



*Reaching
higher*

UMD Graduate Student Handbook 2009-10



Fall 2009

Welcome to your graduate studies at the University of Minnesota Duluth! We in the Graduate Office, as well as the entire Graduate Faculty, are pleased that you have chosen to pursue graduate studies here at UMD, and we appreciate the confidence in us, and in our programs, that your choice represents. We will do everything we can to make your experience of graduate study here a rich and rewarding one.

At the same time, you are the single most important player in the collaboration in which you now embark. The more effort you put into your graduate studies, and the more you take responsibility for it, the greater the rewards will be. This handbook is designed to aid you in that endeavor. It contains much practical information, and should prove to be of great help to you. Please read through it and keep it for reference. It is also available online from the UMD Graduate School web page.

Your graduate advisor and the Director of Graduate Studies in your particular programs are also good sources of information for questions you may have. The Graduate Office is located at 431 Darland Administration Building. Tami Vatalaro, Student Personnel Coordinator in the office, and I, will do our best to help you.

Graduate School is an intense time of learning and personal as well as professional development. It will require your diligence and your best efforts. But it also is a very rewarding, enjoyable, and satisfying experience.

I hope you also find the University of Minnesota Duluth an exciting and stimulating academic environment. We have a wide variety of programs spread through the College of Liberal Arts, the Labovitz School of Business and Economics, the Swenson College of Science and Engineering, the School of Fine Arts, the College of Education and Human Service Professions, the College of Pharmacy, and the School of Medicine. I strongly encourage you to investigate lectures or other events in areas outside of your academic discipline, and to get to know faculty and students from other programs. I think you will find that we are indeed a "Great University on a Great Lake".

Duluth and the surrounding environment also have much to offer, in recreational and cultural pursuits, and of course, few places can match our constant companion, the natural wonder that is Lake Superior.

Again, welcome, best wishes, and best of luck.

A handwritten signature in black ink, appearing to read "Timothy B. Holst". The signature is fluid and cursive, with a large initial "T" and "H".

Timothy B. Holst
Associate Vice Chancellor of Academic Administration
Director of Graduate Programs

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UNIVERSITY OF MINNESOTA DULUTH CATALOG

The University of Minnesota Duluth (UMD) Catalog for the academic years 2009-2011 is available at: <http://www.d.umn.edu/catalogs/current/>. The catalog describes degree programs and requirements, as well as courses that are offered, beginning fall 2009. Current requirements for individual programs should be verified with the appropriate departmental office. The catalog contains a section dealing specifically with the Graduate School. Please consult this catalog for the official policies regarding what is described in this handbook.

STUDENT-STAFF DIRECTORY

The official UMD directory and phone book contain student and staff sections. This directory is published in December and is available in Kirby Student Center. The online version is also available at: <http://www.d.umn.edu/people>.

GRADUATE SCHOOL OFFICE

The UMD Graduate School Office is located at 431 Darland Administration Building. The staff will be pleased to assist you with any aspect of your graduate studies and answer questions. The office can be contacted by telephone at (218) 726-7523 or email at grad@d.umn.edu. Information about UMD graduate education and the University of Minnesota Graduate School is also available at: <http://www.d.umn.edu/grad/>.

STUDENTS WITH DISABILITIES

The physical facilities at UMD are well adapted to the needs of persons with disabilities. As a barrier-free and self-contained campus with all major buildings interconnected, UMD is a hospitable setting for students with physical disabilities.

Disability Services promotes both academic and physical access to students with disabilities, providing appropriate and reasonable accommodations on an individual and flexible basis. Disability Services is located at 258 Kirby Student Center and can be reached by calling (218) 726-6130.

HEALTH INSURANCE

The University requires all degree-seeking students (enrolled for 6 or more credits that contribute towards the total count required for graduation, as described under the enrollment guidelines for being assessed mandatory Student Services Fee) to have health plan coverage. Students who meet this requirement will automatically be enrolled in the University-sponsored Student Health Benefit Plan unless they waive the plan by providing verifiable proof of private health plan coverage during the class registration process. Spouse(s) or domestic partner(s) (same sex) and/or dependents of students are only eligible to enroll in the plan if the student enrolls them during the open enrollment period (in the fall semester), or when the student first becomes eligible for the plan. Additional information is available on the Office of Student Health Benefits website (<http://www.shb.umn.edu/duluth/students.htm>), or by calling the Office of Student Health Benefits at 1-800-232-9017.

Graduate students on a 25 percent or more appointment as Graduate Assistants are eligible to participate in the Graduate Assistant Health Plan. Information regarding this coverage will be provided at the time of your initial appointment. Additional information regarding the Graduate Assistant Health Plan is available at: <http://www.shb.umn.edu/duluth/graduate-assistants.htm>, or by calling the Office of Student Health Benefits at 1-800-232-9017.

PAYMENT OF TUITION AND FEES

The University of Minnesota offers electronic billing and payment of your student account bills (tuition, fees, housing, etc.). Electronic billing is the official means of generating tuition bills to all University of Minnesota students. This means that paper bills no longer exist for enrolled students.

The UM Pay electronic billing and payment system will automatically send an e-mail notification to the student's U of M e-mail address when the bill is ready to be viewed online. Students will need their U of M Internet ID and password to login to the UM Pay System. Authorized payers will need to use the login name and password provided by their student.

Once logged into UM Pay, students can:

- View tuition bills online
- View tuition billing and payment history online
- Pay tuition bills online by automatically deducting the amount from a checking account, savings account or charging to a credit card
- Download and print a copy of the bill for sending check payments via US Mail
- Forward an e-mail copy of the bill to parents, spouse, or others
- Set up parents and other authorized users to view and pay bills online

Authorized payers can:

- View student's tuition bills online
- View student's billing and payment history online
- Pay student's tuition bills online by deducting the amount from a checking account, savings account or charging to a credit card
- Download and print a copy of the student's bill for sending check payments via US Mail

Benefits and advantages of UM Pay:

- Convenient and easy
- Free service offered by the U of M when payments are debited from checking or savings accounts
- Saves time - no more waiting for the bill in the mail or waiting in line to make a payment
- Saves money - no more check writing or paying for stamps
- Private and secure
- Easy for parents and other authorized users to pay tuition bills
- Newly re-designed, easy-to-read tuition bill
- Online history of e-bills and e-payments
- Available 24 hours a day 7 days a week from anywhere in the world via the Internet
- Payments submitted by 5 p.m. Central Standard Time are processed the same day

Credit Card Payments:

- Credit card payments are **only** accepted through UMPay
- You or your authorized payers may make student account payments with a Master Card, Discover or American Express credit card (VISA is not a participant)
- You will be required to pay a separate, non-refundable service charge of 2.75 percent of the payment amount at the time of each credit card payment
- The non-refundable service charge, assessed by our vendor infINET, will appear as a separate item on your (or your authorized payer's) credit card statement

INFORMATION TECHNOLOGY SYSTEMS AND SERVICES (ITSS)

ITSS provides the campus community with a high-quality, stable, and reliable technology environment in support of the campus mission. ITSS helps faculty, staff, and students use technology to their best advantage and provides technical leadership and planning for future applications of these rapidly changing technologies. For assistance, call the ITSS Help Desk at (218) 726-8847 or email helpdesk@d.umn.edu. Visit <http://www.d.umn.edu/itss> for Help Desk hours and more information.

Student access to the computer systems is paid for by a computer network access fee. University of Minnesota students may initiate (or activate) their Internet accounts at: <https://www.umn.edu/initiate>.

Graduate students who have finished their coursework and are working on a thesis can get a thesis account (\$75 per year for a grant of up to \$1,000 of computing). For information about computing charges see ITSS Rates and Fees (<http://www.d.umn.edu/itss/rates/>). Contact Spring Billiar at sbilliar@d.umn.edu or (218) 726-8843 for application forms. Thesis accounts cannot have the same username as student accounts, but files can be moved from one account to the other by contacting ITSS.

A campus-wide network connects central system computers, department and faculty computers, computers in instructional labs, and student computers in all residence halls on campus.

Ten computer labs are available for student use (<http://www.d.umn.edu/itss/labs/maps/index.html>). Students enrolled in courses that either meet in a computer lab, make use of computer lab resources, or make extensive use of central system services will be assessed a computer Lab Access fee of \$68.13 in addition to the basic computing fee. Students not enrolled in a course requiring lab access may purchase access by paying the \$68.13 fee at one of the Cashier's windows in the Darland Administration Building or at the UMD Computer Corner in Kirby Student Center.

Graduate Teaching Assistants who teach a course that meets in one of the Full Access computer labs may use that lab without charge to test software features and to prepare for class lessons and exercises.

Scheduling of the labs is done through room scheduling (<https://summit.d.umn.edu/r25/html/RoomEvents.html>). Only official UMD classes can meet in the labs.

LIBRARY

The UMD Library provides a variety of services critical to graduate students, including electronic collections, e-books, research databases, and other resources, which are superior to resources available elsewhere on the Internet for writing term papers, completing course assignments, and conducting academic research. The on-site collections include more than 700,000 print items and a large number of sound and video recordings, DVDs, and microfilms. Graduate students are encouraged to become familiarized with available services as early as possible in their graduate studies.

The library's Web site, <http://www.d.umn.edu/lib>, serves as the campus starting point in the search for authoritative information resources and the first choice when looking for information pertaining to coursework and research. For expert assistance, reference librarians are available to offer one-on-one advice. Contact them by telephone, by e-mail, through online chat, or in person at the library. "Ask Us!" is a service that offers library assistance to students and the campus community at: <http://www.d.umn.edu/lib/askus/index.htm>. Library information professionals also provide introductory and advanced group instruction.

GRIEVANCE PROCEDURES

It is always preferable to settle, in an informal manner, disputes involving your rights as a student and, if appropriate, your rights as a graduate assistant. These may include, but are not limited to: violations of your academic freedom, sexual harassment, and failure of the University to fulfill its academic responsibilities. Typically, this should first entail a discussion between the student and director of graduate studies. Should this not produce a satisfactory conclusion, the Graduate School will become involved and attempt some type of final resolution.

STUDENT CONDUCT CODE

Students are responsible for complying with the University's Student Conduct Code, which is available in collegiate student affairs offices, UMD vice chancellors' offices, and at: http://www1.umn.edu/regents/policies/academic/Student_Conduct_Code.html.

REGISTRATION

New graduate students will receive directions for registration with their admission letter. Registration at UMD is administered by Web access at: <http://www.d.umn.edu/Register/>. The class schedule is also accessible by Web at: <http://www.d.umn.edu/courseinfo/>. Questions regarding registration should be directed to Financial Aid and Registrar (218-726-8000). Graduate School tuition and fees are listed at: <http://www.d.umn.edu/registrar/tuition2009-2010.pdf>.

Registration Requirements

ALL graduate students will be required to register in the Graduate School every fall and spring term in order to maintain active status. Failure to maintain active status will result in deactivation; inactive students will have to apply for readmission before resuming or completing a degree. Note that successful registration for spring term will maintain active status through the summer, until the second week of fall semester.

Students unable to register for courses can register for GRAD 999 to maintain their active status. GRAD 999 is a zero-credit, zero-tuition registration option intended for Graduate School students who have completed all coursework and who must maintain registration to meet the Graduate School's registration requirement (http://www.grad.umn.edu/current_students/registration/active_status.html).

Maintaining active status is critical and is required in order to participate in the University community as a Graduate School student. This includes registering for coursework, taking examinations, submitting milestone forms, or filing for graduation. Students not registered by the end of the second week of fall and spring semesters are considered to have withdrawn and their Graduate School records are deactivated. Those who wish to resume graduate work in a subsequent semester must request readmission to the Graduate School (and if readmitted, must register) to reactivate their status.

While students can register for GRAD 999 to maintain their active student status in the Graduate School, they cannot use GRAD 999 to meet any other requirements of the University or external agencies. Students who must maintain full-time status to hold an assistantship, defer loans, and/or receive financial aid cannot use GRAD 999 to meet registration requirements.

Additional information on Special Registration Categories for Graduate School students is available at: http://www.grad.umn.edu/current_students/registration/special-categories.html.

The University requires that graduate students holding appointments as teaching or research assistants or administrative fellows must register for at least 6 A-F or S-N credits in the Graduate School each term that an appointment is held. This does not apply to summer terms. Students may submit a petition to the program's director of graduate studies (DGS) for exceptions to this requirement. To be exempt from FICA withholding, a graduate assistant must register for 3 or more credits. Audit registration by itself is not acceptable for maintaining an assistantship. Medical fellows must

also register each term an appointment is held, including summer terms. Students receiving other types of financial aid from the University or other agencies, international students with certain types of visas, and students wishing to use various University services and facilities, may have to meet specific registration requirements of other agencies or University units. These students are responsible for securing information about such requirements from the appropriate offices. Master's degree candidates are not required to register for any specific number of semesters.

If a graduate assistant cancels all classes, withdraws from the University, or resigns their assistantship during the semester, significant financial liability may be incurred by the student. If you find it necessary to do any one of these three things, please contact Graduate Assistant Employment Services at (612) 624-7070 before taking any action. Please be aware that if after the semester starts, you drop and add courses in two separate actions you will incur nonrefundable fees which are not covered by the tuition benefit.

Registration Holds

Registration holds may be placed on students' records when students fail to file official degree programs and/or thesis proposals or when they accumulate an excessive number of incompletes. Students who fail to meet Graduate School or major field standards for scholarly achievement may also have a hold placed on their registration.

Official Transcripts

Official transcripts of Graduate School students are available online at: <http://www.d.umn.edu/registrar/transcripts.html>. Students may obtain unofficial copies of their transcripts online or by submitting a request in writing to UMD Transcripts, 184 Darland Administration Building, 1049 University Drive, Duluth, MN 55812. Unofficial transcripts can also be requested from the on-the-spot transcript service at the Student Assistance Center, 23 Solon Campus Center. There is no charge for these copies, but students are limited to one copy per visit.

A student can print or view an online copy of their transcript and grades by going to www.d.umn.edu/registrar/transcripts.html.

Changes in Registration

All registration changes require the completion of the Graduate School Official Petition Form available in the UMD Graduate School Office, 431 Darland Administration Building. During 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 School 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.

Late Registration Fee

To avoid a late registration fee, students must register before the first day of the term. Students registering during the first 14 days of the term will be charged a \$50 late registration fee. After the first 2 weeks, students will be charged a \$100 late registration fee.

Exceptions

Special term courses (classes that do not meet during the standard term dates): You must register by the day before the course begins to avoid a late registration fee.

May/summer term: You must register by the Monday of the first week your class begins. You will be charged a \$25 late fee if you register after Monday during the first week. Beginning on Monday of the second week, the late registration fee increases to \$50.

Resident Tuition Rate

In addition to tuition benefits, both current and former graduate assistants **may** be eligible to receive a non-resident tuition waiver. Retroactive requests for resident tuition rate reductions will not be considered beyond one academic year from the date of the semester in which the request is made. Graduate assistants whose appointment equals a minimum of 195 hours each semester are eligible to receive a non-resident tuition waiver (if applicable). Former graduate assistants should contact the Graduate Assistant Employment Office at (612) 624-7070 to determine eligibility and request a waiver.

READMISSION, CHANGE OF MAJOR OR DEGREE

Admitted students who have not registered in the Graduate School each semester (excluding summer) must request readmission before registering for classes, submitting petitions, filing for graduation, scheduling examinations, or submitting a degree program/thesis. If readmitted, the student must also register in the Graduate School. Students who have completed a degree or certification program and wish to complete additional work in the Graduate School must apply for readmission.

Currently enrolled students who wish to change their major field or degree objective from that which was originally approved by the Graduate School must complete and submit a Change of Status form and pay a change of status fee. Readmission or Change of Status forms may be obtained from the UMD Graduate School Office or at: http://www.grad.umn.edu/current_students/forms/cos.pdf. A minimum of six weeks before the desired date of enrollment is typically required to process these requests.

Change of Campus

Students who are enrolled in the Graduate School on one campus of the University of Minnesota and who wish to complete their studies on another University campus should complete and submit the Change of Status form found at: http://www.grad.umn.edu/current_students/forms/cos.pdf.

TRANSFER OF CREDITS

Master's degree students are required by the Graduate School to complete at least 60 percent of the course credits (excluding thesis credits if any) for their official degree programs as registered Graduate School students. With the approval of the adviser, director of graduate studies in the major field (and the director of graduate studies in the minor field if the courses are to be applied to a designated minor), and the Graduate School, students are permitted to transfer up to 40 percent of the degree coursework from other recognized graduate schools or from Continuing Education at the University of Minnesota. Programs may, at their discretion, specify a lower percentage of coursework for transfer.

The work to be transferred must be from graduate-level courses taken for graduate credit after completion of a baccalaureate degree and taught by faculty authorized to teach graduate courses.

Continuing Education courses must bear transcript entry verifying that they were completed for graduate credit. Credits transferred from other institutions must appear on official transcripts of the institutions. Credit for courses taken before the awarding of the baccalaureate degree cannot be transferred.

Any transfer course that will be used to satisfy degree requirements must be included on the proposed degree program. If the course has been completed by the time the degree program is approved, the transfer process is automatic. If the transfer course has not been completed by the time the degree program is approved, the course is not automatically transferred. To complete this transfer the Graduate School petition must be submitted and approved. More information regarding this process can be obtained from the UMD Graduate School Office.

In the case of a transfer from a non-U.S. institution, credits must have been earned in a program comparable to a graduate degree program at a regionally accredited U.S. institution.

FINANCIAL AID AND OTHER BENEFITS

Fellowships and scholarships are available through the Graduate School. For more information, contact the director of graduate studies in the particular program.

Assistantships (teaching and research) are granted through the individual departments. Students can obtain information by writing to the director of graduate studies for their particular program. Graduate assistants on a 25 percent or greater appointment are entitled to medical and dental insurance coverage at reduced premiums. Policies regarding assistantships can be found on the Graduate Assistant Employment website at: <http://policy.umn.edu/Policies/hr/Hiring/GRADSTUDENTEMPLOYMENT.html>.

The Federal Insurance Contributions Act (FICA) includes Social Security and Medicare taxes. Graduate students may qualify for student exemption from FICA taxes. Further information is available on the Office of Human Resources website: <http://www1.umn.edu/ohr/payroll/tax/graduate/index.html>.

MASTER'S DEGREE REQUIREMENTS

The master's degree is offered under two plans: Plan A (involving thesis) and Plan B (involving additional coursework and/or special projects in place of a thesis).

Time Requirement

The maximum time allowed by the Graduate School for completion of the master's degree is seven years. The seven year period begins with the oldest work included on the official degree program, including any transfer work applied. The graduate faculty in a specific program may set more stringent time requirements.

Grading System

The Graduate School uses two grading systems, A-B-C-D-F (with pluses and minuses) and S-N. Except in courses in which grading has been restricted to one system or the other, students have the option of choosing the system under which they will be graded. Students must declare a grading system choice as part of their initial registration. Changes in grading options must be made by the end of the second week of class (end of the first week during summer sessions). For information about courses in which grading is restricted, students should consult the department offering the course. Instructors must explain to students the achievement level necessary to earn an S grade for a course. The Graduate School discourages retaking courses to improve grades. Permission of the course instructor and the major adviser is required to take a course again. If a course is retaken, all registrations for it remain on the student's transcript.

Grades for University of Minnesota students are available on the web at One Stop (<http://onestop.umn.edu/>).

Official Degree Program

After completing 10 credits and ordinarily not later than the second semester of registration (the second year for longer programs), students must file an official degree program with the Graduate School. This requirement may vary with the program. The Universal Degree Program Form is available at: http://www.grad.umn.edu/current_students/forms/g89a.pdf or in the UMD Graduate School Office. Students list all coursework, completed and proposed, that will be offered to fulfill degree requirements, including transfer work. If a foreign language is required, it is specified. The members of a student's final examining committee (who are the thesis reviewers for Plan A) are appointed by the Graduate School dean on recommendation of the faculty in the major field at the time the student's official degree program is approved. A degree program approved by the Graduate School must be on file before the reviewers' report, examination report, or graduation forms can be released to the student.

Program Changes

Once approved, the program must be followed to meet graduation requirements. Alterations in the program, including committee changes, must be requested in advance by means of the Graduate School petition found at: http://www.grad.umn.edu/current_students/forms/g59.pdf. Petition Forms are also available in the UMD Graduate School Office.

Committee Substitutions

To change an examining committee member, students must have either the adviser or the director of graduate studies in the major field email the Graduate Student Services and Progress (GSSP) office (gscmte@umn.edu) at least two weeks prior to the examination. Please note that some graduate programs require the DGS to directly communicate committee changes to the Graduate School. Students should confer with their graduate program office concerning the program's policy. Changes to an adviser or co-adviser must be communicated to the Graduate School by the DGS. The following information must be included in requests for committee substitutions or adviser changes:

- Student Name and ID Number
- Major Field
- Degree Sought
- Adviser & Chairperson
- Name of faculty member to be added
- Name of faculty member to be removed
- For Final Doctoral Exams: Indicate Reviewers

Substitutions for an oral examination that are necessitated by emergency situations must also be approved in advance. In such cases, the adviser should consult with the GSSP office before the start of the examination.

Language Requirement

The Graduate School monitors the fulfillment of the language requirement when a major field specifies one. Information about how the student must demonstrate proficiency and the conditions under which proficiency will be recorded on the official transcript is available from the UMD Graduate School Office.

Preliminary and Final Examinations

Candidates for the Plan A master's degree 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 examination covers the major and minor or related fields and may include other related work, and is coordinated by the chair of the student's examining committee. A majority vote of the committee, all members present and voting, is required for a pass. Results are reported to the Graduate School on a Final Examination Report, which is issued to the chair when the oral exam is scheduled. In case of failure, unanimous consent of the examining committee is required to retake the examination, providing the re-examination is conducted by the original committee.

Final Examination Report

The student or the UMD Graduate Office must contact GSSP (612-625-4019 or gsmast@umn.edu) at least one week prior to the examination to request the forms. If there is a change of adviser and/or committee member(s) not reflected on the Thesis Reviewers Report form (for Plan A students) and/or Final Report form, the student's adviser or DGS must notify GSSP to make the adviser/committee substitution(s). Adviser/committee changes must be approved prior to the date of the final examination. The recipient of the Thesis Reviewers Report form and the Final Report form is responsible for bringing the form(s) to the final examination. In the event that the examining committee requires the Plan A student to make thesis revisions, the chairperson (usually the adviser) is responsible for ensuring that the required revisions are made. S/he will keep the Thesis Reviewers Report form and Final Report forms until the student completes the required revisions. The student's graduate program office is responsible for sending the signed form(s) to GSSP. The signed forms must be in the Twin Cities Graduate School by the last business day of the month in which the student intends to be cleared for their degree.

Monthly Graduation/Application for Degree Form

The Application for Degree should be completed and submitted to the UMD Graduate School Office on or before the first working day of the month in which the student intends to graduate. Please note that the Application for Degree for graduate students is NOT a downloadable form as it is for undergraduate students, and is only available in the UMD Graduate School Office. Failure to file by the date required will place the student into the next month's graduation. All requirements (e.g., coursework, final exams, and submission of the thesis if plan A) must be submitted by the LAST working day of the month.

Students still not cleared for graduation within four months of filing the Application for Degree are placed in inactive status. It is the student's responsibility to contact GSSP (612) 625-4019 to inform them of the original planned date to graduate and the new anticipated date of degree completion.

Master's Thesis

Three unbound copies of the thesis must be provided, along with a \$10 check payable to the University of Minnesota. The student's adviser(s) must sign unbound copies of the thesis to confirm that they are complete and satisfactory in all respects and that all revisions required by the final examining committee have been made. All thesis copies must be received in the UMD Graduate School Office one week prior to the last day of the month in which the student wishes to be cleared for their degree. Formatting guidelines for the Master's Thesis/Project can be found at: http://www.grad.umn.edu/current_students/masters/submission.html.

COMMENCEMENT EXERCISES

Subject to satisfying participation requirements, attendance at commencement is voluntary. However, all candidates are individually recognized at the ceremony and must inform the Graduate School whether or not they will attend. The policy governing commencement ceremony participation is attached to the Application for Degree available in the UMD Graduate School Office.

Students who wish to participate in the ceremony must apply for graduation and submit an Application for Degree on or by the first working day of March. In order to do this the degree program must have been previously approved. Failure to do so will prevent your commencement participation. Commencement instructions are available in the UMD Graduate School Office. Students will receive a Commencement Handbook upon completion of the paperwork required to participate in the ceremony. Also included in the Handbook are instructions for the ordering/buying of the cap, gown, and hood. Commencement attendance is not a degree requirement. 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. Students are encouraged to keep this point foremost in mind as they schedule orals and should do so only if they are absolutely sure they will be able to take the orals when planned. Questions regarding the commencement policy should be directed to the UMD Graduate School Office, not the Commencement Office or the Information Desk in Solon Campus Center.

PLACEMENT

Placement services, including establishment of a permanent set of credentials, mailing lists of job openings, mailing of credentials to prospective employers, and on-campus interviews, are available through the Career Services office located at 21 Solon Campus Center. Although it is not required, the Graduate School suggests that you contact this office early in your graduate study to learn about their services and begin to develop your credentials.

HELPFUL LINKS

Graduate School Dates and Deadlines Calendar: 2009-10

<http://www.grad.umn.edu/calendar/index.html>

Degree Completion Check List Master's Plan A (with thesis)

http://www.grad.umn.edu/current_students/masters/plana.html

Degree Completion Check List Master's Plan B (without thesis)

http://www.grad.umn.edu/current_students/masters/planb.html

Graduate School Information for Master's Degree

http://www.grad.umn.edu/current_students/masters/index.html