

Upward Bound

The Upward Bound project serves high school students who want to get a college degree. To qualify, students must be in the target area and be income eligible and/or a potential first generation college student. In the summer, students attend a five-week camp on the NDSU campus that includes instruction and tutoring in math, science, English, Spanish, computer technology, and study skills. During the academic year, students visit campus once a month for academic instruction, career and college preparation along with fun, cultural activities. They also receive tutoring and other individualized academic assistance at their respective high schools. Graduating seniors, called "Bridge Students," take an entry level college class at the NDSU campus before moving on to the college of their choice. Students receive cost free services as well as receiving a monthly stipend for participation. Funding for Upward Bound comes from a \$234,624 grant from the Department of Education.

Veterans Upward Bound

The Veterans Upward Bound (VUB) is an individualized educational program for veterans who want to obtain academic preparation before entering or during postsecondary education. Course work in English, computer literacy, mathematics, science, and reading is designed to prepare veterans for successful participation in postsecondary education. The program also offers General Education Development (GED) test preparation for veterans lacking a high school diploma. In addition to academic course work, the program provides advising and referral services. Veterans may be eligible to receive educational benefits while attending the program. Funding for the program is provided through a \$265,319 grant from the U.S. Department of Education.

University Honors (Scholars) Program

The University Honors Program is an interdisciplinary program designed for students of exceptional ability whose interests range well beyond their primary majors. The program consists of a series of interdisciplinary colloquia; these are limited to 20 students and, in the second year, are taught by teams of two or more faculty members. Graduation from the Honors Program requires 18 hours of colloquia and a senior project. Alternatively, scholars may exit the program after 12 hours with a certificate in General Honors.

First-Year

Colloquium 6

English 111, 121 Honors Composition I, II

Literature and Ideas: an interdisciplinary investigation of conflicting values

Second-Year

Colloquium 6

An interdisciplinary course each semester

Offerings vary; exploration of topics such as the perspective of world literature on the human condition, problems of world hunger, the diverse ways of understanding nature, ethical issues in the sciences, the perspectives of the world press

Third-Year

Colloquium 6

Fall semester: an interdisciplinary colloquium

Spring semester: student/faculty led discussions on texts chosen by the student participants

Fourth-Year

Senior Project 4

Independent, faculty-guided reading and research leading to a completion of the Senior Honors Project

For admission to the program, contact: University Honors Program, College of Arts, Humanities and Social Sciences, Minard Hall.

Academic Information and Regulations

Degrees at both the undergraduate and graduate levels are offered at North Dakota State University. For the various programs of study leading toward baccalaureate degrees, consult the college sections of this bulletin. Graduate degree requirements and fields of study are summarized in The Graduate School section of this bulletin. For more complete details, see The Graduate Bulletin online at www.ndsu.edu/gradschool/bulletin/index.shtml

Undergraduate Areas of Study

Course work is available in the areas listed by major within each college according to the categories indicated. Consult the index for page numbers.

Key:

- M Undergraduate major
 - o Option (area of emphasis, concentration, or specialization within a major)
- T Teacher certification available
- m Available as an undergraduate minor
- c Certificate program

College of Agriculture, Food Systems, and Natural Resources

- M, m Agribusiness
- M, m Agricultural Economics
 - o Agribusiness
 - o Agrifinance
 - o Commodity Marketing
 - o Custom Option
 - o Farm Management
- M, m Agricultural Systems Management
 - o Business
 - o Applied Technology
 - o Dealership Management
 - o Production Agriculture
- M, m Animal and Range Sciences
 - o Production/Business
 - o Range Science
 - o Science
- M, m Biotechnology
- M, m Crop and Weed Sciences
 - o Biotechnology
 - o Production
 - o Science
 - o Weed Science
- M, m Economics
- M, m, c Equine Studies
- M, m, Food Safety
- M Food Science
- M, m General Agriculture
- M, m Horticulture
 - o Horticulture Biotechnology
 - o Horticulture Science
 - o Landscape Design
 - o Production Business
 - o Urban Forestry and Parks
- M, m Microbiology
 - o Pre-veterinary Medicine
- M Natural Resources Management
 - o Biotic Resources Sciences
 - o Physical/Earth Resources Sciences
 - o Pollution Sciences
 - o Social Sciences
- M Plant Protection
 - o Agronomic (Field Crops)
 - o Horticulture
- M, m Soil Science
- M Sports and Urban Turfgrass Management
- M Veterinary Technology

College of Arts, Humanities and Social Sciences

- M, m Anthropology
- M, m Art
- M, m Classical Languages
- m Community Development
- M, m Criminal Justice
- M, m Emergency Management
- M, T, m English

M,T,m French
 m French Studies
 M,T,m History
 o Public History
 M,m Humanities
 M,m Mass Communication
 o Broadcast Journalism
 o Broadcast Production
 o General Communication
 o Print Media
 o Public Relations
 M,T,m Music
 M,m Philosophy and Humanities
 M,m Political Science
 o Public Service
 o Pre-Law
 m Religious Studies
 M,T Social Science
 M,m Sociology
 o Anthropology
 M,T,m Spanish
 m Spanish Studies
 M,T,m Speech Communication
 o Organizational Communication
 o Public Communication
 o Rhetorics
 M,m Theatre Arts
 o Design and Technology
 o Performance
 m Web Design
 Interdisciplinary:
 m Gerontology
 m Women's Studies

College of Business Administration

M,m Accountancy (five year)
 M,m Accounting (four year)
 m Agribusiness (Corporate Track)
 M,m Business Administration
 o Electronic Commerce
 m Fraud Investigation
 c Human Resource Management
 m Logistics Management
 M,m Management Information Systems
 c Marketing
 c Professional Money Management

College of Engineering and Architecture

m Aerospace Studies—Air Force ROTC
 M Agricultural and Biosystems Engineering
 o Agricultural Systems
 o Biomaterials and Food Processing
 o Environmental Systems
 M,m Architecture
 M Civil Engineering
 M Computer Engineering
 M Construction Engineering
 M,m Construction Management
 M Electrical Engineering
 o Biomedical Engineering
 o Communication and Signal Processing
 o Computer Engineering
 o Control Engineering
 o Electromagnetics
 o Electronics and Microelectronics
 o Optical Engineering
 o Power Systems
 M Environmental Design
 M,m Industrial Engineering and Management
 o Health Care Management
 o Process and Production Engineering
 o Production Operations and Management
 o Reliability and Quality Management
 o Specialized Manufacturing Process
 M,m Landscape Architecture
 o Design and Communications
 o Landscape Construction and Technology
 o Natural Resources Management and Land Reclamation
 o Rural Community Development

M Manufacturing Engineering
 o Aircraft Manufacturing
 o Electronics Manufacturing
 o Process Engineering
 o Production and Manufacturing Systems Engineering
 M Mechanical Engineering
 o Polymers and Coatings
 m Military Science—Army ROTC
 M Natural Resources Management

College of Human Development and Education

M,m Apparel and Textiles
 o Apparel Studies
 o Retail Merchandising
 M Athletic Training
 M,m Child Development and Family Science
 o Child Development
 o Family Science
 m Coaching
 M Dietetics
 o Coordinated Program (CP)
 o Didactic Program
 M,m Facility Management
 M,m Hospitality and Tourism Management
 M Human Performance and Fitness
 m Individual and Family Wellness
 M,m Interior Design
 m Nutrition
 M Recreation Management
 o Leadership
 o Therapeutic Recreation

Secondary Education

M,T Agricultural Education
 M,T Biological Sciences Education
 M,T Chemistry Education
 M,T Comprehensive Science Education
 M,T Earth Science Education
 M,T,m English Education
 m Extension Education
 M,T Family and Consumer Sciences Education
 M,T French Education
 M,T,m Health Education
 o Community Health
 o School Health
 M,T History Education
 M,T Mathematics Education
 M,T,m Music Education-Instrumental (K-12)
 M,T,m Music Education-Vocal (K-12)
 M,T,m Physical Education (K-12)
 o Non-teaching option
 M,T Physics Education
 M,T,m Social Science Education
 M,T Spanish Education
 M,T Speech Communication Education

Elementary Education through Valley City State University

Interdisciplinary:

m Gerontology
 m Women's Studies

College of Pharmacy

M Nursing
 M Pharmaceutical Sciences
 M Pharmacy Doctorate (Pharm.D.)

College of Science and Mathematics

M,m Behavioral Statistics
 M,m Biochemistry and Molecular Biology
 o Biochemical Business
 o Biochemistry
 o Bioinformatics
 o Biophysics
 o Molecular Biology
 M,T,m Biological Sciences
 o Environmental Science

M,m Biotechnology
 M,m Botany
 M,T,m Chemistry
 o ACS Certified
 o Biochemistry
 o Chemistry Education
 o Coatings and Polymeric Materials
 o Pre-Professional Chemistry
 M Clinical Laboratory Science
 M,m Computer Science
 m Geography
 M,T,m Geology
 M,T,m Mathematics
 o Pre-Actuarial Science
 M Natural Resources Management
 M,T,m Physics
 o Computational Physics
 o Optical Science and Engineering
 M,m Psychology
 M Radiologic Sciences
 M Respiratory Care
 M,m Statistics
 M,m Zoology
 o General Zoology
 o Fisheries, Wildlife, Ecology, and Behavior
 o Physiology, Cell Biology, or Health Sciences
Pre-Professional preparation includes:
 o Chiropractic
 o Dentistry
 o Medicine
 o Mortuary Science
 o Optometry
 o Osteopathy

College of University Studies

Programs in the College of University Studies are designed for students with general needs or unique goals. These programs involve general studies for the deciding students or the Bachelor of University Studies degree (a tailored degree program) for students with distinctive educational goals.

International Studies Major

The International Studies major is a secondary major that is offered concurrently with a student's primary program of study. This program provides students with the opportunity to internationalize their major by combining special requirements to obtain the international studies major with their academic field of study. Students complete 27 credits of course work including an integrative senior project, demonstrate proficiency in a foreign language, and participate in an experience abroad to complete a second major in International Studies.

Courses. In addition to the courses required for the primary major, students seeking the International Studies major are required to take courses that have an international focus. The required 12-credit core consists of GEOG 161, POLS 220, ANTH 111, 206, or 450, and HIST 101 or 102. Nine credits of electives are required and will be chosen with the help of the student's advisor. An integrative senior project that ties international study to the primary degree also is required.

Languages. Knowledge of a foreign language is an important part of the program. At NDSU students may study Arabic, French, German, and Spanish. Additional language study is available through the Tri-College University in languages such as Norwegian, Russian, Japanese, and Chinese. Foreign language proficiency equivalent to completion of two years of college language study is required. This requirement may be met

either through appropriate course work or through a testing procedure in the Department of Modern Languages.

Experience abroad. An important part of the international studies major is participation in a study, work, or research experience abroad for at least 10 weeks in duration. Assistance with finding an overseas study program is available in the Office of International Programs.

Selective admission. To be eligible to participate in the International Studies major, students must have sophomore standing with a minimum grade-point average of 2.5. Eligible students also must have initiated advanced level course work in their academic major and completed the first year or equivalent of their foreign language study. Additional information about the International Studies major is available through the department of a student's academic major, the college International Studies advisor, the Department of Modern Languages, and the Office of International Programs.

Majors and Degrees Available

Major Degree

A

Accountancy B.Acc.
Accounting B.A., B.S.
Agribusiness B.S.
Agricultural and Biosystems Engineering B.S., M.S., Ph.D.
Agricultural Economics B.S., M.S.
Agricultural Education B.S., M.Ed., M.S.
Agricultural Systems Management B.S.
Agriculture, General B.S.
Animal and Range Sciences B.S., M.S., Ph.D.
Anthropology B.A., B.S.
Apparel and Textiles B.A., B.S.
Architecture B.Arch.
Art B.A., B.S., B.F.A.
Athletic Training B.A., B.S.

B

Behavioral Statistics B.A., B.S.
Biochemistry M.S., Ph.D.
Biochemistry and Molecular Biology B.A., B.S.
Biological Sciences B.A., B.S.
Biological Sciences Education B.A., B.S.
Biology M.S.
Biotechnology B.A.¹, B.S.
Botany B.A., B.S., M.S., Ph.D.
Business Administration B.A., B.S., M.B.A.

C

Cellular and Molecular Biology Ph.D.
Cereal Science M.S., Ph.D.
Chemistry B.A., B.S., M.S., Ph.D.
Chemistry Education B.A., B.S.
Child Development and Family Science B.A., B.S., M.S.
Civil Engineering B.S., M.S., Ph.D.
Classical Languages B.A., B.S.
Clinical Laboratory Science B.A., B.S.
Coatings and Polymeric Materials M.S., Ph.D.
Communication Ph.D.
Comprehensive Science Education B.A., B.S.
Computer Engineering B.S.
Computer Science B.A., B.S., M.S., Ph.D.
Construction Engineering B.S.
Construction Management B.S.
Counseling and Guidance M.Ed., M.S.
Criminal Justice B.S., Ph.D.
Crop and Weed Sciences B.S.

D

Dietetics B.A., B.S.

E

Earth Science Education B.A., B.S.
Economics B.A., B.S.
Education M.Ed., M.S., Ed.D., Ph.D.
Educational Administration M.Ed., M.S., Ed.S.
Electrical and Computer Engineering Ph.D.
Electrical Engineering B.S., M.S.
Emergency Management B.A., B.S., M.A., M.S., Ph.D.
Engineering Ph.D.
English B.A., B.S., M.A.
English Education B.A., B.S.
Entomology M.S., Ph.D.
Environmental and Conservation Science M.S., Ph.D.
Environmental Design B.S.
Environmental Engineering M.S.
Equine Studies B.S.

F

Facility Management B.A., B.S.
Family and Consumer Sciences Education B.S., M.Ed., M.S.
Food Safety B.S., M.S., Ph.D.
Food Science B.S.
French B.A., B.S.
French Education B.A., B.S.

G-H

Genomics M.S., Ph.D.
Geology B.A., B.S.
Health Education B.S.
History B.A., B.S., M.A., M.S., Ph.D.
History Education B.A., B.S.
Horticulture B.S., M.S.
Hospitality and Tourism Management B.A., B.S.
Human Development Ph.D.
Human Performance and Fitness B.A., B.S.
Humanities B.A., B.S.

I-L

Industrial Engineering and Management B.S., M.S.
Industrial and Manufacturing Engineering Ph.D.
Interior Design B.A., B.S.
International Agribusiness M.S.
International Studies² B.A., B.S.
Landscape Architecture B.L.A.

M

Management Information Systems B.S.
Manufacturing Engineering B.S., M.S.
Mass Communication B.A., B.S., M.A., M.S.
Mathematics B.A., B.S., M.S., Ph.D.
Mathematics Education B.A., B.S.
Mechanical Engineering B.S., M.S., Ph.D.
Microbiology B.S., M.S.
Molecular Pathogenesis Ph.D.
Music B.A., B.S., B.Mus., M.M., D.M.A.
Music Education-Instrumental B.S.
Music Education-Vocal B.S.

N-P

Natural Resources Management B.S., M.S., Ph.D.
Nursing B.S.N., M.S.
Nursing Practice D.N.P.
Nutrition and Exercise Science M.S.
Pharmaceutical Sciences B.S., M.S., Ph.D.
Pharmacy Pharm.D.
Philosophy and Humanities B.A., B.S.
Physical Education B.A., B.S.
Physics B.A., B.S., M.S., Ph.D.
Physics Education B.A., B.S.

Plant Pathology M.S., Ph.D.
Plant Protection B.S.
Plant Sciences M.S., Ph.D.
Political Science B.A., B.S.
Psychology B.A., B.S., M.S., Ph.D.

R-S

Radiologic Sciences B.A., B.S.
Recreation Management B.A., B.S.
Respiratory Care B.A., B.S.
Social Science Education B.A., B.S.
Social Science Education B.A., B.S.
Sociology B.A., B.S., M.S.
Software Engineering M.S., Ph.D.
Soil Science B.S., M.S., Ph.D.
Spanish B.A., B.S.
Spanish Education B.A., B.S.
Speech Communication B.A., B.S., M.A., M.S.
Speech Communication Education B.A., B.S.
Sports and Urban Turfgrass Management B.S.
Statistics B.A., B.S., Ph.D.
Statistics, Applied M.S.

T-Z

Theatre Arts B.A., B.F.A., B.S.
Transportation and Logistics Ph.D.
University Studies B.U.S.
Veterinary Technology B.S.
Zoology B.A., B.S., M.S., Ph.D.

¹ B.A. degree with this major only available through the College of Science and Mathematics.

² Offered only when taken concurrently with another major.

General Education Program

The purpose of general education at NDSU is to ensure that students acquire knowledge, perspectives, and skills associated with a university education. The program is designed so that graduates will be able to adapt to and anticipate changes in their profession and in society. Graduates also will be able to integrate and use the knowledge and perspectives they have gained to live productive, intellectually rewarding and meaningful lives.

Intended Student Outcomes

The intended student outcomes resulting from general education include the following abilities:

1. Communicate effectively in a variety of contexts and formats.
2. Locate and use information for making appropriate personal and professional decisions.
3. Comprehend the concepts and perspectives needed to function in national and international societies.
4. Comprehend intrapersonal and interpersonal dynamics.
5. Comprehend concepts and methods of inquiry in science and technology, and their applications for society.
6. Integrate knowledge and ideas in a coherent and meaningful manner.
7. Comprehend the need for lifelong learning.

General Education Requirements

The following requirements apply to all undergraduate students who enter NDSU in pursuit of a baccalaureate degree. Only courses approved by the University Senate Standing Committee on General Education and by the University Senate may be used to fulfill category requirements. NDSU uses alphabetic indicators to identify its general education categories as shown on the following list of category requirements. The alphabetical

indicators are used primarily on departmental curriculum guides to facilitate program planning.

Credits

First-Year Experience Course (F) 1

Required of all entering freshmen and new students who transfer fewer than 24 semester credits to NDSU.

Category 1: Communication (C) 9

COMM 110, Fundamentals of Public Speaking or equivalent (3)
ENGL 110, College Composition I or equivalent (3)
ENGL 120, College Composition II or equivalent (3)

Category 2: Quantitative Reasoning (R) 3

CSCI 122 or 125, Programming, e.g., BASIC, COBOL
MATH 104, Finite Math or 146 or higher
STAT 330, Intro. Statistics or higher

Category 3: Science and Technology (S) . . . 10

- Courses in the areas of the natural sciences, the physical sciences, and technology are included in this category.
- A minimum of four general education credits must be in natural or physical sciences.
- A one-credit laboratory course must be taken as a corequisite with one of the general education science and technology courses unless the course includes an embedded laboratory experience equivalent to a one-credit course.

Category 4: Humanities and Fine Arts (A) . . 6

- No more than three of the six credits may be in fine arts performance.
- Any performance courses must be in addition to those required for the student's major.

Category 5: Social and Behavioral Sciences (B) 6

Category 6: Wellness (W) 2

Required is a two-credit course focused on wellness that integrates at least two of the four following areas of lifelong wellness: emotional well-being, nutrition, physical activity, and psychological development.

REQUIREMENTS WITH NO ADDITIONAL CREDITS:

Category 7: Cultural Diversity (D)

This requirement may be met by three credits taken as part of the six credits required in the humanities and fine arts or as part of the six credits required in the social and behavioral sciences in a course approved for cultural diversity.

Students also may submit a written petition to substitute study abroad experiences to meet this requirement. Such experiences must be equivalent to the same time commitment as a three-credit NDSU course and include an academic component.

Category 8: Global Perspectives (G)

This requirement may be met by three credits taken in any department as part of the 36-37 credits required for general education approved for global perspectives.

Students also may submit a written petition to substitute study abroad experiences to meet this requirement. Such experiences must be equivalent to the same time commitment as a three-credit NDSU course and include an academic component.

Category 9: Computer Usage Integrated in All majors

Category 10: Communication Activities in Upper-Division Major Courses

Category 11: Comprehension of Personal and Professional Ethics Integrated into Majors

Category 12: Capstone Experience in All Majors

Total 36-37

Courses Approved for General Education Requirements as of May 2004

Complete and current listings of approved courses may be found in the Registration Schedule published each term and online at www.ndsu.edu/registrar.

First-Year Experience Course (F) Credits
ABEN/AGRI/HD&E/ME/UNIV 189:
Skills for Academic Success 1

1. Communication Category (C)

COMM 110: Fund of Public Speaking 3
ENGL 110: College Composition I 3
ENGL 111: Honors Composition I 3
ENGL 120: College Composition II 3
ENGL 121: Honors Composition II 3

2. Quantitative Reasoning Category (R)

CSCI 122: Beg BASIC/Visual BASIC 3
CSCI 125: Beg COBOL 3
MATH 104: Finite Mathematics 3
MATH 146: Applied Calculus I 4
MATH 165: Calculus I 4
STAT 330: Intro Statistics 3

3. Science & Technology Category (S)

Natural Science:

- ARSC/NRM 225: Natural Resources & Agro-ecosystems 3
- BIOL 124: Environmental Science 3
- BIOL/ZOO 126: Human Biology 3
- BIOL 150/150L: Gen Biology I/Lab 3/1
- BIOL 151/151L: Gen Biology II/Lab 3/1
- BIOL 220/220L: Human Anatomy & Physiol I/Lab 3/1
- ENT 210: Insects, Humans, & the Environment 3
- MICR 202/202L: Intro Microbiology/Lab 2/1
- PLSC 110: World Food Crops/Lab 3
- PLSC 111: Genetics & You 2
- PLSC 210/211: Horticulture Science/Lab 3/1
- PLSC/BIOL/BOT/ZOO 315/315L: Genetics Lab 3/1

Physical Science:

CHEM 117/117L: Chemical Concepts & Appl/Lab 3/1
CHEM 121/121L: Gen Chemistry I/Lab 3/1
CHEM 122/122L: Gen Chemistry II/Lab 3/1

- GEOL 105/105L: Physical Geol/Lab 3/1
- GEOL 106/106L: The Earth Through Time/Lab 3/1
- GEOL 304: Eastern North Dakota Field Course 1
- PHYS 110/110L: Intro Astronomy/Lab 3/1
- PHYS 120/120L: Fund of Physics/Lab 3/1
- PHYS 211/211L: College Physics I/Lab 3/1
- PHYS 212/212L: College Physics II/Lab 3/1

3. Science & Technology Category (S), Technology:

CSCI 114: Microcomputer Packages 3
or CSCI 116: Bus Use of Computers 4
ECE 275: Digital Systems I 3
SOIL 217: Intro to Meteorology & Climatology 3

4. Humanities & Fine Arts Category (A)

Humanities & Fine Arts:

- ADFH 310: History of Fashion 3
- ADFH 315: History of Interiors I 3
- ADFH 316: History of Interiors II 3
- ADFH 410: Dress in World Cultures 3
- ADFH 411: Food & World Cultures 3
- ARCH/LA 171: Environmental Design I 3
- ARCH/LA 172: Environmental Design II 3
- ARCH 321: History of Architecture I 3
- ARCH 322: History of Architecture II 3
- ART 110: Intro to the Visual Arts 3
- ART 111: Intro to Art History 3
- ART 210: Art History I 3
- ART 211: Art History II 3
- CLAS 101: First-Year Latin I 4
- CLAS 151: First-Year Greek I 4
- ENGL 220: Intro to Literature 3
- ENGL 225: Intro to Film 3
- ENGL 251: British Literature I 3
- ENGL 252: British Literature II 3
- ENGL 261: American Literature I 3
- ENGL 262: American Literature II 3
- ENGL 330: British/American Women Writers 3
- ENGL 335: Multicultural Writers 3
- ENGL 340: 19th-Century American Novel 3
- ENGL 341: 20th-Century American Novel 3
- ENGL 342: 19th-Century American Short Story 3
- ENGL 343: 20th-Century American Short Story 3
- ENGL 345: Themes in American Culture 3
- ENGR 311: History of Technology in America 3
- FREN 101: First-Year French I 4
- FREN 102: First-Year French II 4
- FREN 201: Second-Year French I 3
- GERM 101: First-Year German I 4
- GERM 102: First-Year German II 4
- GERM 201: Second-Year German I 3
- HIST 101: Western Civilization I 3
- HIST 102: Western Civilization II 3
- HIST 103: U.S. to 1877 3
- HIST 104: U.S. Since 1877 3
- HIST 135: Race in U.S. History 3
- HIST 261: American Indian History 3
- HIST 271: Intro to Latin American History 3
- HIST 381: Australia & New Zealand 3
- HIST 431: The North American Plains 3
- HON 386: World Literature: Imaginary Homelands 3
- LA 322: History of Landscape Architecture 4
- MUSC 103: Intro to Music History 3
- MUSC 104: Intro to Music Literature to 1825 3
- MUSC 105: Intro to Music Literature: 1825 to Present 3

■ MUSC 108: Roots of American Popular Music	3
■ MUSC 201: World Music	3
PHIL 101: Intro to Philosophy	3
POLS 240: Political Ideologies	3
RELS 100: Intro to Religion	3
● SPAN 101: First-Year Spanish I	4
● SPAN 102: First-Year Spanish II	4
● SPAN 201: Second-Year Spanish I	3
THEA 110: Intro to Theatre Arts	3
■ THEA 115: World Film	3
THEA 180: Dramatic Literature & Style	3
■ THEA 280: World Theatre	3
■ WS 110: Intro to Women's Studies	3
■ WS 350: Perspectives in Women's Studies	3

Fine Arts Performance:

ART 124: Three-Dimensional Design	3
ART 130: Drawing I	3
MUSC 112: Varsity Band	1
MUSC 115: University Chorus	1
MUSC 303: Concert Band	1
MUSC 306: Concert Choir	1
THEA 161: Acting I	3

5. Social & Behavioral Sciences Category (B)

ADFH 486: Dress & Human Behavior	3
● ECON 201: Prin of Microeconomics	3
● ECON 202: Prin of Macroeconomics	3
■ AGECE 220: World Ag Development	3
■ ANTH 111: Intro to Anthropology	3
CDFS 135: Family Science	3
CDFS 186: Consumer & Society	3
CDFS 230: Life Span Development	3
● CDFS 468: Families & Work	3
■ CDFS 475: Children & Families Across Cultures	3
COMM 112: Understanding Media/Social Change	3
COMM 114: Human Communication	3
COMM 212: Interpersonal Communication	3
■ COMM 216: Intercultural Communication	3
● ECON 105: Elements of Economics	3
● ENGR 312: Impact of Technology on Society	3
● GEOG 151: Human Geography	3
● GEOG 161: World Regional Geography	3
H&CE 341: Leadership & Presentation Techniques	3
HNES 210: Human Sexuality	3
HNES 212: Psych Aspects of Drug Use & Abuse	3
POLS 110: Intro to Political Science	3
POLS 115: American Government	3
● POLS 120: Terrorism	3
POLS 215: Probs/Policies in Am Govt	3
● POLS 220: International Politics	3
● POLS 225: Comparative Politics	3
● POLS 442: Global Policy Issues	3
PSYC 111: Intro to Psychology	3
PSYC 210: Human Sexuality	3
PSYC 211: Intro to Behavior Modification	3
PSYC 212: Psych Aspects of Drug Use & Abuse	3
PSYC 214: Social Interaction	3
PSYC 221: Psychology in Business & Industry	3
PSYC 250: Developmental Psychology	3
PSYC 270: Abnormal Psychology	3
SOC 110: Intro to Sociology	3
■ SOC 202: Minorities & Race Relations	3
SOC 214: Social Interaction	3
■ SOC 412: Sociology of Sex Roles	3

6. Wellness Category (W)

CDFS 242: Couples, Marriages, and Families	3
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HD&E 220: Indiv & Family Wellness	2
HNES 111: Wellness	3
HNES 250: Nutrition Science	3
HNES 270: Consumer Issues in Food & Nutrition	3
HPER 100: Concepts of Fitness & Wellness	2
HPER 217: Personal & Community Health	3
NUTR 240: Prin of Nutrition	3

■ Indicates that the course is also approved for **Category 7: Cultural Diversity (D)**

● Indicates that the course is also approved for **Category 8: Global Perspectives (G)**

General Education Category Descriptions

The following descriptions are elaborations of the general education categories approved by the University Senate.

Communication is the clear, precise, and purposeful exchange of information in a variety of contexts, using either written or oral means.

Cultural diversity focuses on the social, personal, and interpersonal effects of variety and differences among cultures.

Fine arts, as an integral component of the humanities, promote the appreciation of aesthetics and the expression of creativity.

Global perspectives focus on analysis of worldwide issues illustrating the interdependence of the world and its people.

Humanities systematically explore cultural and intellectual forces shaping events, individual expression, and social values.

Quantitative reasoning is an organized set of quantitative methods used to solve problems or extend knowledge. Quantitative methods are a set of principles and procedures that could be used to manipulate numerical data.

Science is an organized body of knowledge, including principles and procedures based on scientific methods, used to explain physical or biological phenomena.

Social and behavioral sciences use scientific methods to analyze the behaviors, structures, and processes of individuals and groups.

Technology is the systematic application of scientific knowledge to solve problems.

Wellness is a dynamic and integrative process of becoming aware of healthy lifestyles, of learning to make informed choices, and of developing a balanced approach to living.

General Education Program Assessment

General education assessment has three basic purposes:

1. To improve student learning and development by identifying the intended student outcomes for the program.
2. To provide feedback on the progress toward the intended student outcomes.
3. To use the feedback to modify aspects of the program to ensure that the outcomes are being achieved and that student learning is improved.

Assessment activities are valued at NDSU and include the participation of students. Results will not be used to penalize students or faculty. Student performance on assessment of the general education program will not become part of the transcript.

General Education Administrative Policies

1. General education courses may be used to satisfy requirements for both general education requirements and the major, minor, and program emphases. No more than two courses from any given department may be double counted in a curriculum.
2. Departments or colleges may preclude their students from double counting general education courses.
3. Department or college requirements for graduation may exceed the minimum general education requirements.
4. Except for courses that meet the cultural diversity or global perspectives requirements, no course can fulfill the requirements for more than one general education category.
5. General education requirements can be met through the College Level Examination Program (CLEP), departmental examinations, the Advanced Placement Program (AP) of the College Entrance Examination Board, or equivalents.
6. General education requirements can be met by successful completion of a course for which an approved general education course in the same department is a prerequisite or by successful completion of an advanced course in the same department with comparable course content.
7. No general education course may be taken for graduate credit.
8. Except for courses offered only on a pass/fail basis, no courses taken to meet the general education requirements may be taken for pass/fail grades.
9. The general education minimum requirements apply to all undergraduate degree programs as well as the professional degree program in pharmacy.
10. Transfer students meet NDSU's general education "College Composition I and/or College Composition II" requirement in the Communication category if they have credit in any English course (in composition, composition and literature, or the equivalent) totaling at least 2.67 semester credits per course. Transfer students who have only partially fulfilled general education category requirements by transfer-approved courses must complete the requirements in approved courses within the NDSU deficient categories. No category credit requirement may be deficient by more than a partial semester credit. However, in the communication category, if the transfer course(s) have been evaluated as equivalent to ENGL 110, 120, and COMM 110 and total no less than eight semester credits, the category requirement has been met. The total for all general education categories must be at least 36 semester credits.
11. A student who has completed a general education program consisting of a minimum of 36 credits at a regionally accredited institution and who transfers to NDSU or who pursues a second degree at NDSU is considered to have completed his or her general education requirements at NDSU.
12. General education courses at other accredited institutions, which do not have equivalent courses at NDSU, may be accepted in transfer as part of the general education requirements at NDSU.

General Education Transfer

Students transferring general education credits within the North Dakota University System need to consult with advisors in their academic programs at NDSU for two reasons. First, degree requirements of individual programs and colleges at NDSU may exceed the university-wide general education requirements. Second, meeting the university-wide general education requirements by transfer credits may not necessarily prepare students for advanced, upper-division study in an academic major at NDSU.

North Dakota University System Transfer Agreement

The North Dakota University System (NDUS) General Education Requirements Transfer Agreement (GERTA) was established by the State Board of Higher Education to ease student transfers within the system. Although subject to revision by the board, the policies at the time of printing were the following:

1. If students have completed the general education course requirements (36 credits or more) at one NDUS institution and transfer to another NDUS institution, then the lower-division general education requirements will have been met.
2. If the general education requirements have not been completed before transferring, the general education courses from the indicated areas are applicable to an appropriate general education requirement of the institution to which they are transferred. In these cases, the number of credits required to complete the general education requirement in each area is determined by the policies of the institution to which the courses are transferred.

NDSU courses commonly accepted in transfer as general education courses at other ND University System institutions are designated in parentheses after the course title on the following list of approved courses. For example, the designation (ND: Hum) indicates general approval of that course for ND University System transfer in the humanities category. (The general education category requirements across ND University System institutions are similar, but not identical.) Students transferring from non-ND University System institutions will have their general education requirements evaluated on a course-by-course basis when they enter NDSU.

Academic Degree Requirements

To receive a baccalaureate degree from NDSU, students must complete all of the requirements listed in this section as well as those specified for the particular degree by a college within the university. Consult the appropriate section of this bulletin for further degree requirements. Degree candidates must satisfactorily complete one of the degree curricula offered at NDSU. Because curricula are frequently updated, students are responsible for determining curricular expectations according to the following guidelines:

1. Intended degrees, majors, and minors must be declared to become official by providing notice to the Office of Registration and Records, 110 Ceres Hall.
2. Students may follow any published curricula from the year of entrance at NDSU or from the year of admission to a limited-enrollment program, whichever applies, to the year of graduation provided enrollment at NDSU has not been discontinued for more than one year.
3. Students who change their majors, minors, or type of degree are subject to meeting the requirements in effect during the year in which the new curriculum was declared. Students may follow any published curricula from the year the new curriculum was declared to the year of graduation provided enrollment at NDSU has not been discontinued for more than one year.
4. Any student who discontinues enrollment at NDSU for more than one year is subject to meeting the curricular requirements in effect at the time of re-entry.

Each program of study presented by a candidate for the baccalaureate degree is audited for meeting the degree requirements by the Office of Registration and Records. Degree candidates are certified by the Office of Registration and Records according to total credits earned, institutional grade-point average, and other university-wide requirements.

Baccalaureate Degrees

A degree is the title that the university confers on a graduate who has completed university requirements for that degree. NDSU confers the following degrees at the undergraduate level:

- Bachelor of Accountancy (B.Acc.)
- Bachelor of Architecture (B.Arch.)
- Bachelor of Arts (B.A.)
- Bachelor of Fine Arts (B.F.A.)
- Bachelor of Landscape Architecture (B.L.A.)

- Bachelor of Music (B.Mus.)
- Bachelor of Science (B.S.)
- Bachelor of Science in Nursing (B.S.N.)
- Bachelor of University Studies (B.U.S.)

Second Degree

A second baccalaureate degree may be earned at NDSU with all of the following provisions:

1. All curriculum requirements are satisfactorily completed.
2. A 30-credit minimum is earned in residence beyond all of the credits and degree requirements for the first baccalaureate degree. All requirements for both degrees must be met, including the separate residency requirements at NDSU for each (36 for the first; 30 for the second). Any repeated courses do not count toward the 30 credits. Each degree program must be approved by the appropriate department chair.
3. Each degree must be different, with one exception. More than one Bachelor of Science degree may be earned in different specified fields in engineering.

Majors and Minors

Majors and minors are integral parts of baccalaureate degree curricula, particularly of those curricula that are largely elective.

Major: A major is a planned grouping of related courses that totals a minimum of 24 credits. Specific curriculum requirements for majors may be acquired from the appropriate departmental office or from Registration and Records, 110 Ceres.

Minor: A minor is a similar grouping of courses that totals a minimum of 16 credits. A minimum of eight credits must be earned in residence at NDSU. Students must have their minor(s) verified. Verification forms are available in the Office of Registration and Records, 110 Ceres, and most academic departmental offices. Completed forms must be signed by the department chair and submitted to 110 Ceres by or before the time of degree application.

Double Major: A double major may be earned by completing the requirements of two majors offered under the same baccalaureate degree. Each major in a double major must include a minimum of 15 credits unique to the major. Double majors lead to a single degree. When requirements for both majors are met concurrently, both majors are displayed on the diploma.

A second major may be completed and recorded on the student's academic record after the degree for the first major has been awarded. When majors under different degrees are involved, the requirements for a second degree apply.

Certificates

A certificate program is a specialized course of study requiring at least 16 credit hours at the undergraduate level or eight credit hours at the graduate level. Certificates either may be earned while in pursuit of a degree or as stand-alone programs of study. Prospective students who are interested in certificate programs, but who are not seeking a degree, must be accepted to the university. Contact the Office of Admission or The Graduate School for further information. Verification forms are available in academic departments offering certificates. Completed forms must be signed by the appropriate department chair (and The Graduate School, if applicable) and submitted to 110 Ceres in order for the certificate to be posted to a student's academic record and official documentation issued.

Exceptions to Academic Program Requirements

Academic policies and requirements are designed to ensure that programs at NDSU are consistently of high quality. **All university requirements prescribed by the University Senate must be met.** Students may request substitutions or waivers for college or departmental requirements when extenuating circumstances prevail.

Students should initiate such requests with the Office of Registration and Records. Reasons for the request along with supporting evidence must be provided. In cases where deviation from the requirements might affect a student's eligibility to enroll in a particular course, the student should begin the process early during the previous term to ensure timely processing.

Graduation Requirements

In fulfilling graduation requirements, there are two sets of requirements to meet: university-wide requirements, which include the general education requirements which all students must complete, and college-level requirements, which include requirements for completing majors and minors.

College-level and department-level requirements for majors and minors are listed in the college sections of this bulletin under the appropriate college listing.

- 1. Academic major:** Satisfactorily complete all requirements of the curriculum in which one is enrolled and earn a minimum total of 122 credits in approved course work. Students should be aware that requirements for some academic majors exceed this minimum.
- 2. General education requirements:** Satisfactorily complete the general education requirements as specified earlier in this section. General education requirements are an integral part of the program requirements.
- 3. Scholastic standing:** A minimum institutional grade-point average of 2.00 based on work taken at NDSU for which grades have been assigned is required for graduation. When a course is taken and repeated at NDSU, only the last grade and credits earned will be used in computing the cumulative grade-point average; however, all attempts appear on the transcript. Students should be aware that some academic programs include more specific grade-point requirements for program components or special credentials.
- 4. Upper-level credit requirements:** At least 37 of the credits presented for graduation must be in courses at the 300 and 400 level.
- 5. Residence requirements and transfer credits:** Resident credits include credits registered and paid for at NDSU while attending courses offered on campus, in Tri-College, or via network telecommunication sessions. Subject to approval by the college and department in which the student is majoring, credits earned through designated programs (e.g., field trips, internships, co-op education, study abroad, and capstone or exchange programs) sponsored by NDSU or originating from the NDSU campus may be accepted for all or part of the resident credit. Ordinarily, the last 30 credits must be resident credits.

A transfer student must earn a minimum of 60 semester credits from a four-year institution. Of these, at least 36 must be NDSU resident credits. Within these 36 semester credits, minimum requirements include 15 semester credits in courses numbered 300 or above and 15 semester credits in the major field of study.

Students regularly enrolled in the university will not be allowed credit toward graduation for correspondence courses taken simultaneously with resident study on the campus without the approval of the respective college dean and the university registrar.

- 6. Financial obligations:** Satisfy all financial obligations owed to the university.
- 7. Application for degree audit:** Students will be sent a Graduation Audit Request postcard from the Office of Registration and Records. Postcards are mailed according to total degree credit requirements. Students should complete and return the card according to the following guidelines.
 - For 122-150 total credits, file after completing 75 credits
 - For 151-165 total credits, file after completing 95 credits
 - For 216-229 total credits, file after completing 120 credits
 Students will be sent audits listing the requirements remaining for completion of the degree and program requested.
- 8. Application for degree:** All candidates for a baccalaureate degree must indicate their intent to graduate during registration for their last semester. The application forms are available in the Office of Registration and Records, 110 Ceres, or online at www.ndsu.edu/registrar.

Failure to apply by the third week of the planned semester of graduation may delay the awarding of the degree until the following semester. If a student fails to complete the required courses in time for a planned graduation, the student must reapply for the next graduation.

Graduation with Honor

Graduation with honor applies only to the baccalaureate degree. Graduate courses will not be included in the computation. Candidates who entered NDSU as freshmen and who have earned a minimum institutional grade-point average of 3.60 will be graduated "with honor." Candidates with transfer credits must meet the minimum institutional grade-point average of 3.60 for all credits earned at NDSU, as well as a cumulative grade-point average of 3.60 for all credits earned including those from transfer work. All grades and all attempts of repeated courses will be included in grade-point average calculations for graduating with honor.

Commencement

Commencement exercises are held twice a year at the close of the fall and the spring semesters.

Students who complete graduation requirements during the summer are eligible to participate in either the May or December commencement exercises. To participate in the May commencement exercises, students must be registered to complete all graduation requirements by the end of the summer session following the May commencement. Individual colleges may set more stringent requirements.

A student may participate in commencement only once for a particular degree. The date of graduation on the diploma will comply with the actual completion date of the degree.

Reservations for commencement must be made by the date specified by the Office of Registration and Records. Orders for caps, gowns, and hoods must be made by the date specified by the Varsity Mart.

Degree Posting

Earned degrees are posted to academic records approximately three weeks following the close of the semester in which degree requirements were successfully completed, provided students declared their intent to graduate in that same term with the Office of Registration and Records.

Diplomas

Diplomas are issued following each term and are mailed six to eight weeks following the close of the academic session in which graduation requirements have been completed. Diplomas or official transcripts will not be released for students who have outstanding debts owed to the university. Students are responsible for submitting any name and address corrections for diploma processing.

Evaluation of Transfer Credit

A student who is admitted as a transfer from another college or university is required to have a minimum 2.00 cumulative grade-point average for all transferable work taken elsewhere. If, due to special circumstances, a student is admitted with less than a 2.00 average, that student will be admitted on academic probation. These requirements apply to returning students who have attended other institutions, as well as new transfer students. The Office of Registration and Records administers the NDSU policies governing the acceptance of credit from outside institutions. Before credits may be evaluated for specific NDSU course equivalency or application to departmental programs, transfer courses must be accepted for university credit according to the following guidelines:

1. College-level course work from regionally accredited colleges or universities will be accepted for transfer. Courses accepted in transfer will not replace any grades or credits earned or repeated at NDSU. Credit for a remedial course is not accepted for transfer if the course is remedial by definition of the transferring institution or if it is equivalent to a remedial course at NDSU. Technical or vocational course work from regionally accredited institutions may be accepted as free elective credit only.
2. Credit will be evaluated not only as it appears on the transcript, but also on the basis by which the credit was initially awarded by the sending institution; for example, credit by examination or life experience is not accepted for transfer.
3. The Office of Registration and Records determines the applicability of transfer credit toward NDSU general education requirements according to North Dakota University System guidelines, where applicable.
4. College-level credits that do not have a course equivalent at NDSU will be accepted, but may count only toward total credits. The academic department will determine whether these transfer electives may satisfy specific curricular requirements. (See also General Education Administrative Policies.)
5. NDSU requires that a minimum of 37 credits toward a baccalaureate degree be earned at the junior or senior level. Therefore, while a freshman- or sophomore-level course transferred from an outside institution may satisfy a specific program requirement at NDSU, that course will not be counted toward the 37-credit upper-division degree requirement.
6. Transferable courses with D grades will be accepted by the university; however, colleges and departments determine whether or not these courses apply toward their respective majors and programs. The name of transfer institutions and total credits accepted by NDSU will be indicated on the NDSU transcript.
7. Total transfer credits are converted to semester credits. Beginning in fall 2004, course work transferred to NDSU from other institutions will be computed in a cumulative GPA. However, it will be used only for purposes of admission to the university and to certain programs, as well as for determining eligibility to graduate with honor.

Common Course Numbers

Institutions in the North Dakota University System have established common course numbers (CCN) for many courses to facilitate transfer of courses within the system. Under the CCN agreement, transfer students who have successfully completed CCN courses will not be required to retake them. Course requirements will have been fulfilled; however, CCN courses will not fulfill residence requirements nor will 100- and 200-level courses fulfill upper-division requirements for graduation.

Correspondence Courses

College credit is allowed for courses completed in correspondence only when all of the following conditions have been fulfilled in advance:

1. Regular admission requirements have been satisfied.
2. Course prerequisites have been satisfied.
3. Written permission of the dean of the college in which the student is enrolled has been filed with the Office of Registration and Records.

Credit by Examination

Students may demonstrate evidence of college-level achievement through the use of nationally standardized tests. Competency to write these examinations may have been gained through intensive preparation in high school, extensive reading in a particular field, or other types of formal or informal preparation. A student may not repeat by proficiency testing a course that has been previously taken or failed at NDSU or another accredited institution.

College Level Examination Program (CLEP)

CLEP is a national testing program sponsored by the College Entrance Examination Board (CEEB). NDSU accepts official score reports for the Subject Examinations only.

According to North Dakota University System policy, a minimum score of 50 is required to receive credit for CLEP subject examinations. If NDSU does not have an equivalent course, free elective credit may be awarded. A complete and current listing of CLEP subject examinations and their NDSU equivalent courses is available at www.ndsu.edu/ndsu/admission/credit_by_exam.shtm#Subject.

The following CLEP policies apply at NDSU:

1. The Subject Examination should be taken prior to enrollment in the equivalent or more advanced college-level course.
2. Scores from a Subject Examination may not be used to establish credit for a course previously taken and failed or for a course in which the student is currently enrolled.
3. Six months must elapse before a Subject Examination may be repeated.
4. Credit earned through CLEP is not residence credit and may not be used to satisfy residence-credit requirements for graduation.

CLEP Registration and Fees:

NDSU is a national testing center for students wishing to take CLEP examinations. CLEP Examinations are computerized and administered as needed. To register for a CLEP Examination, contact the Counseling and Disability Services Office, 212 Ceres, 231-7671. The current fee for each of the Subject Examinations is \$70.

CLEP Examination	NDSU Course Equivalent	General Ed	Semester Credits
Freshman College Composition	ENGL 110	C	3
English Literature	ENGL 251 & 252	A	6
American Literature	ENGL 261 & 262	A	6
Analyzing & Interpreting Literature	ENGL 271		3
	Free Elective		3
College French Level I	FREN 101	A/G	4
College French Level II			
Score of 62 required	FREN 101 and 102	A/G	8
College German Level I	GERM 101	A/G	4
College German Level II			
Score of 63 required	GERM 101 and 102	A/G	8
College Spanish Level I	SPAN 101	A/G	4
College Spanish Level II			
Score of 66 required	SPAN 101 and 102	A/G	8
Principles of Microeconomics	ECON 201	B/G	3
Principles of Macroeconomics	ECON 202	B/G	3
Western Civilization I:			
Ancient Near East to 1648	HIST 101	A	3
Western Civilization II:			
1648 to Present	HIST 102	A	3
History of the United States I:			
Early Colonization to 1877	HIST 103	A	3
History of the United States II:			
1865 to Present	HIST 104	A	3
American Government	POLS 115	B	3
Introductory Psychology	PSYC 111	B	3
Introduction to Educational Psychology	Free Elective		3
Human Growth & Development	PSYC 250	B	3
Introductory Sociology	SOC 110	B	3
General Biology	BIOL 150/150L	S/L	4
General Chemistry	CHEM 121/121L	S/L	4
College Algebra	MATH 103		3
Trigonometry	MATH 105		3
College Algebra-Trigonometry	MATH 107		3
Calculus with Elementary Functions	MATH 146	R	4
Principles of Accounting	ACCT 200 & 201		6
Principles of Marketing	Free Elective		3
Principles of Management	Free Elective		3
Introductory Business Law	Free Elective		3
Information Systems & Computer Applications	Free Elective		3

Advanced Placement (AP) Examination

Students from high schools that participate in the Advanced Placement Program may earn credit through examinations provided by the College Entrance Examination Board (CEEB). The examinations are administered at the conclusion of a college-level course taught in participating high schools. The scores are forwarded, upon student request, to the college of choice.

In accordance with North Dakota University System policy, a minimum score of three is required to receive credit for the following Advanced Placement (AP) examinations. If NDSU does not have an equivalent course, free elective credit may be awarded. Credit earned through AP is not residence credit and may not be used to satisfy residence-credit requirements for graduation. A complete and current listing of AP examinations and their NDSU equivalent courses is available at www.ndsu.edu/ndsu/admission/credit_by_exam.shtm#Subject.

AP Examination	NDSU Course Equivalent	General Ed	Semester Credits
Art/History of Art	ART 210 & 211	A	6
Biology	BIOL 111/111L	S/L	4
*w/score of 4 or 5	BIOL 150/150L & 151/151L	S/L	8
Chemistry	Free Elective		4
Computer Science A	CSCI 160		4
Computer Science AB	CSCI 160 & 161		8
Economics: Micro	ECON 201	B/G	3
Economics: Macro	ECON 202	B/G	3
Engl Lang & Comp	ENGL 110	C	3
Engl Language Exam	ENGL 112	C	4
Environmental Science	BIOL 124/124L	S/G/L	4
European History	HIST 101 & 102	A	6
French Language	FREN 101 & 102	A/G	8
German Language	GERM 101 & 102	A/G	8
Gov & Politics: Comp	POLS 225	B/G	3
Gov & Politics: U.S.	POLS 115	B	3
Human Geography	GEOG 151	B/G	3
Latin Literature	CLAS 101	A	4
	CLAS 102		4
Literature & Comp	ENGL 220	A	3
*w/score of 4 or 5	ENGL 110	C	3
	ENGL 220	A	3
Math Calc AB	MATH 165	R	4
Math Calc BC	MATH 165	R	4
	MATH 166		4
Music Theory	Free Elective		6
Physics B	Free Elective		8
Physics C/Mechanics	PHYS 251/251L	S/L	5
Physics C/Electricity & Magnetism	PHYS 252/252L	S/L	5
Psychology	PSYC 111	B	3
Spanish Language	SPAN 101 & 102	A/G	8
Statistics	Free Elective		3
Studio Art 2D-Design	ART 122		3
Studio Art 3D-Design	ART 124	A	3
Studio Art-Drawing	ART 130	A	3
U.S. History	HIST 103 & 104	A	6
World History	Free Elective		6

International Baccalaureate (IB)

NDSU recognizes the International Baccalaureate program, offered at many high schools in the United States and abroad, which allows students to take examinations for credit. The examinations are offered at the standard (SL) and higher (HL) levels. Students must receive a minimum score of five on higher-level (HL) examinations to qualify for possible awarding of credit and advanced placement, which is determined by the appropriate academic department on campus. Credit earned through IB may not be used to satisfy residence-credit requirements for graduation.

Course Challenge

A student who is currently registered may seek credit by challenging a course. A course challenge usually consists of a special comprehensive examination; however, additional types of performance may be required for some courses. A course challenge is only permitted for courses in which the student has not previously registered for credit. Further, credits earned by course challenge will not satisfy requirements toward a graduate degree.

Procedures for pursuing a course challenge include the following:

1. Obtain a "Petition for Challenge" form from the Office of Registration and Records.
2. Obtain approval from the instructor of the course, chair of the department, and dean of the college. Clarify expectations of the challenge, e.g., examination only or examination plus other performance.
3. Pay the course challenge fee at the Business Office after receiving approval for the challenge.
4. Arrange a mutually convenient date and time for the challenge. Courses successfully challenged are listed on the student's record with the notation Credit by Special Exam. Unsuccessful challenges are not recorded.

Academic Planning and Registration

Students are advised to prepare long-range plans according to curricular guidelines for the degree program selected. Attention to such details as semester credit loads and course sequences are recommended for optimum experiences.

Academic Year

NDSU operates on a semester system consisting of fall and spring semesters and a summer session. The 12-week summer session is arranged into condensed periods of standard 4-week and 8-week courses, as well as special short-term offerings; however, the total class hours are the same as the regular semesters.

Academic Credit

A credit is a unit used to compute the amount of work required for graduation. One semester credit is equivalent to one lecture period (50 minutes) in class per week for one semester. In the case of laboratories, a minimum of two 50-minute periods per week for one semester is equivalent to one credit. Most workshops require one and one-half hours per week for one semester for one credit.

On average, students should expect to spend two hours of study or preparation for each hour spent in class. Preparation time varies for laboratories and workshops.

Academic Advising

The academic advising program at NDSU is designed to facilitate the student's intellectual and personal growth, to assist students in using university resources, and to guide students in making informed choices regarding

academic and career plans. The Office of Registration and Records operates as the centralized support center for academic advising on campus. Each of the colleges on campus has a designated staff member in Registration and Records who serves as a liaison to support and facilitate faculty advising activities.

Following admission to NDSU, each student is assigned an advisor who is usually a faculty member in the department in which the student is majoring. If a major has not been declared, an assignment is made with a faculty member who serves as an advisor for the College of University Studies. An advisor assists a student in selecting courses to ensure a well-balanced education and helps interpret university and college policies and requirements. However, students are fully responsible for their academic decisions including selecting courses, meeting prerequisites, and adhering to policies, procedures, and deadlines.

Because of the diverse student population at NDSU, other advisory services are provided to meet special needs. Refer to the sections on Student Programs and Services and Special Instructional Support Programs for descriptions of additional services.

Registration

Registration is required of all who attend classes. Dates for advising and registration are published each semester in the "Registration Schedule." Other sources of information include the annual "NDSU Dates and Deadlines" pocket calendar, and the Office of Registration and Records Web site: www.ndsu.edu/registrar.

Online. Enrolled students may register online. NDSU anticipates its conversion to a new student registration and information system, Campus Connection (ConnectND), in 2005. Campus Connection will replace ALFI (Access Line For Information) for most student registration transactions and related information. When operational for NDSU, Campus Connection may be accessed online at www.ndsu.edu. Students should continue to utilize ALFI until redirected to Campus Connection. While some procedures and terminology may change as a result of this conversion, students are expected to adhere to current NDSU deadlines and policies. Some features, such as registration, are only available at certain times. Registration instructions are published in the "Registration Schedule" each term.

On-site. On-site registration is provided for students who are unable to or choose not to register online. Refer to the appropriate "Registration Schedule" for information on locations and dates. For registration purposes, students are grouped into the following three general categories:

Currently enrolled students: Currently enrolled students are assigned registration times according to total credits earned. Registration usually begins during the eleventh week of each semester. Registration for summer session should be completed during the previous spring at the same time as registration for fall semester. The advising period begins one week prior to registration. Copies of the "Registration Schedule" are available online and in the Office of Registration and Records a few days before advising week begins. Students must see their advisor before they register. Those who do not may have an advisor hold placed on their records thereby preventing registration.

Returning students: Retuning students are assigned registration times according to total credits earned after the Reactivation Form is received and processed.

New students: Detailed information regarding orientation and registration options is sent to new students from the Office of Orientation and Student Success.

Changes in Registration

Students who register online may process their schedule changes online through the seventh business day of the semester (the time is reduced proportionately during the summer semester.) Refer to the "Registration Schedule" each semester for specific dates and procedures. As of the eighth business day of the semester, schedule changes are processed by a "Request for Change of Registration" form. Students must acquire the necessary signatures and submit the form along with any required permits to the Office of Registration and Records, 110 Ceres. Forms also are available in departmental offices of advisors.

Adding Courses/Sections

Students may add courses to their schedules during the first 15 days from the start date of the semester. (For the summer session the time is reduced proportionately. Consult the Summer Registration Schedule for specific times related to the various offerings.)

As of the eighth business day of the semester, an authorized "Class Permit" for each course to be added must be acquired from the department offering the course and submitted to the Office of Registration and Records along with a completed "Request for Change of Registration" form.

Dropping Courses/Sections

No-record drops. Through the first 15 business days from the semester start date, students may drop a course from their schedule without it appearing on their academic record. Consult the Summer Registration Schedule for summer deadlines.

Record (W) drops. Students may continue to drop courses after the no-record drop deadline. However, such drops will be recorded on student transcripts with a W. The last date to drop courses during a regular semester is 10 business days prior to the first day of final examinations. For summer and variable length courses, the time is reduced proportionately. W indicators do not affect a student's grade-point average.

Auditing Courses

An auditor may attend classes only as a listener, without privilege of participation in regular class exercises and may be admitted to classes only with a class permit and official registration as an auditor. No credit is received for audited courses, and "AU" appears on the transcript. A student cannot fail an audit; however, an instructor may assign a "W" (withdrawn) for non-attendance.

A student may drop a regularly registered course and add it as an audit course by submitting a "Class Permit" and processing a "Request for Change of Registration" form no later than the end of the third week from the semester start date. Consult the Summer Registration Schedule for summer session dates.

Once the audit registration is processed, the decision cannot be reversed. An audit fee is one-half of the regular tuition rate.

Instructor's Drop Policy

Instructors have the option to drop students who have not attended the first week (and in some cases, the first meeting) of a lecture or laboratory. However, this is an optional procedure for instructors. Students are responsible for all course registration activity and should submit a "Request for Change of Registration" to be assured of being dropped from the course and to avoid receiving a grade of "F" at the end of the term. Administrative course drop requests by departments are processed by the Office of Registration and Records.

Cancellation of Registration

Students who register and then find it impossible to attend NDSU before the semester start date must cancel their registration by writing PO Box 5196, NDSU, Fargo, ND 58105, faxing 231-8959, or stopping in the Office of Registration and Records, 110 Ceres. A telephone call is not sufficient. **Further, it is not possible to cancel registration or to drop an only or last course online.**

Withdrawal to Zero Credits

Students who have registered and then wish to drop all courses after the semester start date must officially withdraw from the university. Failure to initiate the withdrawal process may result in "F" grades and financial obligations that otherwise might be avoided. Refer to the section on Financial Information for refund deadlines. Procedures to withdraw from all courses include the following:

1. Read and complete the brochure entitled "Withdrawing to Zero Credits," available in the Business Office, 101 Old Main.
2. Consult with an NDSU staff counselor if assistance is needed in addressing academic, personal, financial, or other concerns.
3. Withdrawals are processed at the Business Office, 101 Old Main, from 8:15 a.m. to 3:30 p.m. on regular working days. Continuing Education course drops (including Co-op) must be processed in 209 Engineering Technology.
4. Students are responsible for any unpaid bills at the time of withdrawal.
5. The deadline for withdrawals is the tenth business day prior to the first day of final examinations. Withdrawals after this date will not be processed without evidence of a compelling reason or circumstances beyond the student's control.

Classification of Students

Undergraduate degree-seeking students are classified according to the progress made toward the completion of the requirements of the curriculum in which they are registered.

Classification	Completed Credits
Freshman	fewer than 27
Sophomore	27 - 59
Junior	60 - 89
Senior	90 or more

Undergraduate special student: One who is not seeking a degree or has not completed the formal application process for admission. A maximum of 15 credits may be completed while under special status.

Full graduate standing: One who has met all requirements for admission and has been accepted by a department or interdisciplinary program leading to a graduate degree. A student must have full graduate standing to receive a graduate degree.

Conditional graduate standing: One who holds a baccalaureate degree and shows potential for successful graduate study, but does not meet all requirements for admission or has deficiencies in prerequisite course work. A maximum of 12 credits may be completed while under conditional status. Students may, in consultation with their major advisor, request a change to full graduate standing after demonstration of specified capability in graduate studies.

Graduate non-degree standing: One who holds a baccalaureate degree from an institution of recognized standing may enroll as a non-degree student. This category is for individuals who desire to pursue study beyond the baccalaureate degree for personal growth and improvement of skills, but not in order to work toward an advanced degree objective. A maximum of 10 credits may be completed while under non-degree status. Students who decide to pursue full graduate admission are expected to complete the full application process.

Note: Non-degree and special students may not represent the university in any extracurricular activities nor join any student organization to which co-curricular eligibility rules apply.

Eligibility for Co-Curricular Activities

Unless granted special permission by the Vice President for Student Affairs, students must fulfill the following to be eligible to participate in any public program or public contest: satisfy entrance requirements, be classified, be registered for and successfully carrying at least 12 college credits during the current semester, and have earned at least 12 college credits in residence during the semester of last previous attendance.

Student Credit Load

The standard credit load for undergraduate students is 15-18 hours per semester during the regular academic year. A minimum of 12 credits per semester is required to be considered a full-time undergraduate student (graduate students, 9 credits). Students are limited to 20 credits per semester (summer session, 15 credits). Students who find it necessary to exceed the credit limit must have an NDSU minimum institutional grade-point average of 3.0 to be eligible to petition for an overload. Petition forms are available in the Office of Registration and Records, 110 Ceres.

Mid-Term Grades

Upon request, all instructors shall inform students directly of their approximate mid-term grades before the end of the eighth week of the semester.

Final Examinations

Final examinations in one-credit courses are usually given during the last regular class period. Final examinations for all other courses are scheduled by the Office of Registration and Records and may not be rescheduled during the final examination period. According to State Board of Higher Education policy, the examination period is instructional time and, if a final examination is not given, some instructional use of this period is expected. Final examinations for summer school, distance and continuing education, and extension classes are arranged by the instructors.

No student shall be obligated to take more than three final examinations scheduled for the same calendar day. In the event that a student has four or more final examinations on the same calendar day, the student shall notify the instructor(s) from the highest numbered course(s) no later than two weeks before the last day of class to schedule a make-up examination to be administered at a mutually acceptable time.

Class Attendance

Attendance in classes is expected, and may be required by the instructor. If attendance is required, and will impact grading, it is the responsibility of the instructor to clearly communicate that policy to students.

Student Records

Grades and Honor Points

The quality of student work is indicated by a letter grade. In computing scholastic averages, each letter grade is assigned a specific number of honor points for each credit earned. Student work is reported in terms of grade-point average for the term and institutional grade-point average for the composite of work at NDSU. Calculations are based on the following:

Grade Descriptions

Passing grades

Grade	Description	Honor Points for Each Credit
A	Excellent	4.0
B	Good	3.0
C	Average	2.0
D	Passing	1.0
P	Pass (D or better)	*
S	Satisfactory (C or better)	*
WP	Drop Passing	*(discontinued in Fall 2003)
W	Withdrew	*

Nonpassing Grades

Grade	Description	Honor Points for Each Credit
F	Failure	0.0
I	Incomplete	*
U	Unsatisfactory	*
WF	Drop Failing	*(discontinued in fall 2003)

Additional Indicators

AU	Audit	*
NR	Not Reported	*
Z	Repeated Course	*

* Not calculated in grade-point average, except for WF and repeated courses in determining eligibility to graduate with honor.

Grade-Point Average Calculation

Institutional grade-point average (formerly cumulative GPA) is calculated by dividing the total number of honor points earned at NDSU by the total number of credit hours in which honor points were recorded, including grades of F. NDSU GPA calculations do not include developmental course work that does not count toward the graduation requirements. Refer also to pass/fail grading and repeated courses. With the implementation of ConnectND, a cumulative grade-point average, which is reflective of course work completed at both NDSU and at regionally-accredited transferring institutions, also will be computed. It will be calculated by dividing the total number of honor points earned at both NDSU and transferring institutions by the total number of credit hours in which honor points were recorded.

Pass-Fail Grading

Pass-fail grading is available in any given course; however, the pass/fail option may not be used for courses taken to meet general education requirements, unless the course is only offered pass/fail. Students are advised to check degree-program restrictions regarding acceptance of pass/fail credits. Request forms may be acquired in departmental offices of advisors and in the Office of Registration and Records. Forms must be signed by the student's advisor. Pass/fail policies include the following:

1. Students are limited to a total of 16 credits under the pass/fail grading option. Courses that are offered only for pass/fail grading for all students who enroll are not included in the 16-credit limitation.
2. Approval for the pass/fail option must be filed in the Office of Registration and Records during the first three weeks of the regular semester. Refer to the Summer Registration Schedule for summer session deadlines.
3. Once a pass/fail request has been approved and filed, it cannot be changed back to a regular grade.
4. A grade of P is without honor points and is not included in the grade-point computation; however, a grade of F is included in the grade-point computation.
5. If a course is taken for a regular grade, it cannot be repeated on a pass-fail basis.

Grades of Incomplete

Under extraordinary circumstances and at the discretion of the instructor, a student may be assigned a grade of Incomplete (I). The following policies apply to Incomplete grades:

1. The grade of Incomplete is assigned to indicate that satisfactory work has been completed up to within five weeks of the semester end, and that circumstances beyond the student's control prevented completion of the work.
2. The grade of Incomplete is not to be given in any instance where the student has a deficiency of more than five weeks of work including final exam week. (The time period is proportional for variable length courses and summer session.)
3. Grades of Incomplete are initiated by student request. The student must contact the instructor, request an Incomplete grade, and, upon instructor approval, make arrangements to complete the work.
4. Except in courses designated as practicum, internship, individual study, field experience, study abroad, or graduate-level research or investigation, the grade of Incomplete must be removed no later than the end of the seventh week of the next semester enrolled. If alternative arrangements are made between the student and the instructor, there must be a written agreement that the instructor files with the department chair and with the Office of Registration and Records.
5. Grades of Incomplete are removed when the student has completed all course requirements and the instructor of the course files a Grade Reporting Form with the Office of Registration and Records.
6. All grades of Incomplete that are not removed within the specified time are automatically changed to F grades by the Office of Registration and Records.
7. Grades of Incomplete earned in the last semester of attendance by a student who leaves the university for two or more years may be changed to Withdrawn (W) upon re-enrollment. Requests for this privilege must be filed with the Office of Registration and Records during the first term of re-entry.

Course Failures

The grade of F may not be removed by special examination or transfer credit. When a grade of F has been received in any given course, credit for that course may be earned only by re-enrolling in it and completing it satisfactorily. As with all repeated courses, the original grade will remain on the academic record, but only the latest attempt will be computed in grade-point average calculations.

Grade Appeals

A course grade is considered final unless an appropriate appeal is filed by the student. For the student who has reason to believe the grade issued is incorrect, the following appeal procedure steps are provided by the university.

1. A student must initiate a request for change of a grade with the instructor within three (3) weeks of the time the grade was awarded.
2. The student must consult the following persons in order as listed and proceed to the next only after an unsatisfactory resolution of the conflict continues: (a) the instructor, (b) the department chair, and (c) the dean or a designated college committee. In the event that the instructor is also the department chair or dean, he or she need only be consulted in the capacity of instructor.
3. The instructor must be informed of all proceedings that occur in relation to any continuing consultations taken in step 2.
4. Both the instructor and the student have the right at any time during the proceedings to call a meeting of all persons involved in submitting and considering the complaint and, optionally, to invite the Grade Appeals Board to send an observer to that meeting.
5. In the event of an unsatisfactory resolution of the conflict within the college, the student may submit a formal written appeal to the Grade Appeals Board. Such an appeal must be made within six (6) weeks after the start of the regular academic semester following the semester for which the grade was awarded. For more complete details on hearing procedures, consult the publication entitled "Rights & Responsibilities of Community: A Code of Student Behavior" available in 368, Memorial Union.

Repeated Courses

If students wish to take advantage of the repeated course opportunity to improve a grade, then that course must be repeated at NDSU, with one exception only. NDSU students may register for a Tri-College course to repeat a course previously taken at NDSU.

When a course is repeated at NDSU, all attempts remain on the academic record but only the credits, grades, and related honor points for the most recent attempt will be used in calculating the cumulative grade-point average and counted toward credits for graduation. However, all credits attempted and grades received will be used in computing graduation with honor. Students forfeit the previous grade no matter what grade is earned when the course is repeated.

All repeated courses are noted on the transcript to indicate the course was repeated in a following term.

Courses taken for regular A-F grades may not be repeated for pass-fail grades.

The course-repeat option to improve one's academic record is available only to students who have not graduated.

Academic Forgiveness

A former NDSU student who has not completed a baccalaureate degree and has not been in attendance at NDSU for six (6) or more years, but who is presently enrolled at NDSU, may request to exclude for grade-point-average calculations all grades earned in selected full terms (quarters or semesters) completed at NDSU prior to the six-year interval.

The courses and grades for the terms selected will remain on the student's academic record, but grades will be excluded from grade-point average calculations. Excluded courses cannot be used to satisfy any academic requirements. A student may exercise this option only once by submitting a written request to the Office of Registration and Records.

Transcripts

Transcript requests must be submitted in writing and include the student's signature. According to federal law, telephone requests cannot be honored nor can requests from others on behalf of the student. A request for a transcript of credits by a student who is in debt to the university will not be honored until the indebtedness has been paid. The transcript only includes detailed work completed at NDSU. Requests for transcripts of work completed elsewhere must be made directly with the respective institution.

Correction of Transcript Errors

Students may access their grades online at the end of each term approximately one week after the last day of final examinations. If a student becomes aware of an error in recording on the transcript, the student must appeal to correct the error within one academic year of receipt of the academic record. Appeals must be submitted to the Office of Registration and Records, 110 Ceres.

Scholastic Standards

Academic progress is measured by grade-point average and credits earned. Students receive acknowledgment for high academic achievement and are given early warning when they become academically deficient.

Academic Honesty

The primary responsibility of the students, faculty, and administration is to create an atmosphere where the honesty of individuals will not be questioned.

Faculty members are responsible for providing guidelines concerning cheating and plagiarism at the beginning of each course, and should use precautionary measures and security in cases where cheating is likely to occur.

Students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. Students have the right to be informed when they are suspected of violating academic principles and have the right to a fair opportunity to refute them.

Faculty have the prerogative of determining the penalty regarding prohibited academic conduct in their classes and may recommend a disciplinary sanction to the dean of the college.

For complete information regarding disciplinary sanctions, appeal procedures, and hearing guidelines, refer to www.ndsu.edu/policy/335.htm.

Dean's List

To be eligible for inclusion on the Dean's List for any given semester, a student must have earned a grade-point average of no less than 3.50 during that term while completing at least 12 semester hours in graded course work using traditional grades that carry honor points. The student may not have any

grades of Incomplete for the semester. The Dean's List is only maintained for undergraduate students.

Academic Probation and Suspension

To be eligible to register continuously without conditions, a student must maintain good academic standing. The following scholastic standards, relative to completed credits and institutional (NDSU) grade-point average, determine a student's academic standing:

Minimum GPA	Completed Credits
1.75 (freshman)	fewer than 27
1.90 (sophomore)	27-59
2.00 (junior & senior)	60 or more

Records of all students are examined at the end of each grading period. Students failing to meet the scholastic standards are subject to review by the Student Progress Committee of the college in which they are matriculated. Recommendations of the respective college committees are subject to further review by the University Committee on Academic Standards. Committee actions relate to the following:

Grading Period

NDSU has three grading periods (terms) per academic year: fall semester, spring semester, and summer session.

Grade-Point Average (GPA)

Semester GPA refers to the grade-point average for any given grading period (term). Institutional GPA (formerly cumulative GPA) refers to the grade-point average for all grading periods completed at NDSU. Effective with the implementation of ConnectND, cumulative GPA will refer to the composite grade-point average of course work taken at both NDSU and regionally-accredited transferring institutions. Most academic policies and standings have been and will continue to be based on institutional grade-point average.

Academic Warning

An academic warning is to alert a student that the semester GPA for the most recent term was below the minimum required for good standing for the student's classification. An academic warning does not appear on the academic record. An academic warning is issued for the following:

1. A freshman whose GPA is less than 1.75 upon the completion of the first term of residence at NDSU.
2. A student who transferred in good standing whose GPA is deficient upon completion of the first term of residence at NDSU.
3. A student who has been in residence two or more terms and has an acceptable institutional GPA, but whose semester GPA is deficient.

Academic Probation

An academic probation is a formal warning that a student's institutional GPA is below minimum standards for the student's classification. Students placed on academic probation may enroll for no more than 16 credits for the following semester or 12 credits for the following summer session without permission of the college dean. An academic probation appears on the student's academic record. A student on academic probation must see an advisor. An advisor hold will be placed on the student's record. Academic probation is issued for the following:

1. A student who entered the grading period in good standing and has been in residence two or more terms, but whose institutional GPA is deficient for the student's classification.
2. A student who entered the grading period on academic warning and whose institutional GPA is deficient for the student's classification.

Continued Probation

Continued probation is a formal extension of the initial academic probation status and is issued when the institutional GPA is still below minimum, but adequate progress is made by attaining the minimum GPA for the term for student classification. Students placed on continued academic probation may enroll for no more than 16 credits for the following semester or 12 credits for the following summer session without permission of the college dean. Continued probation appears on the student's academic record. Students placed on continued probation must see an advisor. An advisor hold will be placed on the student's record.

Continued probation may be issued for the following:

A student who entered the grading period on academic probation and whose institutional GPA is still deficient for the student's classification, but the semester GPA is at or above the minimum. A continuance may be granted to a maximum of three (3) consecutive terms.

Academic Suspension

Academic suspension may be issued when the academically deficient student does not demonstrate an improvement in his or her institutional GPA. Registration for the following full semester or for summer courses of more than four weeks in length will be canceled. A student may not be considered for readmission for two grading periods following an academic suspension. An academic suspension appears on the student's academic record. Academic suspension may be issued after two or more terms in residence for the following:

1. A student who entered the grading period on either probation or continued probation whose semester GPA and institutional GPA are both deficient for the student's classification.
2. A student who entered the grading period on continued probation for the third consecutive time and whose institutional GPA is still deficient for the student's classification.

Suspension Appeals

A student who has been suspended may appeal the suspension if there were extraordinary circumstances beyond the student's control. Following the imposition of suspension, appeals must be submitted in writing at the Office of Registration and Records no later than the close of business on the semester start date (or the first day of the standard 8-week summer courses) following the imposition of suspension.

Suspended Students

NDSU honors suspensions of other institutions. Further, students suspended from NDSU or any other institution may not transfer course work into NDSU that was completed during the suspension period. Transfer and returning students who fail to report all previous college work are subject to dismissal or loss of credit or both.

Readmission

To be considered for readmission, suspended students must sit out for at least two grading periods and file a Petition for Readmission in the Office of Registration and Records at least 30 days prior to the beginning of the semester in which readmission is sought. If the petition is approved by the Committee on Academic Standards, the student may register, but will be readmitted on probation. Students who have been enrolled in courses at another institution since leaving NDSU must arrange for an official transcript to be sent to the Office of Registration and Records before readmission will be considered.