Welcome to the Merchandising Graduate Program

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WELCOME

The Master’s Degree in Merchandising is designed for professionals in a variety of merchandising fields. This program provides students with a global perspective of the interaction of cultural, economic, political, social, and environmental systems as they relate to the industry. In the ever-changing global environment, the ability to merchandise products to the consumer is a strategic advantage, and will distinguish graduates of this program from their peers in the industry.

WITH THIS DEGREE YOU WILL BE ABLE TO:

- Gain leadership skills for ever-changing situational contexts.
- Advance within the field of merchandising or begin a new career.
- Work at every level, from product development to promotions and retail management.
- Think critically about issues related to consumers, technology, industry trends, product development and distribution, the research and strategic planning process, ethics and social responsibility.

PROGRAM DESCRIPTION

The Department of Apparel, Design and Hospitality Management offers graduate study leading to the Master of Science degree or a Graduate Certificate in Merchandising in collaboration with the Great Plains Distance Education Alliance (GP-IDEA). The Master’s degree in Merchandising is an online program offered through Distance and Continuing Education at NDSU. The fully online program allows students to complete coursework while maintaining their professional lives.

Participating faculty members from the GP-IDEA have jointly developed the merchandising curriculum. Courses are taught by faculty within the Alliance from Kansas State University, North Dakota State University, Oklahoma State University, South Dakota State University, and the University of Nebraska – Lincoln.

PURPOSE OF THIS GRADUATE MANUAL

It is in your interest to read this manual carefully at the beginning of your program and to talk with program faculty about any unclear points. Please consult this manual often throughout your program.

Here is what the manual will do:

- Assist you in completing a variety of important milestones during the graduate school experience to help you succeed as effectively and efficiently as possible.
- Provide you with information about the policies, procedures, and degree requirements related to graduate study in the Department of Apparel, Design and Hospitality Management at North Dakota State University. A helpful link to policies related to the Master’s degree is http://www.ndsu.edu/gradschool/bulletin/graduate_school_policies/masters/
- Provides basic information about each step of the program.
- Gives an overview of the program requirements.
- Informs you of necessary administrative steps and forms to be filed and completed.
• Includes representative copies of forms required by the graduate school.
• Explains the procedure for completing the final Comprehensive Study Project.

Here is what the manual will NOT do:
• This manual is not meant to take the place of or in any way void the Graduate School Bulletin. All NDSU graduate students are held to the basic requirements and regulations of the Graduate School as designated in the bulletin. The link to the Graduate School homepage is http://www.ndsu.edu/gradschool/
• While this manual will be updated regularly, it may be superseded by Great Plains IDEA faculty decisions or changes in University policy.
• It does not include specific deadlines. Deadlines change slightly each term, so be sure to check the Graduate School website for important dates for filing the Plan of Study, Graduation Applications, and Examination scheduling requests.
• It may not contain up-to-date graduate school forms. Forms can change slightly over time. The forms here are provided to give you general familiarity of the kind of information required and the structure for providing that information. Again, please go to the Graduate School website to insure that you have the most up-to-date version of the necessary form.
• It does not address all circumstances for potential students. For further guidance contact your advisor or the Campus Coordinator for Distance and Continuing Education (see contact information on below).

IMPORTANT OFFICES AND PHONE NUMBERS

Apparel, Design and Hospitality Management Department
Graduate Faculty:
Holly Bastow-Shoop, Ph.D., Professor/Head email: holly.bastow-shoop@ndsu.edu 701.231.8223
Linda Manikowske, Ph.D., Assoc. Professor email: linda.manikowske@ndsu.edu 701.231.7352
Ann Braaten, Ph.D., Asst. Professor email: ann.braaten@ndsu.edu 701.231.7367
Jaeha Lee, Ph.D., Asst. Professor; email: jaeha.lee@ndsu.edu 701.231.8220
Secretary: Joanne Cook email: joanne.cook@ndsu.edu 701.231.9604

Distance and Continuing Education
Campus Coordinator: Karen Murie..........................701-231-8638
Customer Account Services (Business Office).......... 701-231-7320
Financial Aid Office.................................................. 701-231-7533
Graduate School..................................................... 701-231-7033
Registrar................................................................. 701-231-7981

APPLICATION AND ADMISSION

Students enter the Great Plains IDEA program through application and admission to the North Dakota State University Graduate School. While there are not specific deadlines, all application materials should be submitted to the graduate school at least two months prior to the term you plan to begin taking classes. Application forms are available on the Graduate School website http://www.ndsu.edu/gradschool/

Admission Requirements and Considerations
The Graduate School requires a minimum undergraduate GPA of 3.0 for unconditional admission into any program. Given that this program is directed toward nontraditional and professional students,
we do take into account life experience for *conditional* admission to our program. The relevance, breadth, and strength of this experience should be presented in the application and reflected in letters of recommendation. Conditional admission requires that a student complete 9 graduate credits with grades of B or higher to be considered for admission at full status.

**Recommended skills and academic preparation**
Adequate technical skills and access are essential to be successful in an on-line program. Unlimited web access at high speeds is helpful. Word processing programs that are up-to-date are important as is knowledge of writing and publishing programs. Familiarity with diverse learning management systems is helpful. NDSU currently uses Blackboard but other institutions have similar but different programs. An ability to self-motivate and learn independently is necessary for programs where face-to-face interactions are not available.

**GRADUATE STUDENT RESPONSIBILITIES**
Time and motivation are needed to fulfill the demands of your classes, and other program requirements. In order to be successful in your graduate work, you will need to outline your goals and work towards them. In this way, graduate school differs from your undergraduate experience. You will need to take on more responsibility and initiative than you did in college in order to successfully complete the Master of Science program. You are required to plan your program, participate in classes allowing time for reading, writing, and thinking, and complete an independent final project. More specifically, it is your responsibility to know what classes you need, take these classes when offered, keep in touch with your major professor, know when deadlines are, and know what forms need to be completed and when to hand them in. It is not your major professor/advisor’s responsibility that you complete your degree—it is yours. Everyone in the department supports you and wants you to succeed; however, it is your responsibility to be prepared for classes and examinations.

**PROGRAM REQUIREMENTS**
Both a Master's Degree and Graduate Certificate are available for this program at NDSU.

**Master's Degree Requirements**
The 36 credit master’s degree program consists of ten required 3-credit courses, listed below, as well as a 6-credit comprehensive project required by North Dakota State University. **Course descriptions and tentative schedules are available at** [http://www.ndsu.edu/adhm/merchandising/about.html](http://www.ndsu.edu/adhm/merchandising/about.html)

Courses are as follows:

- ADHM 710 - Consumer Behavior
- ADHM 720 - Professional Advancement
- ADHM 730 - Product Design, Development and Evaluation
- ADHM 740 - Promotional Strategies in Merchandising
- ADHM 750 - Retail Theory and Current Practice
- ADHM 760 - Historical and Contemporary Issues in Trade
- ADHM 770 - International Retail Expansion
- ADHM 775 - Research Methods in Merchandising
- ADHM 780 - Financial Merchandising Implications
- ADHM 785 - Strategic Planning
Graduate Certificate Requirements
The 12 credit graduate certificate program consists of three required 3-credit courses and one elective 3-credit course, listed below.

- Consumer Behavior
- Professional Advancement
- Retail Theory and Current Practice
- Product Design, Development and Evaluation OR Promotional Strategies in Merchandising

When the courses have been successfully completed, a form is submitted to the Graduate School to receive the Certificate (See Appendix F).

Course registration
After discussing courses to take with your advisor, contact Karen Murie, GPIDEA Coordinator, to register for the course(s). Please contact her directly (see p. 4) to ensure your timely enrollment; courses can fill so early registration is important.

Recommended course load/progression
The average course load per semester for students in this program is from 3-6 credits. Most students also work full-time, and the time demands for on-line learning are very high. We strongly suggest that for the first year of coursework, students take no more than no more than 3 credits per term if they have never had an on-line learning experience and no more than 6 credits per term if they have previous on-line learning experience. Once you are familiar with the time demands and the process of distance learning, you may be able to increase your course load. If you are applying for financial aid or student insurance, please check their credit load requirements.

Annual Activity Reports
Every year, each student in the ADHM M.S. in Merchandising program is required to submit a Cumulative Activity Report for Evaluation of Progress by April 15th of the academic year. A form for this report can be found in Appendix A and on the ADHM department webpage http://www.ndsu.edu/adhm/merchandising/about.html

The form is submitted to your advisor and to the Graduate Coordinator. Because this form is cumulative, students are encouraged to save an electronic copy of the form and simply add to and update it each year.

Remaining information in this manual refers to the Master of Science in Merchandising degree.

WORKING WITH YOUR MAJOR PROFESSOR AND YOUR COMMITTEE

When you first begin your program, you are assigned an advisor. You may decide to continue with that person or switch to someone else in the department if you feel there is a better match with your interest for the final project. If you decide to continue working with that Advisor, they become your Major Professor.

Major Professor Responsibilities
Major professors serve a number of important functions. Each serves as an advisor, mentor, guide, and instructor. Your major professor will help you to choose your committee members, making sure they are appropriate for the topic of study. Your committee and your major professor will approve your plan of study.
Your major professor will work with you as you develop and revise both your proposal and your comprehensive study. This professor must approve your final draft of each of these documents before you can set up your proposal or study defense meetings. In addition to these clearly defined functions, though, major professors may serve in other capacities. They can provide a wealth of information related to your graduate study if you choose to initiate a higher level of interaction. However, major professors do not act as therapists or counselors.

**Department Head Responsibilities**
The Department Head will give final approval for several decisions that are made during your graduate career. The Head must approve the Plan of Study Committee and changes to the Plan of Study. He or she is also responsible for approving your scheduled oral examination date (defense), as well as signing the final copy of your paper. If your study involves the collection of data with human participants, the Head must also approve the request to the Institutional Review Board.

**Plan of Study Committee for Comprehensive Study**
After completing four courses (in your second or third semester), you will, in consultation with your major professor and with the approval of the Department Head, submit your Plan of Study (Appendix B) and select your committee. A committee of three members is required but you may add an additional member if you wish. The three (3) member composition of this committee is required as follows:

- Major professor
- One additional member from the department (ADHM Graduate Faculty member)
- One member from outside the department – as requested by your major professor or appointed by the graduate school.

It is advantageous to select committee members that have expertise or interest in a specific component of your final Comprehensive Study. Sometimes it may be important to choose a committee member with expertise in a specific methodology, particularly if you foresee complicated analyses.

The Plan of Study Committee and the Dean of the graduate school must approve the selection of courses that comprise your program. Revisions of the Plan of Study require the completion of a Request for Change form and approval by the major professor, the Plan of Study Committee, ADHM Department Head, and the Graduate Dean. The Plan of Study Form can be found on the Graduate School website: [http://www.ndsu.edu/gradschool/current_students/forms/](http://www.ndsu.edu/gradschool/current_students/forms/)

**Transfer credits**
Graduate credits earned at other institutions may be applied toward your degree if they were awarded a grade of at least “B” (3.0), and if approved by the Advisor and the Dean of the Graduate School. Requests for transfer of credits are usually made at the time a Plan of Study is approved and must be supported by an official transcript filed with the Graduate School. Generally no more than nine graduate transfer credits are accepted for program completion.
STEPS TO COMPLETING YOUR COMPREHENSIVE STUDY

Enrollment in and Grading of Comprehensive Study Credits
A six-credit Comprehensive Study (ADHM 797S) is the culmination of the GP-IDEA Master of Science in Merchandising Program. As they make significant use of faculty time or university resources to complete their degree, students must enroll in ADHM 797S Comprehensive Study for a total of six credits. Students work with their Major Professor to agree on the number of credits and the goals that will be achieved during the given semester to earn those credits. A **Contract** (see Appendix C) will be developed and signed by the student and the Major Professor. Careful consideration of these goals is important as they form the basis for grading the credits for the ADHM 797S course. The possible grades for the work for these credits are **S** (Satisfactory) or **U** (Unsatisfactory). In order to achieve an **S** the student must complete **all the goals set forth** in the contract. Each semester that a student plans to work on the Comprehensive Study, a new contract must be completed. Students planning to make use of faculty time in the summer must also complete a contract and enroll in credit for the summer term. The six credits can be done in any combination – from 1-6 any semester. If work is not completed after these six credits, students must register for additional 797S credits.

Maintaining Continuous Enrollment
The NDSU Graduate School requires students to **maintain continuous enrollment** for fall and spring semesters each year until all degree requirements are completed (see the Grad School website for these policies – [http://www.ndsu.edu/gradschool/bulletin/graduate_school_policies/general_policies/#c75121](http://www.ndsu.edu/gradschool/bulletin/graduate_school_policies/general_policies/#c75121)). Students who need to interrupt their studies may obtain a leave of absence by applying in writing to the Graduate Dean. The penalty for not maintaining continuous enrollment until submitting final paper copies can become steep. The Graduate Dean will not approve the degree until the student has registered for the appropriate number of credits of research for any Fall and/or Spring Semesters not covered by either registration or leave of absence. The number of these credits, determined by the Graduate Dean after consulting with the student and the chair of the student’s supervisory committee, will amount to at least one (1) credit per semester not covered by either registration or leave of absence, but not more than four (4) credits total. A student who has not registered and/or is on a leave of absence for longer than a continuous two-year period must reapply for admission to the program and is subject to the degree requirements at the time of readmission. Students who move out of the state may maintain their North Dakota residence status for up to 12 months, after which it is assumed that out-of-state tuition applies.

After consulting with your major adviser and selecting a Comprehensive Study topic, you will carry out planning and other preliminary activities in frequent interactions with all supervisory committee members [primarily working with your major professor]. Once the overall goals and procedures have been established, you are expected to conduct the project in an expeditious manner and to keep your committee members informed. Your failure to maintain an appropriate channel of communication can result in rejection of the paper before anticipated completion. The copy of the paper submitted to your supervisory committee is considered a draft which is subject to changes the committee requires. Such changes could involve rewriting major sections. The copy that the supervisory committee has approved should be produced in final form, with meticulous attention paid to Graduate School requirements, and submitted to the disquisition editor for approval. Final review and approval decisions rest with the Dean of The Graduate School.
Proposal Process
A six-credit Comprehensive Study project (ADHM 797S) is the culmination of the GP-IDEA Master of Science in Merchandising Program. Students may enroll for three credits of the project in two separate semesters. What follows are guidelines on how to proceed:

Step one: A Brief proposal
The student will propose a project based upon his or her goals, work experience, and course work. A brief proposal will be provided to the student’s Major Professor for preliminary approval. Do extensive reading of the literature regarding your topic to formulate your research question and make decisions about your methodology. Work very closely with your major professor to refine your paper topic and primary research question. A student may choose to register for one 797S credit as they prepare the brief proposal.

Step two: Detailed Proposal
Upon approval by the advisor, the student will develop a detailed proposal for the Program of Study Committee for approval for the project. The student along with the Advisor will arrange a conference by teleconference or face-to-face with the committee to present the proposal. The printed proposal must be sent to the committee a minimum of 10 days prior to the proposal meeting. Guidelines for the proposal follow. A student might choose to register for 1 or 2 – 797S credits when working on the detailed proposal.

Documentation of Work: The student should log the number of hours of work per week spent on the project. It is expected that students spend a total of 240 hours for the six credits (15 hours of work per week). Students can enroll for three credits of the project in two separate semesters or any combination of 1-6 credits over time. If done over two semesters, the first three credits would be the Detailed Proposal and a start on the project’s data collection. The second three credits would include the completion of the study culminating in the final paper – using one of the following formats: 1) a manuscript that might be submitted to a scholarly journal, or 2) a report that could be submitted to a company or trade publication.

For students in business and merchandising careers in the industry: the six-credit project should be related to marketing and merchandising research related to their goals in the industry. It may include a well-researched comprehensive market analysis for a retail business idea that would be of value to the company where the student is working. The culmination of this project would be a comprehensive report or a manuscript that could be submitted to a journal or trade publication. (See guidelines that follow).

For students planning to move on to a Ph.D. program: the six-credit project must be research-based. The study should work to answer a problem related to some aspect of merchandising that is generated by an in-depth literature review. Data should be gathered, interpreted and summarized. The culmination of this project would be a manuscript that could be submitted to a scholarly publication such as the Clothing and Textiles Research Journal, Journal of Fashion Marketing and Management, the Family and Consumer Science Research Journal or the like. With permission of the Major Professor, students may register for ADHM 798 thesis credit instead of 797S Comprehensive Study.

For students in secondary education: the six-credit project should build, implement and evaluate an in-depth learning unit for some aspect of merchandising. Culmination of this project could be a paper that might be submitted to The Journal of Family and Consumer Science or another education journal.
**Brief Project Proposal Format:**
Parts 1-9 of the Detailed Project Proposal Guidelines (see below) should be followed for the Brief Proposal with one exception. For Part 4, Review of Literature, the student will not need to develop the complete review of literature for the brief proposal. Rather, an outline of the review of literature would be expected. The complete Review of Literature is required for the detailed proposal.

**Detailed Project Proposal Guidelines for the Comprehensive Study**

|   | **Title of Project:**  
Give your project a working title, which may or may not become the title of your paper. |
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<td>2</td>
<td><strong>Background:</strong> Explain your interest in and experience with this topic. Describe any previous research you have conducted on this or related topics, any classes you have taken on this or related topics, or any reading you have already done in the field. If you have personal experience that has led you to want to do more study of the topic, describe that here as well.</td>
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<td>3</td>
<td><strong>Statement of purpose:</strong> Explain what you hope your study will find or the purpose it will serve. State your question or series of questions you will answer. After you have conducted significant research you should be able to answer these question(s) in one or two sentences, which may become the thesis of the final paper.</td>
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<td>4</td>
<td><strong>Review of Literature:</strong> Examine the scholarly and professional literature concerning your topic to summarize previous research and to build a picture of what's out there. Bring the committee up to date with current literature. Work to form and lay out a need for the study or project you are proposing. A well-structured literature review is characterized by a logical flow of ideas; current and relevant references with consistent, referencing following APA Guidelines; proper use of terminology; and an unbiased and comprehensive view of the previous research on the topic.</td>
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<td>5</td>
<td><strong>Significance:</strong> Explain why this topic is worth considering, or this question or series of questions is worth answering. Answer the following questions: Why should your committee let you select this topic? What do you hope to learn from it? What will this new knowledge add to the field of knowledge that already exists on this topic? What new perspective will you bring to the topic? What use might your final paper have for others in this field or in the general public? Who might you decide to share your findings with once the project is complete?</td>
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| 6 | **Methods:**  
Explain how you will conduct your study in as much detail as possible. If you will consult others (such as a statistician, an ethnographer, or a librarian) explain what role they will serve and how you hope they will enhance your development of appropriate methods for this project. Discuss the kinds of sources you hope to consult and the methods you will use to extract and process the information you gather in as much detail as is possible at this stage. For a research project, if you plan to gather data and use statistics to explain your findings, you should meet with the statistician as you are developing your survey. It is important to determine which theories you might be testing before finalizing your instrument and collecting any data. |
**Bibliography:**
Make a list of sources you plan to consult. These will ultimately be used in your Review of Literature. You should aim to make a list of at least 30 potential sources, which you will then narrow down or increase as you proceed with the study. Many sources initially seem relevant, but turn out not to be, so it is always better to list all sources that might be of interest. As you eliminate sources, cross them off of this list. Mark sources that are particularly useful, and add new sources as you come across them. This will enable you to make a Works Cited list at the end of your project (i.e.: a list of only the works you have summarized, paraphrased, or quoted from in the paper.)

**Problems:**
Describe the problems you expect to encounter and how you hope to solve them. For example, sources might be unavailable, necessitating travel to other libraries or use of inter-library loan facilities; people you had hoped to interview might be unavailable or unwilling to participate, necessitating that you select other interviewees or change the focus; internet sites might be down or no longer available, etc. (Try to imagine every possible problem so that you have contingency plans and the project doesn't become derailed.)

**Format:**
For a research study, focus your writing to conform to the author requirements of a scholarly research journal of your choosing. For an industry study, focus your writing to create a report that is useful to the industry or a paper that could be submitted to a trade journal.

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Adapted from material written by Rebecca Moore Howard and Sandra Jamieson, [http://www.users.drew.edu/sjamieso/research_proposal.html](http://www.users.drew.edu/sjamieso/research_proposal.html)

**Additional steps and considerations to complete the degree:**
Once your Major Professor and Graduate Committee have given your Comprehensive Project final approval, it can be submitted to the Graduate School. The NDSU Graduate School has detailed information on how to prepare and submit the final paper. [http://www.ndsu.edu/gradschool/graduating_students/dtp/](http://www.ndsu.edu/gradschool/graduating_students/dtp/)

Please be aware that most professors are on 9 or 10 month positions and may be unavailable for 2-3 months during the summer. Make sure to map out work with your major professor and committee members with regard to their summer schedules. Following the proposal meeting, the plan of study committee will indicate whether or not it approves the proposal. **Until approval is received you may not proceed.** Working closely with your major professor, make all changes to the research project that were required in the proposal meeting.

If working with human subjects, you must follow the NDSU IRB guidelines ([http://www.ndsu.edu/research/institutional_review_board/forms.html](http://www.ndsu.edu/research/institutional_review_board/forms.html)) for any research which utilizes this data. Expect this process to take a minimum of six to eight weeks. Also, the IRB may request that you furnish additional justification for the methodology and/or make changes in the methodology which may further delay the process. **No participants may be recruited nor may any data on human participants be collected until you receive approval from the IRB.** If the IRB requires/recommends any changes in the methodology these must be discussed with and approved by the program of study committee. Your major professor will help you to complete the form necessary for this process. Recruit participants and obtain Informed Consent as necessary.
Begin collection of data strictly as outlined in your IRB approved protocol.

**Expectations and Outcomes:** It is expected that your work on the Comprehensive Study will meet the following guidelines for quality, content, and organization.

| Learning Outcomes | • Critical examination of merchandising issues, opportunities and/or challenges.  
|                   | • Demonstration of experience in applying key components of merchandising or putting ideas into practice.  
|                   | • Demonstration of research skills using secondary information and existing data sources.  
|                   | • Understanding of the setting/context of the merchandising issue under examination.  

| Literature Review | • Comprehensive discussion of literature that demonstrates an understanding about why this issue or concern is worthy of consideration and or recommendations.  

| Methodology | • Abbreviated discussion of how similar problems have been examined.  
|            | • Justification as to why the methods utilized by the student are appropriate especially if they differ from the methodology used in other cases.  

| Research and Analysis | • Demonstrates thorough understanding of issue or concern that persuasively supports the report’s key findings or recommendations.  

| Conclusions / Implications | • Makes recommendations or proposes solutions.  

After your major professor approves the final draft of your paper, contact all committee members with some options for scheduling your final defense. Coordinate with all committee members to find a date and time acceptable to all.

- Submit the form “Request to Schedule Examination” (Appendix D)  
  [http://www.ndsu.edu/gradschool/current_students/forms/](http://www.ndsu.edu/gradschool/current_students/forms/) to the Graduate School at least **two weeks** prior to the examination.
- Give a copy of your paper to all committee members **two weeks** prior to the final exam.
- Be present at the final oral examination of your paper/study. Arrive early, and be well prepared to field any questions regarding the research you have completed.
- Submit the Report of Final Examination form to the Graduate School. The major professor will assist with this report  
- Complete the final revisions that were agreed upon by the committee in the final examination.
PROGRAM POLICIES

Financial Aid
The North Dakota Board of Higher Education also offers scholarships for returning graduate students. Application forms are on the Graduate School website. If finances are an issue for you, keep in mind that proper planning can help you minimize the length of time required to complete your program and thus minimize expenses. Keep your financial status in mind as you follow through on your program of study.

Checking NDSU Email Address
Each student is issued an NDSU email address (usually of the form firstname.lastname@ndsu.edu). Students are required to check this address regularly, as it will be a primary mode of communication from University faculty, staff, and administration. If students do not wish to set up their email program to make their NDSU email account primary, NDSU email can be checked without an email program via the Internet here: http://www.ndsu.edu/pubweb/itdivision/mailhub/.

Alternatively, students can have all of their NDSU email delivered to another account (such as yahoo) by following the instructions here: http://www.ndsu.edu/its/email_services/. If this option is chosen, students must **insure that any spam filters they use** do not delete mail from NDSU. The DCE Campus Coordinator can assist with this process. You may need to call the Help Desk for assistance (701-231-8685).

Participating in Commencement
Students are eligible to participate in commencement at the end of the semester in which they complete their final examination (Comprehensive Study defense). A Commencement Application form must be completed and submitted to the Graduate School by October 31st for fall commencement or March 15th for spring commencement. The final examination must be scheduled at least one week prior to the date of commencement. Participating in commencement is not proof of earning a degree. The degree is earned and graduation is posted on the date that the Graduate School grants final approval to the student’s disquisition. For the degree application, an exit survey must be taken. The link to this survey is: https://ndstate.qualtrics.com/SE/?SID=SV_8CE0W6ExsenEHĐn

7-Year Limit
Graduate credit for any course work that is more than seven (7) calendar years old at the time of the final examination cannot be used to satisfy a master’s degree program. Following the final examination (i.e. oral defense), the candidate has one (1) additional year during which to provide The Graduate School a disquisition for which the Graduate Dean will sign final approval of all requirements for the degree. Should the disquisition not be deposited as specified or any other degree requirements not be completed within this time limit, the student must repeat the final examination. Leaves of absence do not amend in any way the seven year time limit.

Full-time and half-time status
Full-time graduate students take 9 or more credits per semester; half-time students take 5 credits. However, taking fewer than 5 credits, if those credits are for the Comprehensive Study, will count for half-time status for financial aid purposes.
RESEARCH AND INSTRUCTIONAL FACILITIES

Libraries. As a member of the Tri-College University, the NDSU Libraries share resources with Moorhead State University and Concordia College. The Interlibrary Loan Service and Document Delivery Service provide access to books, articles, and other materials not available at the NDSU libraries. The on-line catalog interfaces with other on-line catalogs in North Dakota, Minnesota, the remainder of the United States, and Canada. The NDSU libraries also possess multiple databases accessible on-line. Library subject specialists, including a Social Sciences librarian, are also available to provide in-depth assistance in locating and using various print and electronic information resources.

Center for Writers. The Center for Writers serves the NDSU community by providing free writing assistance to students, faculty, and staff in all departments. The link to the center is provided here. Consultations can be online or by phone and students should contact (ndsu.cfw@ndsu.edu) at least a week in advance to schedule the consultations.

ACADEMIC STANDARDS

Only grades of A, B, C, or S are acceptable for graduate credit. All courses taken by a graduate student for which grades are given will be used in calculating the grade point average, except where a course has been repeated. Both grades will appear on the transcript, but only the second grade will be used in calculating the grade point average. (A specific course can be retaken only once, and only three total courses can be retaken). Satisfactory or Unsatisfactory is assigned for research credits, and they are not used in calculating the GPA. Acquisition of more than two grades of C, D, F or U may be grounds for dismissal upon recommendation by the program administrator.

To be in a scholastic status of GOOD STANDING and to receive a graduate degree, a student must maintain a cumulative grade average of at least 3.0. Any student in GOOD STANDING whose cumulative grade average drops to less than 3.0 at any time of attendance is automatically placed on academic WARNING.

Any student admitted in CONDITIONAL status because of grade deficiency is automatically placed on academic WARNING. If a student on academic WARNING fails to achieve a cumulative grade average of at least 3.0 in the subsequent semester of attendance, then the student will be placed on academic PROBATION.

A student on academic PROBATION may not continue the pursuit of the graduate degree program without a waiver from the Dean of the Graduate school acting on a recommendation from the appropriate department/ program chair. This recommendation must include a review of the student's status and a proposed plan of remediation which will allow the student an opportunity to return to a cumulative grade average of at least 3.0 within one additional semester. If the cumulative grade average is not at least 3.0 within one additional semester this student will be DISMISSED from his/her graduate program. A student on academic PROBATION is not eligible for a graduate assistantship or tuition waiver. These minimal scholastic requirements apply to all students enrolled in the Graduate School. Additional requirements may exist for certain graduate departments and programs.

GRIEVANCES

Step 1. The first step in grievance resolution is to discuss the problem with the faculty person it concerns. If resolution cannot be obtained between concerned parties, the student should move to Step 2. Do not proceed to Step 2 until Step 1 has been completed.
Step 2. It is the right and responsibility of the Department Chair to work toward conflict resolution within the Department. The student may request a meeting with the individual faculty person and the Department Chair.

Step 3. Only if satisfactory resolution is not forthcoming in Step 2, the concerned parties move to Step 3, contacting the Dean of the college and or the Dean of the NDSU Graduate School. Resolution of grievances beyond this stage should follow grievance policies of the university.

APPENDICES

The following forms are available as appendices here in this manual. You will also find some of them through the Graduate School or through the ADHM Webpage under the Graduate Program.

ADHM Cumulative Graduate Student Activity Report for Evaluation of Progress
*Due by April 15 every year to the ADHM Graduate Coordinator* (Appendix A)

Master’s Degree Plan of Study and Supervisory Committee - *completed when committee is chosen (typically 2nd semester)* (See Appendix B)

ADHM Comprehensive Project Contract-- *When registering for any semester in which you plan to take Comprehensive Study (797s) credits* (See Appendix C).

Financial Aid form to verify research credits equivalent to half-time
*Available only from financial aid office (not online). Used to obtain half-time student status even when taking fewer than 5 credits, if those credits are for the Comprehensive Study.*

Request to Schedule Examination (Appendix D)
*Due to the Graduate School at least 2 weeks before the date of the defense.*

Checklist for Thesis, Dissertations and Papers - (Appendix E)
*This form must accompany the final paper that is submitted to the Graduate School.*

These forms are available either on the Graduate School website
*([http://www.ndsu.edu/gradschool/current_students/forms/](http://www.ndsu.edu/gradschool/current_students/forms/))*
or the ADHM department website [http://www.ndsu.edu/adhm/merchandising/about.html](http://www.ndsu.edu/adhm/merchandising/about.html)

Verification of Certificate Form (Appendix F)

Helpful Books About Graduate School – (Appendix G)
### CUMULATIVE GRADUATE STUDENT ACTIVITY REPORT FOR EVALUATION OF PROGRESS

Name ____________________________________________

Period covered by this report _________________________

Date of entry to graduate program ____________________

Major Professor ____________________________________

Committee Members:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

(outside member)

Fill out all the items below that apply to you. Please be sure to give enough information for every item to ensure clarity. Not every student will have something to put in every category. This is to be expected. First year students in particular will leave a lot blank.

This report must be filed or updated with the Chair of the Graduate Committee by April 15. Please type single spaced; add continuation sheets as necessary; keep a copy for your records as you will just add to it every year.

1. List all coursework taken and completed thus far.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Crse #</th>
<th>Title</th>
<th>Instructor</th>
<th>Grade (if known)</th>
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</table>
2. Report on the status of coursework for which you have received a grade of incomplete (incompletes that have not been finished yet and incompletes that have not been finished this year).

<table>
<thead>
<tr>
<th>Semester</th>
<th>Crse #</th>
<th>Title</th>
<th>Instructor</th>
<th>Status of Coursework</th>
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List semester, course number and title, instructor, what you have done in the past semester and when you anticipate finishing the work.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Crse #</th>
<th>Title</th>
<th>Instructor</th>
<th>Anticipated Date of Completion</th>
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</table>

List any incompletes.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Crse #</th>
<th>Title</th>
<th>Instructor</th>
<th>Date Completed</th>
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3. Progress toward Comprehensive Study

Do you have an idea for your topic, If so, what?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Title of project: _____________________________________________________________

Date proposal approved: ________________________________________
Have you completed the required IRB training?  □ Yes  □ No

Does your research plan have IRB approval?  □ Yes  □ No

If yes, date of approval ____________________________________________

And IRB number ________________________________________________

Is the date collection complete?  □ Yes  □ No

Are the results written?  □ Yes  □ No

Oral defense date (or planned date)? ______________________________

Status of post-defense revisions? ________________________________

________________________________________________________________

(ALL STUDENTS) Date of completion or expected completion:

________________________________________________________________

4. What have been your academic and professional goals in the past year and how well have you met your goals?

5. Identify the areas in which you would like to make additional progress.
Master's Degree Plan of Study and Supervisory Committee

Student ID#: ____________________________________________

Student: ____________________________________________ (Type Name) .............................................................. (Signature)

Program: ______________________________________________ Option (if needed): ______________________________________

Degree: _______ M.A. _______ M.Arch. _______ MATrg _______ M.Ed. _______ M.M. _______ M.M.L. _______ MNRM _______ M.S. _______ MTUS _______ Ed.S. _______ Other (please list)__________

Thesis _______ Comprehensive Study Paper _______ Field Experience _______ Other (please list)__________

Graduate Courses at North Dakota State University. The supervisory committee approves the following courses and research to satisfy the master’s degree requirements.

<table>
<thead>
<tr>
<th>Department &amp; Course #</th>
<th>Title</th>
<th>Instructor</th>
<th>Term &amp; Year Taken</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ADHM 710</td>
<td>Consumer Behavior</td>
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<td>ADHM 720</td>
<td>Professional Advancement</td>
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<tr>
<td>ADHM 730</td>
<td>Product Design, Dev. &amp; Eval.</td>
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<td>ADHM 740</td>
<td>Promotional Strategies in Merchandising</td>
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<td>ADHM 750</td>
<td>Retail Theory and Current Practice</td>
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<td>ADHM 760</td>
<td>Historical and Contemporary Issues in Trade</td>
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<td>ADHM 770</td>
<td>International Retail Expansion</td>
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<td>ADHM 775</td>
<td>Research Methods in Merchandising</td>
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<td>ADHM 780</td>
<td>Financial Merchandising Implications</td>
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<td>ADHM 785</td>
<td>Strategic Planning</td>
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<td>ADHM 797S</td>
<td>Comprehensive Study</td>
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Total graduate credit hours at North Dakota State University: ____________________

PLEASE NOTE: If a proposed graduate research project involves human or animal subjects, or biohazards, it must be submitted for review and approval by the Institutional Review Board (IRB), the Institutional Animal Care and Use
Committee (IACUC), and/or the Institutional Biosafety Committee (IBC). The student should initiate this process after his or her supervisory committee has approved the final research design because IRB, IACUC, and IBC approval must be obtained before the research project commences.

Transfer Credits (Official transcripts showing completion of credit to be transferred from other institutions must be in the Graduate School PRIOR to approval of the Plan of Study.) The Supervisory Committee recommends the following transfer credits to satisfy degree requirements.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Department</th>
<th>Course #</th>
<th>Title</th>
<th>Qrt/Sem Year Taken</th>
<th>Credits</th>
<th>Grade</th>
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Credit hours transferred to master’s program (in semester credit hours): _____________________________

Total credit hours in Plan of Study: ________ Transfer ________ Total ________

Language Requirement: _______________ Certification: ____________________________

If Required Language Department

Names of Supervisory Committee Members (Please type names) Signature (Recommends approval) Department

Chair of Supervisory Committee

Graduate Appointee

Approved by: ________________________________ Department/Program Chair Signature

NDSU APPROVED
Graduate School

If you have any questions, contact the Graduate School at 701-231-7033 or ndsu.grad.school@ndsu.edu

Graduate Dean _____________________________ Date _____________________________
APPENDIX C

Apparel, Design, and Hospitality Management
GP-IDEA Master’s in Merchandising Program

COMPREHENSIVE STUDY CONTRACT

1. Major Professor should review the grading procedure with the student and then use the contract as a guide for determining the grade based on the goals set for this semester.
   Possible Grades:
   S = Satisfactory
   U = Unsatisfactory Progress
   I = Incomplete; to be used in extenuating circumstances

   Students without a Contract will receive a grade of Unsatisfactory.

2. E-mail signed contract to Major Professor for permission to register for ADHM 797s course.

   PLEASE PRINT
   Student’s Name __________________________________________ EMP ID# ____________________________
   Contact email address ________________________________________________
   Major Professor ____________________________________________________
   Semester ______________ Year __________________
   Number of Credits This Semester/Contract ____________________

   A Contract MUST be completed each semester student is registering for 797s credits.

   Semester Paper Goals:

   SIGNATURES
   Student __________________________________________ Date ____________________
   Major Professor ______________________________ Date ____________________

   GRADE RECEIVED: ________________

ORIGINAL IN STUDENT’S FILE
Copy to Student
Apparel, Design, and Hospitality Management Department – 178 EML Hall - NDSU, Fargo, ND
APPENDIX D

**Request to Schedule Examination**

- The student scheduling the examination has an approved Plan of Study on file at the Graduate School.
- The student must be enrolled during the semester of the examination.
- The Request to Schedule must be received in the Graduate School at least two weeks before the examination.
- A copy of the disquisition must be given to the committee members at least seven days prior to the Final Examination.
- If the student plans to participate in commencement, the Commencement Participation Form must be completed on the Graduate School website.

**Failure to meet the above mentioned conditions may result in this form being returned to the student’s department without approval of the Graduate School.**

Student: ___________________________________________ Student ID #: ___________

Examination to be scheduled: __________ Compreheensive/Preliminary __________ Final

Graduate Program: ______________________________________________ Degree: DMA DNP EdS EdD MA MEd MM MS PhD

Date/Time/Place of examination: ___________________________________________

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<thead>
<tr>
<th>Date/Time</th>
<th>Building</th>
<th>Room</th>
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Thesis/Dissertation/Paper Title: __________________________________________

________________________________________________________________________

The following are members of the examining committee:

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<th>Name</th>
<th>Department</th>
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Adviser Signature __________________________________________ Department/Program Chair Signature __________________________________________
APPENDIX E
Checklist for Dissertations, Theses, and Papers

Disquisition Title:__________________________________________________________

Writer:_____________________________________ ID:__________________________

Department:______________________________________________________________

Type of Disquisition: Ph.D. Dissertation
                        Master’s Thesis
                       D.N.P. Paper
                       Master’s Paper
                       D.M.A. Thesis
                       Ed.Sp. Paper


Place an “x” in the space provided before each item you have completed. The Graduate School will not accept a disquisition unless every item has been checked and the list has been signed. It is important that the format and style be consistent throughout the document.

___ 1. Left-hand margins of at least 1 3/8 inches and right-hand, top, and bottom margins of at least 1 inch are used throughout the document.

___ 2. The line spacing, page numbers, headings, font size, and headers or footers are consistent with Guidelines for the Preparation of Dissertations, Theses, and Papers (Appendices G and I).

___ 3. The disquisition’s arrangement, contents, Table of Contents, and title page are consistent with Guidelines (Section 5 of Guidelines, Appendices A-F).

___ 4. All tables, illustrations, figures, and captions have been prepared in a style consistent with the Guidelines (Appendices H-K).

___ 5. The Table of Contents and references have been checked against the text for accuracy.

___ 6. The reference and citation style has been checked for consistency and conformity with a recognized style manual for the discipline.

___ 7. Spelling, grammar, and punctuation have been checked and found appropriate.

___ 8. IRB, IBC, and/or IACUC committee approval was obtained, or it was not needed. If approval was needed, a copy of the letter(s) of approval has been placed on top of the disquisition. If approval was not needed, a brief note indicating why approval was not necessary (i.e., no human subjects, no biohazards, or no animals) has been attached; The Graduate School needs something in writing to indicate that the research did not use human or animal subjects, or biohazards. Information submitted for Item 8 must address all three committees.

I certify that I have checked the above items and that the disquisition submitted conforms to Guidelines for the Preparation of Dissertations, Theses, and Papers. I certify that I am currently enrolled as a graduate student.

____________________________________________  __________________
Writer                                                     Date

____________________________________________  __________________
Thesis/Paper/Dissertation Adviser                        Date

____________________________________________  __________________
Department/Program Chair/Head                            Date

Remember, a disquisition will not be processed until a Report of Final Examination indicating a candidate’s approval has been submitted to the Graduate School, a copy of IRB/IACU/IBC approval letter(s) has been provided with the disquisition (if necessary), and the completion package fee has been paid.

Degree date is based on when final copies of the disquisition are submitted to the Graduate School.
HELPFUL BOOKS ABOUT GRADUATE SCHOOL

Following is a list of books that contain information and insights that will help you negotiate different phases of the graduate school process, from the time you are thinking about applying to the first year, to finishing a thesis or dissertation. There is also information about funding for graduate education. The books have been grouped according to topics. However, some books cover multiple topics. These books are available through the library (either directly at the library or via Interlibrary Loan). If these sources raise additional questions for you, it is recommended that you consult with an academic advisor.

PRE-APPLICATION AND APPLICATION


At NDSU library:

BEGINNING GRADUATE SCHOOL


Funding


IN GRADUATE SCHOOL


In Graduate School: Minority Groups and Women

