



Graduate Student Handbook

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Monday-Friday

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youtube.com/user/NDSUofficial

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Welcome to NDSU!

EXPECTATIONS

Graduate School is very different from the undergraduate experience. Graduate students must be self-directed. They are responsible to learn the appropriate policies and procedures. They can expect academic rigor and a higher level of reading and writing.

There are also amazing opportunities within the graduate student experience. Students develop collegial relationships with other students. There are opportunities to conduct and present research, choose areas to research specific to interests, and participate in department and college committees and development opportunities.

SECRETS OF SUCCESS IN GRADUATE SCHOOL

Get to Know Other Students. Students provide a support system that will help you not only with moral support, but possibly advice regarding your department, NDSU, and the Graduate School. The Graduate Student Council (GSC) is a great way to meet other students.

Plan Ahead. There are several steps you must complete in order to earn your degree. Familiarize yourself with the required paperwork and deadlines in order to avoid issues down the road. Resources include the Graduate Bulletin, department handbook, your Student Service Associate, and the Graduate School website.

Manage Your Time. It's amazing how, even in Graduate School, the basics of time management and effective organization can make or break your success. Stay organized. Know your deadlines. Stay on top of them. Give yourself enough time to complete all requirements, but also make time for FUN. It's all about balance.

Use Your Resources. Your advisor, department, Graduate Student Council (GSC), and the Graduate School all want you to be successful. Utilize your resources whenever you need assistance. There are additional resources on campus, including the Graduate Center for Writers, Counseling Center, and much more.

Memorize Your Student ID Number. You will need this number in order to identify yourself when contacting various departments on campus.

NDSU Basics

CAMPUS

NDSU's campus is about 41 square blocks and includes more than 100 major buildings, including three in historic downtown Fargo. In all, NDSU is located on more than 22,000 acres of North Dakota land, which includes the main Agricultural experimental Station in Fargo and seven research centers located throughout the state.

Smoking is prohibited on the NDSU grounds and in University buildings, residence halls, apartments, and enclosed structures.

STUDENT ID CARD

All students must obtain a student ID card **on or before the first day of classes**. The NDSU Card Center in the Memorial Union issues the student ID cards. There are several essential services that require students to present their student ID card, such as:

- Charging books at the NDSU Bookstore
- Using computer cluster printers
- Accessing the Wallman Wellness Center
- Checking out books from the Library
- Riding the MATBUS transit system
- Checking out a bike from the Great Rides Bake Share program
- And many, many more...

CAMPUS CASH

Campus Cash is a debit account tied to your NDSU student ID card. Use it on your purchases at all of NDSU Dining Services' Operations, the NDSU Bookstore, Herd Shop, Design and Sign, Wallman Wellness Center, NDSU Downtown Campus, and ITS Laser Output. Also, with your Campus Cash account, you can purchase soda at select vending machines on campus.

Academic Resources

NDSU LIBRARIES

The NDSU Libraries serve the information needs of NDSU students, faculty, and staff. Librarians are available to provide services for specific academic disciplines. Find the Subject Librarian for your department by calling the Reference Desk at (701) 231-8886.

NDSU BOOKSTORE

The NDSU Bookstore is located on the main floor in the Memorial Union and is the official source of NDSU course materials. The textbook department is located in the lower level of the store. The Bookstore is also an authorized seller of Dell and Apple computers, and the Electronics department features a service technician to assist customers in using their computer. The Bookstore also sells official NDSU merchandise, apparel, and gifts, as well as academic and office supplies.

INFORMATION TECHNOLOGY SERVICES

ITS offers several computer clusters, printing, a Help Desk for IT/account issues, a Technology Learning and Media Center for assistance with technology-related projects, numerous workshops, and extensive wireless access across campus.

ACADEMIC ADVISOR

Graduate advisors play a key role in the academic life of students. When a graduate student enters a department to do graduate work, s/he is assigned a faculty advisor. It is the graduate advisor who formally approves students' programs of study, advises them on advancement to candidacy for higher degrees, etc.

Student Services

COUNSELING CENTER

The NDSU Counseling Center provides a confidential setting in which students may explore personal, academic, and career-related concerns, which may be preventing them from functioning at their optimum level. The Counseling Center also makes referrals and serves as a consultant for faculty and staff.

The Counseling Center offers a Graduate Student Support Group, where graduate students can meet to discuss challenges and struggles associated with their school, work, or personal life, and to build friendship and support among fellow graduate students. The group meets Fridays from 1:30-3 p.m. starting the first week of classes.

DISABILITY SERVICES

Disability Services assists individual with various disabilities, including learning, psychological, physical/mobility, qualifying health impairments, and other cognitive impairments, to ensure equal access to educational opportunities and for students to fully participate in the university environment.

CHILDCARE

The Wellness Center Child Care is a licensed serviced provided to NDSU students. Trained staff and student workers are on hand to properly care for children on a reservation or drop-off basis. Parents must be participating in campus activities while their child is at the Child Care Service.

WALLMAN WELLNESS CENTER

Membership to the Wellness Center is included in student fees and includes a variety of cardio and weight equipment, intramural and recreation sport opportunities, rock climbing, numerous courts, group exercise classes, an aquatic center, personal training (extra fee), and more.

CAMPUS SAFETY

The Campus Safety Escort Services is provided by the University Police and Safety Office as a personal safety and security service for NDSU students and employees. Escorts are conducted by NDSU police officers and/or public safety officers on duty. The service is available 24 hours a day, 7 days a week, and escorts may be performed as walk-along or vehicle transport, serving NDSU facilities and locations within the immediate vicinity of NDSU.

The NDSU Personal Safety and Security Assist service includes a smartphone security application called Pathlight® that allows NDSU dispatchers to remotely track a user (on or off campus) on a monitor in the NDSU Police Communications Call Center any time the user initiates a safety assist, such as prior to walking alone across campus at night. The call center is staffed 24 hours a day, 7 days a week.

INTERNATIONAL STUDENT SERVICES

The Office of International Student and Study Abroad Services provides advising and support services for prospective and enrolled international students. Examples may include immigration requirements, employment, adjusting to life in the United States, health and personal issues, and academic concerns.

MULTICULTURAL STUDENT SERVICES

The Office of Multicultural Programs connects multicultural students, faculty, and staff to on- and off-campus resources to help them success and excel at NDSU. They offer free one-on-one tutoring, a multicultural student listserv, scholarship and tuition assistance, and various multicultural programs, events and trainings throughout the year.

STUDENT ORGANIZATIONS

Many departments have graduate student groups that foster fellowship, education, and professional development activities. In addition, NDSU offers nearly 300 student organizations, such as academic, cultural, and special interest groups.

CAREER CENTER

The Career Center prepares students and alumni to achieve their career goals through career-related education, professional development, and opportunities for connection. Career Specialists are available for resume/CV and cover letter critiques, interview/job search preparation, mock interviews, and more.

ONE STOP

One Stop is a service center that provides information about your student account, financial aid, scholarships, tuition, bill payments, registration, and student records maintenance in a convenient, online location, as well as an on-campus location in the Memorial Union where helpful, full-time staff are available to assist students in person, by phone, or by email.

Graduate School Resources

ROLE OF THE GRADUATE SCHOOL

The Graduate School is the processing center for all documents necessary for completion of the graduate degree, from admission to graduation. Graduate School staff work with students to provide policy interpretation, assistance with completing forms, auditing of completion requirements, and disquisition review. In addition, the Graduate School offers opportunities for professional development, support services, and funding.

GRADUATE SCHOOL WEBSITE

The Graduate School website is an important resource for information relevant to your graduate studies at NDSU. It is your responsibility to familiarize yourself with the various policies and procedures of the Graduate School. This handbook is by no means an exhaustive resource of all of the information available regarding your graduate rights and responsibilities. Please reference the Graduate School website, and graduate bulletin in particular, for additional information and policies.

STUDENT SERVICE ASSOCIATES (SSA)

The Student Services Associates work with specific colleges (listed below) and the departments within those colleges. They serve as liaisons among the Graduate School, students, and departments; monitor student progress; interpret policies; serve as a resource for academic departments; and review all student documents to ensure they follow Graduate School policies and procedures.

Madonna Fitzgerald	701-231-6456	Arts, Humanities, and Social Sciences Business Interdisciplinary Studies
Robin Cummings Pas	701-231-8547	Engineering Science and Mathematics
Melissa Selders-Ortez	701-231-5945	Agriculture, Food Systems & Natural Resources Health Professions Human Development and Education

GRADUATE CENTER FOR WRITERS

The Graduate Center for Writers, located in the Main Library, offers assistance to graduate students, staff, and faculty in areas such as formatting, editing, citations, writing for specific audiences, and more. Consultants are expert writers who have extensive experience reading and reviewing a wide range of literature by writers at all levels of proficiency.

DISQUISITION PROCESSOR

The Disquisition Processor is responsible for reviewing and publishing graduate student papers, theses, and dissertations, to ensure that the format and layout conform to NDSU's guidelines and that the final, published disquisitions reflect well on each student and on NDSU's graduate programs.

GRADUATE STUDENT COUNCIL (GSC)

All graduate students are members of the Graduate Student Council (GSC). The GSC is the representative voice of graduate students at NDSU, formulating policy and advising the Dean of the Graduate School, the Faculty Senate, and the President of the University on the graduate student body's viewpoint concerning all matters affecting graduate student life.

The GSC also hosts social programming and professional development opportunities. All graduate students are encouraged to share their feedback at the monthly forums and to participate in the planning of events and outreach activities.

Graduate School Policies

Continuous Enrollment

Students are required to register for at least one credit each semester (fall and spring) until all degree requirements are completed, **including Graduate School approval of the thesis, paper, or dissertation**. Students may request a Leave of Absence if they must interrupt their graduate studies.

Conditional Admission

If you were admitted conditionally into your graduate program, it will be clearly stated in your admission letter. Any student admitted in conditional status is automatically placed on Academic Warning until the conditions of admission are met. The student may not earn more than 12 semester hours of graduate credits while in conditional status.

Scholastic Standards

To be in academic good standing and to receive a graduate degree, students must have a cumulative grade point average (GPA) or at least 3.0. Programs and/or supervisory committees may require a higher GPA.

Academic Warning

Any student in good standing whose cumulative GPA drops below 3.0 at any time of attendance is automatically placed on Academic Warning. Students on Academic Warning cannot register for the following semester until the grades for the current semester post.

Academic Probation

Students on Academic Probation may not continue the pursuit of a graduate degree program without a recommendation from the appropriate program administrator and a waiver from the Dean of the Graduate School. Students on Academic Probation are not eligible to receive a graduate assistantship or tuition waiver.

Dismissal from the Graduate School

Graduate students may be dismissed for failure to meet scholastic standards, academic or professional misconduct, insufficient progress toward a degree, or failure to meet professional expectations or standards.

Students dismissed from the Graduate School are not eligible for admission into any degree-granting or certificate program or into non-degree status for a period of at least one calendar year from the date of the dismissal. Dismissal does not become complete until the completion of any appeal process.

Transfer of Credit

Any credits transferred from another institution are processed at the time the Plan of Study is approved. Please refer to the policy regarding credit transfer for specific information regarding which courses may be used for transfer credit. Credits taken as a non-degree NDSU graduate student are not considered transfer credit. A student may use up to 10 credits taken as a non-degree graduate student on the Plan of Study.

Graduate School Holds

The Graduate School places holds on a student's registration for three reasons:

- *Degree Confirmation*
Please refer to your admission letter.
- *Conditional Admission*
If your cumulative GPA is above 3.0 at the end of the term, the hold will be moved to the next semester until the required number of credits have been completed.
- *Academic Warning/Probation*
The Graduate School must monitor your grades at the end of each semester until you return to good standing. Please refer to the letter received regarding your status.

Enrollment Status

The Graduate School does not require students to maintain full-time status. Nine credits are considered a full-time graduate load. To receive financial aid, students must be enrolled at least half-time (5 or more credits). Eligibility varies with financial aid programs; students should contact their lender for requirements.

Graduate Assistants working 20 hours per week are considered full-time if registered for five or more graduate credits. Federal law requires all international students with a 20-hour-per-week assistantship to carry at least six graduate credits for full-time status. ***International students should discuss their international student advisor the credits requirements to maintain their visa status.***

Graduate students wishing to register for more than 15 credits in a regular semester shall secure the approval of their department chair and the Dean of the Graduate School.

IRB/IBC/IACUC Approval

Approval must be obtained **before** the research project commences and cannot be granted retroactively. If a proposed graduate research project involves human, animal, or biohazard subjects, it must be submitted for review and approval by:

- Institutional Review Board (IRB) – human subjects
- Institutional Biosafety Committee (IBC) – biohazards
- Institutional Animal Care and Use Committee (IACUC) – live vertebrate animals

Graduate Assistantships

Policies on graduate assistantships including information on the categories listed below and are found at:

<https://bulletin.ndsu.edu/graduate/graduate-school-policies/graduate-assistantship-policy/>.

- Eligibility for Assistantships
- Expectations of Supervisor
- Expectations of Graduate Assistant
- Stipend Levels and Tuition Waivers
- Additional Employment at NDSU or in the NDUS
- Rights and Privileges of Graduate Assistants
- Termination
- Appeals Process

Required Training

Visit www.ndsu.edu/hr/training for updated training requirements.

Training Topic	Who	How often
Baseline Safety	All graduate assistants	Annually
Equal Opportunity/Title IX	All graduate assistants	Annually if completed online; every three years if completed in person
Defensive Driving	Drivers of State Fleet vehicles or NDSU leased vehicles	Every four years
Institutional Biosafety Committee (IBC)	Those who work with infectious agents or recombinant DNA	Must be completed and documented prior to starting research or teaching. One time training.
Laboratory & Chemical Safety	Those who will be using hazardous chemicals in a laboratory, greenhouse, or field site	Once every three years. Should be completed prior to working in a laboratory.
Radiation Safety	Those who work with radioisotopes	Must be completed and documented prior to starting research.
Responsible Conduct of Research (RCR)	Those for whom any aspect of their work is funded by NSF or NIH (recommended for all Graduate Students doing research)	CITI modules should be completed and documented prior to starting research.
Institutional Review Board (IRB)	Those whose research will involve human subjects	Must be completed and documented prior to starting research or teaching. Once every three years.
Institutional Animal Care and Use Committee (IACUC)	Those whose research will involve vertebrate animals	Must be completed and documented prior to starting research or teaching. Refresher every three years.

Contact Information

NDSU Card Center

www.ndsu.edu/cardcenter

701-231-6252

ndsu.cardcenter@ndsu.edu

Disability Services

www.ndsu.edu/disabilityservices

701-231-8463

ndsu.disability.services@ndsu.edu

Career Center

www.ndsu.edu/career

701-231-7111

ndsu.career.center@ndsu.edu

NDSU Libraries

<https://library.ndsu.edu>

701-231-8753

Childcare Services

www.ndsu.edu/wellness/childcare

701-231-5203

One Stop

www.ndsu.edu/onestop

701-231-6200

ndsu.onestop@ndsu.edu

NDSU Bookstore

www.ndsubookstore.com

701-231-7761

University Police and Safety Office

www.ndsu.edu/police_safety

701-231-8998

Graduate Center for Writers

www.ndsu.edu/centers/graduate_writers

IT Help Desk

www.ndsu.edu/its/help_desk

701-231-8685 (option 1)

ndsu.helpdesk@ndsu.edu

International Student Services

www.ndsu.edu/international

701-231-7895

ndsu.international@ndsu.edu

Graduate Student Council

www.ndsu.edu/gradschool/gsc

Counseling Center

www.ndsu.edu/counseling

701-231-7671

Office of Multicultural Programs

www.ndsu.edu/multicultural

701-231-1029

ndsu.multicultural@ndsu.edu

Graduate Policies

<https://bulletin.ndsu.edu/graduate/policies>