

Graduate School

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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, and Doctor of Philosophy degrees. Master of Science, Master of Education, and Educational Specialist degrees for school administrators are available with course work through the Tri-College University. Graduate degrees offered and subject matter fields are listed at the end of this section. For more complete details, see the Graduate Bulletin.

The Graduate School offers to superior students the opportunity to develop more fully 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.

The graduate program is administered by the dean of the Graduate School assisted by a Graduate Council composed of six elected and six appointed faculty members and two appointed graduate students.

Admission to Graduate Study

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. Application and personal reference report forms may be obtained from the Graduate School or from the departments offering graduate programs. Some departments require Graduate Record Examination (GRE) scores. Education and Counseling and Guidance 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 April 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 award of the 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. The applicant at the baccalaureate level 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 in the Graduate School only after formal admission. Departments or programs make recommendations on all applications, but the final admission decision is the responsibility of the dean of the Graduate School.

Registration Procedure

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

Complete the registration process, including clearing with the Registrar's Office and the Business Office.

Fees for Graduate Students

Fees are listed in the section entitled [Financial Information](#).

General Requirements for Master's Degrees

Minimum requirements for all master's degrees include the following.

Master's Degree: Supervisory Committee

The student, with the approval of the department/program chair, will select a major adviser. The major adviser-student relationship must be mutually acceptable. The major adviser 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 adviser, two additional members must be agreed upon by the adviser 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 adviser 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 (when required), 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 dean of the Graduate School. A candidate for the master's degree must petition in order to transfer up to a maximum of eight (8) (Thesis Option) or nine (9) (Comprehensive Study Option) 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 the Tri-College are not considered transfer credits, and may be included on plans of study without petition. All other graduate credits earned through the 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

The candidate 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 adviser 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 or paper, and knowledge fundamental thereto. The candidate shall prepare for each member of the committee a written statement describing the plan of study, i.e., courses and their respective instructors, credits, grades, and dates taken. The final examination shall be held before commencement.

Master of Science Requirements

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 adviser, based upon the nature of the responsibilities for which the student is preparing.

Under the guidance of the major adviser, 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 dean of the Graduate School. 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 adviser shall be in the hands of the examining committee seven days before the oral examination. The candidate shall consult the major adviser regarding the form in which the thesis or paper is to be presented. Guidelines for thesis or paper preparation are available in the lower level of the Varsity Mart.

After the final examination, the student incorporates into the thesis or paper corrections suggested at the oral examination. The thesis or paper is then presented to the Graduate School for editing and format checking by a disquisition editor. Five final copies of the thesis or paper, bearing the approval of the major adviser, other supervisory committee members, and the department chair, are to be presented, unbound, to the Office of Graduate Studies along with a receipt from the Business Office for binding fees. Two bound copies of the thesis or paper go the University Library. The remaining three bound copies are for the student, the student's adviser, and student's department.

Master of Arts Requirements

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. These 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 Requirements

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 Science Master of Education, Educational Specialist in Leadership Requirements

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 Graduate School of North Dakota State University or the Office of the Dean of Academic Services of Minnesota State University Moorhead.

Doctor of Philosophy Degree Requirements

Only a brief summary of the requirements for the Ph.D. degree is listed. (For details see the Graduate 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 Advisory Committee

See this section under General Requirements for the Master's degree. Minimum number of semester credits is 90. Thirty (30) of these may be satisfied with a previous M.S. degree.

Residence Requirement

Graduate study for the Doctor of Philosophy degree normally requires a minimum of three (3) years 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 which 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 which constitute a definitive contribution to knowledge.

General Regulations

The following 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 assistants wishing to register for more than ten (10) credits in a regular semester shall secure the approval of their academic dean of the Graduate School.

Graduate Study by Faculty Members

A member of the faculty who holds a rank above instructor, or equivalent, may not receive the Doctor of Philosophy degree from this institution. Staff members may register for graduate work.

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 dean of the Graduate School 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, and Doctor of Philosophy.

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

Agribusiness and Applied Economics
Agricultural and Biosystems Engineering
Agricultural Education
Animal and Range Sciences
Biochemistry
Botany
Business Administration (MBA)
Cereal Science and Food Science
Child Development and Family Science
Civil Engineering
Computer Science
Counseling and Guidance
Educational Administration
Electrical Engineering
English
Entomology
Environmental Engineering
Family and Consumer Sciences Education
History
Horticulture
Industrial Engineering and Management
Mass Communication
Mathematics
Mechanical Engineering
Microbiology
Natural Resources Management
Nursing
Pharmaceutical Sciences
Physics
Plant Pathology
Plant Sciences
Polymers and Coatings Science
Psychology
Secondary Education—Options:
Curriculum Design
Health, Physical Education and Recreation
Music Education
Science Education

Social Science—Options:

Political Science
Sociology/Anthropology
Soil Science
Speech Communication
Statistics, Applied
Theatre Arts
Zoology

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

The Doctor of Philosophy degree may be earned in the following fields of study:

Animal and Range Sciences
Biochemistry
Botany
Cellular and Molecular Biology
Cereal Science
Chemistry
Communication
Computer Science
Criminal Justice
Engineering
Entomology
Food Safety
Human Development
Mathematics
Molecular Pathogenesis
Natural Resources Management
Pharmaceutical Sciences
Physics
Plant Pathology
Plant Sciences
Polymers and Coatings Science
Psychology
Soil Science
Statistics
Zoology