25 processing fee will be applied to the student's account in Campus Connection.

Degree Awarding

Graduate degrees and certificates are awarded at the end of the semester in which a student completes all degree requirements. The degree date is the last day of the semester of degree completion.

- Degrees post to transcripts approximately two weeks after the end of the semester.
 - If you order a transcript prior to the degree posting date, be sure to indicate you want the transcript sent after the degree is posted.
- Your "Preferred Name" as listed in Campus Connection is printed on your diploma.
 - [Changes can be made to your preferred name in Campus Connection.](#)
- Diplomas are mailed to the student's mailing address in Campus Connection approximately six weeks after the semester ends.
 - Keep this address updated.
 - Diplomas are sent via the US Postal Service. International students should consider having their diploma sent to someone in the US to then send it internationally via a courier service.

Commencement

Graduate students may participate in the commencement ceremony at the end of the semester in which they successfully complete their final defense or the semester in which the degree requirements are completed.

- Students completing degree requirements in the summer semester may participate in the prior May ceremony or the following December ceremony. The exception is made for summer graduates only.

Commencement is a ceremony only and has no bearing on the completion of a student's degree.

Graduation signifies the completion of all degree requirements.

Section 4 **Financial Life**

Tuition

Once registered, a graduate student is responsible for all tuition and fees. A student receiving a tuition waiver must pay any differential tuition and student fees. Tuition and fee schedules for the current year are published to the One Stop website <https://www.ndsu.edu/onestop/accounts/tuition/>.

Payment plans are available. For more information on fee payment options, browse the [payments methods](#) page.

Graduate Assistantships

Students may be offered a graduate assistantship at the time of admission or after they arrive on campus. Assistantships may involve research, teaching or administrative service.

To be eligible for an assistantship students must

- Be degree seeking
- Be in good academic standing
- Enroll in a minimum of 6 credits during the fall and spring semester
 - This policy does not apply if the student has fewer than 6 credits remaining to complete their program of study.
 - Departments may require students to register for more than 6 credits to hold an assistantship
 - Students seeking a summer assistantship must be enrolled for a minimum of 6 credits either during the spring prior or fall term immediately after the summer fellowship; summer enrollment is not required for a summer term assistantship.
- Complete the [graduate assistant onboarding](#) process
- Read and adhere to the [graduate assistantship policy](#)
- Complete training requirements

Onboarding

The steps below must be completed to ensure a student may start their assistantship and receive their stipend.

- Graduate Assistant Contract
 - Initiated by the hiring department and signed by the graduate assistant
 - On-boarding email will be sent to your NDSU email account
- Background check (if required)

- The company Sterling Solutions will send a background check request to your NDSU email account or your off-campus email account; follow the directions in the email.
- Not completing the request will result in a delay of processing your hire and will affect your start date.
- I-9 Submission for new hires
 - You will receive an email from i9complete@trackercorp.com with a link to complete Section 1 of the I-9 online form.
 - Present original identification documents to HR/Payroll, or approved department representative, to complete Section 2 of the I-9.
 - Section 1 and Section 2 must be completed before a hire is approved. **You are not allowed to start working until both sections are completed.**
- Complete required trainings
 - Required training will be assigned to you in the [Vector Solutions System](#).

My Assignments Listed below are the courses assigned to you by your administrator. Additionally, you can track your progress towards completing each assignment.

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Baseline Safety Training

Baseline Safety Training is required for every employee on an annual basis. If you have already completed your Baseline Safety Training for FY24 (fiscal year 2024) through Blackboard or in-person prior to January 1, 2024, you do not need to complete in Vector. Your completion of Baseline Safety Training through Blackboard or in-person prior to January 1, 2024 will be recorded in your Vector training history.

Baseline Safety FY25

Custom

Baseline Safety Training is intended to provide NDSU employees with the knowledge to perform their work in...

Due In 256 Days

Due: 2025-03-31

63 Minutes

Start →

✔

FERPA Training

FERPA Training is a required NDSU training and needs to be completed annually. If you have already completed FERPA Training for fiscal year 2024 (FY24), you do not need to complete the training in Vector Solutions. Your completion of FERPA through Blackboard prior to January 1, 2024 will be recorded in your Vector training history.

FERPA: Family Educational Rights and Privacy Act

Full Course

Overview of the Family Educational Rights and Privacy Act.

Certificate ↓

Tuition Waivers

Tuition waivers may be offered to students receiving a qualifying graduate assistantship or fellowship and are governed by the specific tuition waiver policies of the granting academic college.

Qualifying graduate assistantships must be at least 10 hours a week and may not exceed 20 hours a week (see previous page) and must total 160 hours during spring and fall semesters.

- Students who, for any reason, do not complete a minimum of 160 hours in a given semester will not be eligible for that semester's waiver and will be billed for the tuition.

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- Partial tuition waivers are not given if the student works fewer than the minimum hours (160) required per semester.

Tuition waivers cover base tuition for NDSU graduate credits only. Students are responsible for differential tuition, student fees, and tuition for non-graduate level credits taken or Cooperative Education credits.

- The tuition waiver may be reduced by other financial awards directed specifically to pay tuition.
- Students receiving a graduate tuition waiver may not receive other NDSU tuition waivers. Students eligible for multiple tuition waivers will receive the waiver resulting in the most tuition being waived.
- Eligibility for a summer tuition waiver is dependent upon the specific tuition waiver policies of the granting college which may include holding a summer assistantship or having received a tuition waiver for the preceding or following academic term (spring or fall semester).

Tuition waivers are applied to student accounts following completion of required training.

Section 5 **Directory of Services and Resources (2024-25)**

Resource and Link to Website	Phone	Email
<u>Career and Advising Center</u>	(701) 231 7111	career-advising.ndsu.edu
<u>Center for Accessibility and Disability Resources</u>	(701) 231 8463	ndsu.cadr@ndsu.edu
<u>Center for Writers</u>	(701) 231 7927	ndsu.cfw@ndsu.edu
<u>Counseling Center</u>	(701) 231 7671	
<u>Customer Account Services</u>	(701) 231 6200	ndsu.customer.acc@ndsu.edu
<u>Financial Aid and Scholarships</u>	(701) 231 6200	
<u>Graduate School - Main Office</u>	(701) 231 7033	ndsu.grad.school@ndsu.edu
Academic Support		ndsu.gsa@ndsu.edu
Admissions		ndsu.grad.school@ndsu.edu
Operations		ndsu.grad.school@ndsu.edu
<u>Grad Hub / GPS Academy</u>	(701) 231 6456	matthew.b.warner@ndsu.edu
<u>Information Technology - Help Desk</u>	(701) 231 8685	ndsu.helpdesk@ndsu.edu
<u>International Student and Study Abroad Services</u>	(701) 231 7895	ndsu.international@ndsu.edu
<u>Instructional Design Center</u>	(701) 231 5130	instructional.design@ndsu.edu
<u>NDSU Main Library</u>		ndsu.dean.libraries@ndsu.edu
Archives	(701) 231 8914	
Circulation	(701) 231 8888	
<u>Data Visualization Lab</u>	(701) 231 7351	robert.tolliver@ndsu.edu
<u>Digital Fabrication Lab</u>	(701) 231 9746	adam.elznic@ndsu.edu
Reference	(701) 231 8886	
<u>NDSU OneStop</u>	(701) 231 6200	
<u>Office of Multicultural Programs</u>	(701) 231 1029	ndsu.multicultural@ndsu.edu
<u>Office of Teaching and Learning</u>	(701) 231 7015	ndsu.otl@ndsu.edu
<u>Ombudsperson</u>	(701) 231 5114	kristine.paranica@ndsu.edu
Police - Non-emergency	(701) 231 8998	
<u>Registration & Records</u>	(701) 231 7981	ndsu.registrar@ndsu.edu
<u>Residence Life (on-campus housing)</u>	(701) 231 7557	NDSU.Residence.Life@ndsu.edu
<u>Student Health Services - Clinic</u>	(701) 231 7331	ndsu.studenthealthservices@ndsu.edu
<u>Student Health Services - Pharmacy</u>	(701) 231 7332	

