

GRADUATE SCHOOL

www.ndsu.edu/gradschool

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The Graduate School presents advanced programs leading to the Master of Science, Master of Arts, Master of Business Administration, Master of Education, Master of Music, Master of Architecture, Master of Military Logistics, Master of Accountancy, Education Specialist, Doctor of Musical Arts, Doctor of Education, Doctor of Nursing Practice, and Doctor of Philosophy degrees. Graduate certificates may also be earned. Graduate degrees offered and subject matter fields are listed at the end of this section. For more complete details, see the Graduate Bulletin online at www.ndsu.edu/gradschool/bulletin.

The Graduate School offers superior students the opportunity to develop their capabilities in given areas. Graduate study is particularly recommended for those students whose interests and aptitudes carry them beyond routine application. Graduate students are encouraged to develop powers of independent thought and to become familiar with the conduct of research.

The Graduate School extends and enlarges the work of the undergraduate programs and supports specialized training, research, and scholarly expression.

Graduate programs are administered by the graduate dean assisted by a Graduate Council composed of six elected and six appointed faculty members, and two appointed graduate students.

Admission to Graduate Study

The Graduate School encourages applicants to apply to graduate programs using the electronic application (www.ndsu.edu/gradschool/apply). Every applicant must complete an application form, as well as a Reasons for Graduate Study Statement, and return it to the Graduate School. Arrangements must be made for official transcripts of all previous course work to be sent to the Graduate School. Additionally, the applicant should indicate the names of three individuals who will provide letters of reference. Some departments require Graduate Record Examination (GRE) scores. Education and Counseling and Guidance may require scores on the Miller Analogies Test (MAT) or the Graduate Record Examination (GRE). Applications to the Master of Business Administration program must include Graduate Management Admission Test (GMAT) scores.

Processing time requires that international student applications must be received by the Graduate School prior to May 1 for Fall Semester and prior to August 1 for Spring Semester.

Admission to the Graduate School is open to qualified graduates of universities and colleges of recognized standing without regard to age, race, color, gender, sexual orientation, religion, national origin, disability, or Vietnam-era veteran status. Admission to the Graduate School is a selective process intended to identify applicants who are outstanding among recipients of baccalaureate degrees.

The following minimum qualifications are required of all students seeking an advanced degree:

1. The applicant must have a baccalaureate degree from an educational institution of recognized standing. Applicants in the process of completing the baccalaureate degree must submit final transcripts indicating the awarded degree before enrollment at NDSU.
2. The applicant must have adequate preparation in the chosen field of study and must show potential to undertake advanced study and research, as evidenced by academic performance and experience.



3. At the baccalaureate level, the applicant must have earned a cumulative grade-point average in all courses of at least 3.0, or equivalent, to attain full standing in a graduate degree program. Students with a previous graduate degree for which the GPA was at least 3.0, or equivalent, may be admitted in full standing.
4. Each department or program may set higher qualifications and may require the submission of additional evidence of academic performance.

A student is permitted to register for graduate courses only after formal admission. Departments or programs make recommendations on all applications, but the final admission decision is the responsibility of the graduate dean.

Registration Procedure

For first-time registration, consult with the department chair or designee, or your major advisor and complete the necessary forms for on-site registration. Thereafter, consult with an advisor in advance of registration to plan courses to meet your degree requirements.

Fees for Graduate Students

Fees are listed in the section titled Student Financial Information and Services.

General Requirements for Master's Degrees

Minimum requirements for all master's degrees include the following items:

Supervisory Committee

The student, with the approval of the department/program chair, will select a major advisor. The major advisor-student relationship must be mutually acceptable. The major advisor will act as the chair of the student's supervisory committee and will be in charge of the Plan of Study. In addition to the major advisor, two additional members must be agreed upon by the advisor and

student. One of these members must be from the faculty. The other member may be either a faculty member or a qualified off-campus expert in the field, depending upon the department. A fourth committee member serves as a Graduate School appointee.

The student and major advisor, in consultation with all other supervisory committee members, will develop a tentative Plan of Study, consisting of not fewer than 30 graduate semester credits. The Plan of Study must bear the signatures of the supervisory committee and be approved by the chair of the major department, the academic dean, and the graduate dean before it is official. It may be revised as advisable and necessary but must be filed with the Graduate School not later than the term immediately after the supervisory committee is formed. Revisions may be made later but must be approved by the student, all supervisory committee members, the chair of the student's department, and the graduate dean.

The supervisory committee is encouraged to convene at least once per semester and meet at least once per year to review the progress of the student's graduate program.

Number of Credit Hours

Candidates for the master's degree are required to earn a minimum total of 30 credits in appropriate and approved 600- and 700-level courses.

Residence Requirement

No degree is given without at least one full year of academic work in residence. The residence requirement may be met by residence at the institution for two full semesters on a full-time basis. Part-time students earn residence in proportion to the number of credits earned.

Transfer of Credit

All graduate credits used to meet the requirements of a master's degree must be approved by the supervisory committee, the department/program chair, the academic dean, and the graduate dean. A candidate for the master's degree must petition in order to transfer up to a maximum of nine (9) semester hours of graduate credit from another institution to satisfy course requirements on the Plan of Study.

Note: Educational Leadership Program course requirements taken through Tri-College are not considered transfer credits and may be included on Plans of Study without petition. All other graduate credits earned through Tri-College University are considered transfer credits.

Time Limitation

All requirements for the master's degree must be completed within a period of seven (7) consecutive years. Graduate credit for any course work that is more than seven calendar years old at the time of the final examination may not be used to satisfy degree requirements.

Final Examination

Candidates earning a M.S. or M.A. degree shall pass a final examination before being awarded the master's degree. The supervisory committee shall serve as the examining committee of which the major advisor shall serve as chair. Committee member substitutions must be approved by the graduate dean.

The final examination shall cover course work taken by the candidate, the thesis, paper, or other activity (e.g. portfolio), and knowledge fundamental thereto. The final examination shall be held and passed before the student can participate in commencement.

Degree Requirements

Master of Science

The Master of Science (M.S.) degree is offered in two options: Thesis Option (available in all departments) or Comprehensive Study Option (not available in all departments). The Thesis Option emphasis is on research and ability to analyze data and to prepare a scholarly thesis, whereas the Comprehensive Study Option emphasis is on a broader understanding of a major area.

In those departments offering both options, the choice should be made jointly by the student and the major advisor, based upon the nature of the responsibilities for which the student is preparing.

Under the guidance of the major advisor, each candidate shall prepare a thesis or paper to be approved by the chair of the major department, all members of the supervisory committee, and the graduate dean. The thesis contributes no fewer than six (6) and no more than ten (10) credits toward the minimum 30 required credits. The paper contributes no fewer than two (2) and no more than four (4) credits toward the minimum 30 required credits. The thesis or paper bearing the approval of the major advisor shall be in the hands of the examining committee seven days before the oral examination. The candidate shall consult the major advisor regarding the form in which the thesis or paper is to be presented. Guidelines for thesis or paper preparation are available on the Graduate School's Web page.

After the final examination, the student incorporates into the thesis or paper corrections suggested at the oral examination. The thesis or paper, along with the Checklist for Dissertations, Theses, and Papers and a receipt from the Business Office indicating that completion fees have been paid, is then presented to the Graduate School for review and format checking by the disquisition editor. Five

final copies of the thesis or paper, bearing the approval of the major advisor, other supervisory committee members, and the department chair, are to be presented, unbound, to the Graduate School. Two bound copies of the thesis or paper go the university Library. The remaining three bound copies are for the student, the student's advisor, and student's department.

Master of Arts

Candidates for the Master of Arts (M.A.) degree will meet the preceding general requirements and those specific requirements in the humanities, and social and behavioral sciences departments that offer the M.A. degree. The additional requirements normally include two years of a foreign language.

Master of Business Administration

The Master of Business Administration (M.B.A.) degree is a non-disquisition, professional degree program structured to serve qualified students with any undergraduate degree.

Master of Education

The Master of Education (M.Ed.) degree is a non-disquisition, practitioner-oriented degree for teachers and school counselors. Candidates for this degree will meet the preceding general requirements as well as specific requirements established by the School of Education.

Master of Music

The Master of Music (M.M.) is the professional master's degree in music designed for (1) performers, conductors, and music industry professionals wishing to augment and refine their skills, (2) music teachers wishing to update and increase their knowledge, especially in content areas of performance and/or conducting, and (3) those wishing to teach music at the college level. Two tracks are offered: Performance and Conducting. Each requires a minimum of 30 credits. Students in the D.M.A. program may receive the M.M. after completion of all requirements, and all work taken in the M.M. may apply to parallel tracks in the D.M.A.

Master of Architecture Degree

The Master of Architecture (M.Arch.) is the professional degree for architects wishing to enter the profession. The M.Arch. requires 30 graduate credits in the structured architecture curriculum beyond the four-year pre-professional Bachelor of Science in Environmental Design degree offered at NDSU.

Master of Military Logistics

The M.M.L. is a professional degree program targeted specifically at career military officers and Department of Defense (DoD) civilians. The degree is tailored to the DoD's strategic goals of joint officer development and logistics transformation.

The M.M.L. in Transportation and Logistics allows students, who are selected by DoD and NDSU, to develop advanced knowledge and research skills. The key emphasis areas are: joint military logistics and transportation, advanced supply chain management, integration of technology with supply-chain and enterprise resource planning, and the integration of homeland security and crisis management issues with military logistics. The M.M.L. degree program provides students with a comprehensive integrated knowledge of joint military logistics and transportation, which will enable them to be successful in the ever-changing field of military operations.

Master of Science, Master of Education, and Education Specialist in Educational Leadership

Candidates for the Master of Science, Master of Education, and Education Specialist in Educational Leadership degrees will meet the requirements established by the Tri-College University Educational Leadership program. Additional information outlining these requirements is available on request from the College of Graduate and Interdisciplinary Studies.

Doctor of Philosophy

Only a brief summary of the requirements for the Ph.D. degree is listed. (For details, see the Graduate Bulletin online at www.ndsu.edu/gradschool/bulletin)

The Doctor of Philosophy degree is awarded in recognition of high scholarly attainment as evidenced by a period of successful advanced study, the satisfactory completion of certain prescribed examinations, and the development of an acceptable dissertation covering some significant aspect of a major field of learning.

Plan of Study and Supervisory Committee

See this section under General Requirements for the master's degree. The minimum number of semester credits is 90. Thirty (30) of them may be satisfied with a previous master's degree.

Residence Requirement

Graduate study for the Doctor of Philosophy degree normally requires a minimum of three (3) years of full-time study beyond the baccalaureate degree. A student who has a master's degree or equivalent must devote at least one of the two remaining academic years of study in residence at North Dakota State University.

Time Limitation

All requirements for the Doctor of Philosophy degree must be completed within a period of 10 consecutive years. Graduate credit for any course work, not included in the master's degree that is more than 10 calendar years old at the time of the final examination may not be used to satisfy degree requirements.

Language Requirements

Each graduate department will determine whether it will require a language and, if so, the language or languages applicable to the candidate's field of study and the level of reading proficiency required. Low-level proficiency will measure the candidate's comprehension of material in the major field in the foreign language with unlimited use of linguistic reference sources (e.g., dictionaries, glossaries, etc.); high-level proficiency will measure a similar reading comprehension with limited use of such reference sources. All examinations will be administered under the supervision of the Department of Modern Languages. International students whose native language is not English may satisfy the language requirement in their native language, providing their graduate department approves. In these cases, the basis for proficiency will be the candidate's use of English, rather than the foreign language. The certificate testifying to proficiency in the foreign language must be filed with the graduate dean before the student may be admitted to the comprehensive/preliminary examination in those cases where the department requires a foreign language.

Examinations

Comprehensive /Preliminary Examination: This examination will be required of each student after the greater portion of courses has been completed and any required language proficiency has been certified. The examination consists of both written and oral parts. After passing the comprehensive/preliminary examination, the student will be formally admitted to candidacy for the Doctor of Philosophy degree. At least one academic semester must elapse between the comprehensive/preliminary examination and the final examination.

Final Examination

This examination will be taken after the candidate has completed the course work and dissertation. This is an oral examination that is concerned primarily with the dissertation, but may also include material from course work, especially courses fundamental to the dissertation.

Dissertation

The dissertation must show originality and demonstrate the student's capacity for independent research. It must embody results of research that constitute a definitive contribution to knowledge.

Doctor of Education

The Doctor of Education (Ed.D.) degree requires extensive field service involving qualitative and/or quantitative research, leading to a dissertation that will apply a theory at an institution (application of theory). This is a professional degree designed to meet the pragmatic expectations in the field of education.

Doctor of Musical Arts

The Doctor of Musical Arts (D.M.A.) is the terminal professional practical degree in music, designed for performers and conductors wishing to acquire the highest performance abilities. Graduates will have attained the academic qualifications generally accepted for teaching at the college level. Two tracks are offered: Performance and Conducting. Each track requires a minimum of 90 credits beyond the baccalaureate degree (93 for the D.M.A. in choral conducting). Students entering the program with an approved master's degree or its equivalent may apply credits toward the D.M.A. The graduate music faculty will determine the viability and number of transfer credits.

Doctor of Nursing Practice

The D.N.P. is the professional nursing degree for advanced nursing practice, designed for registered nurses desiring to provide advanced nursing care for clients. Graduates will have met academic and clinical practice requirements for national certification as a nurse practitioner or clinical nurse specialist.

General Regulations

The following rules pertain to all graduate programs of study at NDSU:

Scholastic Standards

Graduate study demands a substantially greater effort on the part of the student than undergraduate study. The graduate student must maintain an overall average of B or better in all courses taken as a graduate student. Grades lower than C will not be accepted for graduate credit. Thesis, paper, and dissertation grades will be recorded as satisfactory or unsatisfactory.

Credit Courses

Courses approved at the 600 and 700 level may be taken for graduate credit and used to satisfy course requirements on the graduate Plan of Study. Courses that a student has used to fulfill the requirements of a baccalaureate degree may not be used on that student's graduate Plan of Study.

Credit Load

A full-time graduate load is nine (9) credits. Graduate assistants in half-time status (0.5 FTE) are considered full time if registered for four (4) or more graduate credits. Graduate students wishing to register for more than twelve (12) credits in a regular semester shall secure the approval of their academic dean and the graduate dean.

Graduate Study by Faculty Members

A member of the faculty may not receive an advanced degree or certificate from the department in which they hold an appointment.

Individualized Plans of Study

To be most effective, graduate study must provide for the individual interests, needs, and abilities and should not be subject to rigid, detailed regulation. Therefore, the graduate dean is authorized to consider each case according to the recommendations of the program committee.

Graduate Degrees Granted

Degrees offered are Master of Science, Master of Arts, Master of Education, Master of Business Administration, Master of Music, Master of Architecture, Master of Military Logistics, Education Specialist, Doctor of Musical Arts, Doctor of Education, Doctor of Nursing Practice, and Doctor of Philosophy. Graduate certificates also are available.

The following programs of study are offered at the master's degree level:

- Accountancy (fall 2009)
- Agribusiness and Applied Economics
- Agricultural and Biosystems Engineering
- Agricultural Education
- Animal and Range Sciences
- Architecture
- Biochemistry
- Biology
- Botany
- Business Administration
- Cereal Science
- Chemistry
- Child Development and Family Science
- Civil Engineering
- Coatings and Polymeric Materials
- Community Development
- Computer Science
- Construction Management
- Criminal Justice
- Counseling
- Education
- Educational Leadership
- Electrical and Computer Engineering
- Emergency Management
- English
- Entomology
- Environmental and Conservation Science
- Environmental Engineering
- Family and Consumer Sciences Education
- Food Safety
- Genomics and Bioinformatics
- Health, Nutrition and Exercise Science
- History
- Horticulture

- Industrial Engineering and Management
- International Agribusiness
- Manufacturing Engineering
- Mass Communication
- Mathematics
- Mechanical Engineering
- Merchandising
- Microbiology
- Music
- Natural Resources Management
- Nursing
- Pharmaceutical Sciences
- Physics
- Plant Pathology
- Plant Sciences
- Psychology
- Social Science
- Sociology
- Software Engineering
- Soil Science
- Speech Communication
- Statistics, Applied
- Transportation and Logistics
- Zoology

The Education Specialist degree may be earned in Educational Leadership through the Tri-College University.

The following programs of study are offered at the doctoral degree level:

- Agricultural and Biosystems Engineering
- Animal and Range Sciences
- Biochemistry
- Botany
- Cellular and Molecular Biology
- Cereal Science
- Chemistry
- Civil Engineering
- Coatings and Polymeric Materials
- Communication
- Computer Science
- Criminal Justice
- Education (EdD, PhD)
- Electrical and Computer Engineering
- Emergency Management
- Engineering
- Entomology
- Environmental and Conservation Science
- Food Safety
- Genomics and Bioinformatics
- History
- Human Development
- Industrial and Manufacturing Engineering
- Materials and Nanotechnology
- Mathematics
- Mechanical Engineering
- Molecular Pathogenesis
- Music (DMA)
- Natural Resources Management
- Nursing Practice, Advanced (DNP)
- Pharmaceutical Sciences
- Physics
- Plant Pathology
- Plant Sciences
- Psychology
- Science, Technology, Engineering & Mathematics (STEM) Education (pending approval)
- Software Engineering
- Soil Science
- Statistics
- Transportation and Logistics
- Zoology