A GUIDE FOR GRADUATE DEGREE PROGRAMS

DEPARTMENT OF SOCIOLOGY AND ANTHROPOLOGY

North Dakota State University
Revised Edition: November 2025

Table of Contents

I.   INTRODUCTION

The Department of Sociology and Anthropology offers the following degrees: Master of Science in Sociology, Master of Science or Master of Arts in Anthropology, and Master of Science or Master of Arts or Graduate Certificate in Community Development. These degrees offer courses and training in several specialty areas that prepare students for numerous career options. Students completing a master's degree in Sociology or Anthropology are prepared for many occupations, which require a master's degree in Sociology or Anthropology and are equipped with the appropriate background for continued graduate work at the Ph.D. level.

The master's degree in Community Development is a multi-institutional, multi-disciplinary, online program in conjunction with the Innovative Digital Education Alliance (IDEA). Other institutions participating in this program include Kansas State University and the University of Nebraska-Lincoln.

This manual provides a basic outline of the procedures and requirements for the graduate programs in the Department of Sociology and Anthropology. It is intended as a guide to facilitate students' professional development and as a tool to be used for understanding various aspects and requirements of the graduate program. This manual should be consulted in addition to the current Graduate Catalog found online at https://catalog.ndsu.edu/graduate/. At the time that this Handbook was revised, Department standards were either consistent with or higher than those stated in the Graduate Catalog. However, should the Graduate School standards change and exceed those stated in this Handbook, the higher Graduate School standards apply.

II.   OBJECTIVES

The focus of graduate education in Sociology, Anthropology, and Community Development at North Dakota State University is directed toward research and the application of research skills. We place an emphasis on providing master's degree candidates with the opportunity to expand their theoretical and methodological perspectives and to cultivate a focused interest in substantive areas/subjects of study. Graduate students are encouraged to augment their educational training by engaging in professional activities such as attending and presenting at professional meetings, participating in research, engaging in public service, and teaching.

III.   ADMISSIONS

A. Application Procedures

Prospective students must apply online through the NDSU Graduate School. The application procedure can be found at:

> Domestic:
> https://www.ndsu.edu/graduate-school/applyInternational:
> https://www.ndsu.edu/graduate-school/apply#international-1

Materials required for the online application to the master's program include:
1. Transcripts
2. A statement of purpose indicating your reasons for pursuing graduate study, specifying your special research interests/area of focus for study including your academic preparation in that area. Please include any relevant skills or experience that you have acquired that provide additional preparation for seeking an advanced degree.

3. Three letters of recommendation are required from persons familiar with your academic achievement and future potential.
4. International students must also submit one of the following test scores: Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), or Duolingo score.

Materials required for the online application to the graduate certificate include:

1. Transcripts
2. Answers to two application questions to understand a student's interest in the graduate certificate program.
3. International students must also submit one of the following test scores: Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), or Duolingo score.

B. Application Deadlines

Sociology and Anthropology Degree applicants applying for entry into the master's program must submit a complete application to the Graduate School by February 1 for fall semester. Applicants for the Master or Graduate Certificate of Community Development will be reviewed three times throughout the year and must be received by February 1, May 1, or September 1 for full consideration to start in the summer, fall, or spring semesters respectively.

Review of complete applications for full consideration for assistantships and tuition waivers begin after these deadlines. The Graduate School will not send the application package to the Department until the application file is complete. Once these materials have been received, the Graduate School sends the application to our Department for review by the faculty. The application is then sent back to the Graduate School with the Department's recommendations regarding admission status.

C. Admission Status

Applicants admitted into the master's programs in sociology or anthropology are either admitted in full standing or are admitted conditionally. Conditional admission reflects an evaluation by the Department that the student has the potential to do graduate work but needs to complete specified courses (e.g., courses in theory, methods, and/or statistics) before taking more advanced courses in the program. Notification of conditional admission will include a list of requirements the student must fulfill to be converted to full standing.

All Department decisions concerning admission are advisory to the Graduate School. The Graduate School makes the final decision on admission status and, if need be, on the conversion of conditional admission to admission with full standing. Applicants will be notified of the admission decision by the Graduate School.

D. Admission Requirements for Full Standing

Sociology: To be considered for full standing, applicants must at minimum:
1. hold a baccalaureate degree from an educational institution of recognized standing;
2. have an overall undergraduate grade point average of 3.0 or better on a 4.0 scale and a grade point average of 3.2 or higher in sociology;

3. provide three supportive letters of recommendation; and
4. have sufficient undergraduate preparation in sociology to support successful graduate work.

To be sufficiently prepared in sociology, it is desirable that the applicant have at least 15-18 credit hours in sociology. Full admission requires evidence that the student has successfully completed one course each in sociological theory, statistics, and research methods. Credits from courses in sociological theory and social research methods, but not statistics, may count towards the 15-18 credits of preparation required in sociology.

Anthropology: To be considered for full standing, applicants must at minimum:
1. hold a baccalaureate degree from an educational institution of recognized standing;
2. have an overall undergraduate grade point average of 3.0 or better on a 4.0 scale and a grade point average of 3.2 or higher in anthropology;
3. provide three supportive letters of recommendation; and
4. have sufficient undergraduate preparation in anthropology to support successful graduate work.

To be sufficiently prepared in anthropology, it is desirable that the applicant have at least 15-18 credit hours in anthropology, which should include an introductory course and at least two sub-disciplinary courses. Full admission requires evidence that the student has also successfully completed courses in anthropological methods or theory, one domain course, and one geographical area-focused course. Credits from these courses may count toward the 15-18 credits of preparation required in anthropology.

Community Development: To be considered for full standing, applicants must at minimum:
1. hold a baccalaureate degree from an educational institution of recognized standing;
2. have an overall undergraduate grade point average of 3.0 or better on a 4.0 scale and a grade point average of 3.2 or higher in a relevant discipline;
3. provide three supportive letters of recommendation; and
4. have sufficient undergraduate preparation in a relevant discipline to support successful graduate work.

E. Admission Requirements for Conditional Status

Conditional admission may be recommended for promising students who lack some portion of the above requirements for admission in full standing. For example, students may be required to take 6-10 graduate credit hours and achieve a cumulative GPA of 3.0. Generally, the conditional status must be removed before a student is eligible to apply for a graduate student assistantship. However, conditional admission is not viewed by the Department as a deficit, but as a signal to the student that additional preparation is needed to ensure success in the program.

The vast majority of students conditionally admitted quickly convert to full standing, but students not satisfying these requirements in a timely manner (i.e., within the first two semesters of enrollment) will have their graduate student status reevaluated by the Department and the Graduate Committee as to whether the student should be allowed to continue in the program.

F. Admission Requirements for International Students

International students should check the Graduate Catalog to make sure they address the Graduate School's requirements for language proficiency, financial resources, medical insurance, and application deadlines.

IV.   MASTER'S DEGREES: A PROGRAM OVERVIEW

Three options are available for master's students in Sociology and Anthropology. The first is designated as the Thesis Option. Students selecting this option are required to complete a master's thesis. The second option is the Comprehensive Study Option. Students selecting this option are required to complete an internship or an analytical/research project and a paper. The third option is the Exam Option. Students selecting this option are required to complete a comprehensive exam following the completion of their course work. Course work and other requirements associated with each option are discussed in more detail below. Students must schedule a proposal hearing with their committee before completing work on their thesis/paper/exam.

A.   General Degree Requirements for Sociology, Anthropology, and Community Development

Plan A; Thesis: The Thesis Option (See Appendix C) involves a research-based paper that typically tests theoretical assumptions using primary or secondary data. The master's degree with the thesis option is recommended for students who are considering doctoral work in sociology, anthropology, or a related field.

> **Master's Degree in Sociology (MS) or Anthropology (MA or MS):** Students pursuing a master's degree program with the thesis option must complete a minimum of 30 semester credits including a master's thesis. At least 16 of the 30 credits must be taken in didactic courses (e.g., thesis would include NDSU courses numbered 601-689 or 700-789, but graduate didactic courses taken at other universities may have different numbers). Didactic courses do not include independent study, field experience, thesis credits, or seminars. Only a maximum of 6 master's thesis credits (i.e., credits taken as SOC or ANTH) can count toward the master's degree. Master's thesis candidates must remain continuously enrolled (that means being enrolled in at least one credit per semester). Specific requirements associated with completing a master's thesis are described below.

> **Master's Degree in Community Development (MA or MS:** Students pursuing a master's degree program with the thesis option must complete 36 credits including a master's thesis. Eighteen of the 36 credits must be earned in the six core courses. The remaining courses are fulfilled through a selection of topical elective courses. Additionally, only a maximum of 6 master's thesis credits (CED 798) can count towards the master's degree.

Plan B; Comprehensive Study: The Comprehensive Study Option (see Appendix D) typically has an applied focus corresponding with a paper summarizing work completed during an internship or directed research experience.

> **Master's Degree in Sociology (MS) or Anthropology (MA or MS):** Student's pursuing a master's degree program with the comprehensive study option must complete a minimum of 30 credits and a paper. At least 21 of the 30 credits must be taken in didactic courses.

> Students who choose to complete a Comprehensive Study paper must complete paper credits (SOC or ANTH 797) that total at least 1 and no more than 4 credits apply towards the degree. Students will also be required to successfully complete an internship or supervised research/analytical program related to the paper. A paper is a written composition in which the student addresses a research topic in detail. The paper may be developed in a variety of ways depending upon the method selected. The paper should represent an original contribution by the student. In that regard, it should reflect an insightful and convincing discussion logically developed and coherently written. The structure and content of the paper is to be developed in

consultation with the student's advisor and supervisory committee and in compliance with the guidelines set by the Graduate School.

Master's Degree in Community Development (MA or MS): Students pursuing a master's degree program with the comprehensive study option must complete a minimum of 36 credits. Eighteen of the 36 credits must be earned in the six core courses. The remaining courses are fulfilled through a selection of topical elective courses. Additionally, only a maximum of 6 master's thesis credits (CED 797) can count towards the master's degree. Paper credits must total at least 2 and no more than 5 credits.

Plan C; Culminating Experience Exam: The Culminating Experience Exam Option (see Appendix E) tests the student's knowledge of theory, methods, and content areas after the completion of coursework.

Master's Degree in Sociology (MS) or Anthropology (MA or MS): Student's pursuing a master's degree program with the culminating experience exam option must complete a minimum of 33 credits and a culminating experience exam. At least 21 of the 33 credits must be taken in didactic courses. Students choosing to take the culminating exam will take exam preparation (SOC or ANTH 799) credits in the last semester that total at least 1 and no more than 3 credits.

Students choosing to take the culminating experience exam create an annotated bibliography on which the committee will base the essay examination. The student's committee must meet to edit and approve the bibliography, and make final arrangements regarding the number of essay questions (three to four) and time allotments for each question. The advisor, with help from the committee, shall determine the student's preparedness for the exam and may generate some practice essay questions. Minimally, questions must address theory, methods and a content area. The theory and methods questions must address material learned in graduate level theory and methods courses while the content questions address material learned in classes listed on the student's plan of study specific to their area of emphasis. Content questions may also address theory and methods. The student ahead of time may know what topics are on the exam.

The examination option includes eight hours of writing time. The committee determines time allotments per question and the location of the exam. All parts of the written portion of the examination option should be completed over the course of one week. Students may not use outside resources including the internet, during the written portion of the examination. However, students may use their approved annotated bibliography. Access to department computers and a private room for writing should be arranged in advance. The oral defense will be conducted within two weeks of the written examination. The focus of the oral defense is to have students elaborate or clarify responses. Based on the oral defense, the committee can pass, request a rewrite, or fail the student.

Master's degree in Community Development (MA or MS): Students pursuing a master's degree program with the culminating experience option must complete a minimum of 36 credits. Eighteen of the 36 credits must be earned in the six core courses. The remaining courses are fulfilled through a selection of topical elective courses. Additionally, only a maximum of 2 master's examination credits (CED 799) can count towards the master's degree. In place of a paper, students participate in a 2-credit independent study wherein the culminating experience is a 45-minute oral presentation on a topic or issue related to Community Development.

B. Program-specific Degree Requirements

Degree Requirements Specific to Sociology: Specific course requirements for a master's degree in sociology include:

1. SOC 723: Social Theory
2. SOC 700: Qualitative Methods
3. SOC 701: Quantitative Methods

Degree Requirements Specific to Anthropology: Specific course requirements for a master's degree in anthropology include:

1. Graduate-level methods-based course
2. Graduate-level theory-based course

Degree Requirements Specific to Community Development: Specific course requirements for a master's degree in community development include:

1. CED 709: Community Development Orientation
2. CED 711: Community Development I: Principles and Strategies of Community Change
3. CED 713: Community Development II: Organizing for Community Change
4. CED 715: Community Analysis (Introduction to Methods)
5. CED 717: Community and Regional Economic Analysis
6. CED 719: Community and Natural Resource Management

C. Minor in Another Department

Sociology or Anthropology graduate students opting to minor in another discipline are required to meet the guidelines established by the respective department(s) in consultation with members of the student's Graduate Committee. Courses taken to meet these requirements may be counted toward the graduate degree. Students selecting this option are advised to check to see if the chosen minor will appear on the student's transcript. Comparatively few graduate minors have been approved to do so.

V.   GRADUATE CERTIFICATES

The Department of Sociology and Anthropology also offers a graduate certificate in Community Development. This degree is completed through the IDEA consortium and is a fully online, asynchronous degree.

A. Program-specific Certificate Requirements

Certificate Requirements specific to Community Development: The certificate program requires completion of 12 credit hours of coursework. Specific course requirements for a graduate certificate in community development include:

1. CED 711: Community Development I: Principles and Strategies of Community Change
2. CED 713: Community Development II: Organizing for Community Change

VI.   GENERAL GRADUATE PROGRAM REQUIREMENTS

A. Plan of Study

The Plan of Study forms (at https://www.ndsu.edu/graduate-school/forms) for the master's degree are simple but critical documents (see Appendix A). The forms request a listing of all courses the student has taken, is taking, and plans to take to complete degree requirements. At the bottom of the form, there is a place for the student's advisor and supervisory committee members to sign. More will be said below about these individuals, but their signatures formally identify who the student has selected for these roles. No other form is required to specify planned courses, advisor or supervisory committee members. Finally, the forms require the signature of the Graduate Coordinator.

The Plan of Study forms provide the backbone for the student's entire program. Often students delay completing these forms for fear that changes may need to be made later. However, changes are easy with the appropriate form from the Graduate School. It is better to complete and submit a Plan of Study form and make changes later than it is to delay its completion altogether.

The master's degree Plan of Study requests that the student identify the type of master's degree (i.e., MS for Sociology, MS or MA for Anthropology and MS or MA for Community Development) and the degree option (thesis, comprehensive study, or culminating experience) that they are pursuing. This Plan of Study form should be completed by the end of the first year of study (see Appendix B for an overall timetable).

B. Graduate Advisors

New graduate students in the master's degree programs are assigned an advisor with the approval of that advisor, matching the interest areas of the student and the expertise of the advisor. This faculty member will serve as the student's thesis, comprehensive study, or cumulative experience advisor and as chair of the student's supervisory committee. Advisors for the Sociology and Anthropology degrees must be a faculty member of the Department of Sociology and Anthropology. Advisors for the Community Development degree must be at North Dakota State University and must be part of the community development program. Formal identification of a student's advisor is made by submitting a master's degree Plan of Study signed by the advisor.

It is the responsibility of the student to replace an advisor if it becomes necessary (e.g., leaves of absence, retirement, etc.). Also, a student may opt to change advisors at any time by securing the consent of the new advisor, informing the old advisor, and completing a change of advisor form from the Graduate School.

C. Supervisory Committees

The supervisory committees for master's degree programs should be selected no later than the end of the student's first year in their respective degree program. Committees for Sociology and Anthropology students should be comprised of at least three members. One member is the student's advisor. The advisor and student select one more member from the department faculty. A fourth off-campus member can be selected, but this requires the approval of the Graduate School (See the Graduate Catalog). A third member from outside of the Department of Sociology and Anthropology is selected in coordination between the student and their program advisor. Committees for Community Development students should be comprised of the student's advisor and one additional member from the Department of Sociology and Anthropology or a related field. The student's committee chair must be an active member of the community development program.

Once the student and the advisor have identified potential committee members, these individuals should be contacted for their approval. These selections become formalized when the student submits their signed master's degree Plan of Study form to the Graduate School.

D. Comprehensive Examinations

Master's Degree: Completion of the master's degree does not require students to take comprehensive examinations except in the case of the Plan C option.

E. Master's Theses or Comprehensive Studies

Copies of previous theses are available for review in the office of the Department Chair or in the library. Guidelines for the preparation of theses (i.e., disquisitions) are available online (see Appendix A.

Master's Degree: Students selecting the Thesis Option (see Appendix C) are required to complete an independent research thesis. The purpose of the thesis is to provide students with the opportunity to develop and to test theoretical propositions. In so doing, a student may: 1) replicate an existing study; 2) analyze an existing pool of data; or 3) develop an original study. (The student may use data collected as part of a faculty member's research agenda, but the research must be distinctly that of the student.) A wide variety of research designs may be employed including survey, field, experimental, and/or historical research methods.

A student also may choose to do a theoretical critique, but this must involve extensive documentation of theoretical sources as well as a thorough critical analysis of those sources, and it must make a clear contribution to an understanding of the issues being addressed. In other words, the theoretical critique must extend far beyond a mere literature review and must be of thesis quality in all respects. The thesis topic and design will be selected with the approval of and conducted under the guidance of the student's major advisor and supervisory committee.

1. Thesis or Comprehensive Study Proposals: A defensible thesis or comprehensive study proposal will be presented to the student's supervisory committee preferably by the beginning of the second year. The student will then have a proposal hearing. The hearing affords the student an opportunity to present their research ideas and helps clarify the focus of the research.

The proposal should be distributed to committee members preferably two weeks, and no less than one week, before the scheduled hearing. After the proposal is approved, the student will carry out the intended plan under the direction of the committee advisor. Upon completion, the student will submit the manuscript to the student's supervisory committee for evaluation.

2. Thesis or Comprehensive Study Defense: The thesis or comprehensive study manuscript must be in the hands of the examining committee no later than two weeks before the scheduled oral defense as specified by the Graduate School.

The student must obtain all of the necessary forms for the defense from the Graduate School and this must be done several weeks before the planned defense date. These forms include a form identifying when the hearing will take place and a separate form for the advisor and committee members to sign following a successful completion of the defense.

The final form to be signed is the approval page of the disquisition itself. Depending on the wishes of the committee members, this form may be signed at the time of the defense or later following successful completion of requested revisions in the disquisition.

F. Culminating Experience

Students selecting Plan C, are required to complete a Culminating Experience. For Sociology (MS) or Anthropology (MA or MS) students, this entails a culminating experience exam based on the reading list and topics selected by the committee.

Community Development master's students are required to complete a 45-minute presentation on an issue relevant to Community Development during their last semester. The presentation is the product of an independent study. Expectations for the presentation, including topic, will be developed in consultation with the student's advisor. As part of the independent study, students are expected to coordinate arrangements for the final presentation. Arrangements include setting up the meeting space (physical or digital), time, audience and equipment necessary for the presentation. The audience must include the supervisory committee and an optional invitation for other attendees (faculty or students).

Successful completion of the independent study requires a minimum of two meetings with the student's committee advisor/chair. Expectations are set in the initial meeting. Subsequent meetings will include discussion on the content and quality of the student's preparations and presentation.

VII.   ASSISTANTSHIPS

A. Description and Responsibilities

Graduate Assistantships are awarded with the specific intent to assist faculty members with the responsibilities of course instruction and research.

Teaching-related responsibilities may include, but are not limited to:

- assisting in assembly of lecture materials
- preparing and delivering a lecture when eligible
- assisting in exam proctoring
- assisting in meeting student needs (e.g., office hours, answering questions, helping students understand course materials)
- grading short assignments and recording grades
- setting up instructional media equipment and securing visual aids

Research-related responsibilities may include, but are not limited to:

- conducting a literature search and/or review
- assisting with research design (e.g. sampling, instrument construction)
- data collection
- coding of data
- data analysis

Students on an assistantship are expected to learn as much as possible about the nature of the professional activity to which they have been assigned (teaching or research) and the nature of Sociology and Anthropology as practiced disciplines.

Students awarded assistantships in the Department receive a stipend (typically, 10 hours a week for master's students, plus a tuition waiver). Assistantships are part-time employment and thus do not include fringe benefits (i.e., health coverage). A student must satisfy enrollment criteria set by the graduate school

as well as additional requirements stated for the department of Sociology and Anthropology. Generally, assistantships do not extend beyond four semesters of support.

Tuition waivers for summer are only allowable for credits necessary for graduation (e.g., thesis, paper, or exam credits, or field experiences). Requests must be approved by the graduate coordinator and department chair.

B. Assistantship Allocation Procedures and Criteria

The Graduate Committee is charged with evaluating student qualifications and providing an overview of evaluations for the faculty vote recommending the allocation of assistantships. Graduate assistantships will be awarded for the Fall and Spring semesters contingent upon the availability of funds. For full consideration for assistantships and tuition waivers, applicants must submit a complete application to the Graduate School no later than February 1st for the Fall funding cycle. For previously admitted, but unfunded students to be considered for an assistantship, the student must submit a request for consideration to the Graduate Director by February 1st for consideration for the following Fall funding cycle. Graduate students pursuing a master's degree or certificate in Community Development are not eligible for a graduate assistantship with a tuition waiver due to University Policy.

The following categories are listed in order of priority given to candidates seeking assistantships.

   i.   Returning funded students (up to 30 credits for Plan A and B and 33 credits for Plan C)
   ii.   Returning unfunded students making satisfactory progress towards their degree and students that have deferred admission
   iii. New applicants
   iv.   Students who lost funding for reasons other than failure to meet expectations for academic performance or assistantship obligations
   v.   Students still working towards completion who have reached the credit limit can be eligible for stipend, but not a tuition waiver (regardless the source of funding).
   vi.   Students who lost funding for failure to meet expectations for academic performance or assistantship obligations.

The evaluation criteria for graduate assistantships is dependent upon seniority. The following specifies evaluation criteria for graduate assistantships for each category given above.

   i.   Returning funded students will be evaluated based on their academic performance in the department. An assistantship for a funded student renews each semester for up to 33 credits if the student maintains a high quality of work while meeting assistantship obligations, making satisfactory progress through the program, and meeting the expectations for academic performance set by the graduate school and the department. Each semester, faculty supervising graduate assistantships will complete an evaluation form and give copies to the Department Chair, the graduate director and the graduate assistant. GPA, feedback from students' main advisors and the evaluation forms will be used in decisions to renew assistantships.
   ii.   Returning, unfunded students will be evaluated based on their performance in the department. GPA and feedback from the student's main advisors will be used to evaluate qualifications for an assistantship. Students who deferred admission will be evaluated using the same criteria specified below for new applicants.
   iii. Evaluation criteria applied to new applicants include graduate or undergraduate GPA, fit with faculty, writing ability as demonstrated in the application statement, letters of recommendation,

completion of program-specific coursework, clear direction for graduate work, and financial need.

    iv.   Evaluation criteria applied to students who lost funding for reasons other than failure to meet assistantship obligations or expectations for academic performance include GPA for student's last completed semester and the recommendation of student's main advisor.

    v.   If a student lost funding due to failure to meet assistantship obligations or expectations for academic performance, the student will be considered for an assistantship only once all conditions specified in the Graduate School probation report are satisfied. The graduate committee will solicit feedback from the student's main advisor, as well as considering GPA from the prior semester.

Students who are not admitted in full standing are not eligible for funding.

VIII.   GRADUATE INTERNSHIPS

Practicum experience is available in selected areas (e.g., human services, medical sociology, community development) depending upon agency need and requirements. The faculty attempts to place those students who desire practical experience in appropriate cooperating agencies (e.g., local social service agencies, local hospitals). A faculty member selected to supervise a practicum works closely with agency staff members and the graduate student in monitoring student performance, learning environment, and overall application. An evaluation conducted by the faculty supervisor in cooperation with the agency staff is completed after the practicum. Concurrently, the student is required to submit a written report, the contents to be defined prior to the beginning of the practicum by the faculty supervisor. Monetary reimbursement to the student(s) for participation in the practicum is contingent upon funds and the policies of the sponsoring agency. Graduate credit is given for internships on a Pass-Fail basis. Some of these credits may be applied toward degree requirements.

IX.   CONFERENCE AND PROFESSIONAL DEVELOPMENT FUNDING

Graduate students may request funding from the Department of Sociology and Anthropology, from the Dean of the College of Arts and Sciences (CAS), and from the Dean of the Graduate School. Some conferences provide funding for graduate students; be sure to check with conference organizers.

Guidelines for departmental funding are below.

Local Meetings: Reimbursement of up to $50.00, additional $100.00 may be reimbursed if paper is presented.

Regional/National/International Meetings: Reimbursement of up to $300 per graduate student giving a paper at a meeting, $150 per student for representing the department, but not presenting.

Submitting a Request: To request funding from the department, write a formal letter of request to the Graduate Coordinator and the Chair of the Department. The Graduate Committee will evaluate the request and forward their decision to the Department Chair. The Department Chair will make the final approval and adjustment of funds based on availability of funding. The letter should be signed by the student and their adviser.

The following criteria will be used to make funding decisions for graduate student travel to conferences:

- Is this conference presentation closely related to your thesis and does your advisor support your attendance?

- Does the conference provide you a valuable professional opportunity?
- Have you requested and used funds before? If so, how much? The department will try to distribute funds as widely as possible, but the first two criteria are more important than this third criterion.

X. GRADUATE EVALUATION AND PROGRESS TOWARD DEGREE

The Department of Sociology and Anthropology faculty are aware of the different approaches our students take to finishing their degrees. Progress to degree is therefore monitored on a case-by-case basis with the following criteria in mind: Is the student meeting goals as established by the Graduate School? Is the student meeting goals as negotiated with their primary faculty advisor? Is there evidence of scholarly activity appropriate to the degree to demonstrate this progress? For all students, progress toward completion of degree requirements is determined by the student's primary faculty advisor. Again, the department does not hold specific expectations regarding the pace of an individual student's study but does anticipate steady progress toward degree.

Evaluation Process: Once a year, typically in April, the department graduate committee will facilitate an annual evaluation of graduate student progress. Data included in this review include GPA, but will focus on an evaluation process that includes graduate student self-evaluations as well as evaluations from each student's primary faculty advisor. The goal is for faculty to utilize this information to provide guidance and support for students as they move through their degree program. Each student should expect to discuss his/her overall evaluation with his/her primary faculty advisor.

Written feedback will be provided to the student if the faculty determine that a) the student needs to improve to increase his or her chances of success in their degree program or b) the student needs to work with his or her primary professor to establish more concrete goals and timeline for completion. Students making satisfactory progress will not receive written feedback. Students' continuation in the program is contingent upon successful annual evaluations.

Termination: If, in the professional judgment of the department faculty, a student continues to make unsatisfactory progress, it may become necessary to terminate the student from his or her degree program. Written notification of termination will be sent to the student by the Coordinator of Graduate Studies.

APPENDIX A

Links to Important Information and Forms

- Graduate School Homepage: http://www.ndsu.edu/gradschool/

- Graduate School Catalog: https://catalog.ndsu.edu/graduate/

- All Graduate School forms: http://www.ndsu.edu/gradschool/current_students/forms/

- Plan of Study Template: https://www.ndsu.edu/sites/default/files/2023-06/Masters-POS-Sample.pdf

- Thesis/dissertation preparation guidelines: https://www.ndsu.edu/gradschool/current_students/graduation/papers_theses_dissertations

- Dates/deadlines-academic calendars: https://www.ndsu.edu/onestop/dates-and-deadlines

- Funding opportunities: https://www.ndsu.edu/graduate-school/graduate-assistantships/graduate-funding-options

- Department of Sociology and Anthropology: https://www.ndsu.edu/sociology-anthropology

- Sociology and Anthropology faculty profiles: https://www.ndsu.edu/sociology-anthropology/people/faculty

APPENDIX B

Master's Degree Program Sequence: Sociology and Anthropology

(Assumes full-time status)

First Year

Semester One
1) Select faculty member to serve as major professor/advisor
2) Consult with advisor regarding selection of members for Supervisory Committee
3) Consult with advisor about thesis topic

Semester Two
1) Begin to develop Thesis or Comprehensive Study proposal
2) Complete and file Plan of Study with the Graduate School Office
3) Satisfy any conditional status requirements

Second Year

Semester One
1) Present Thesis or Comprehensive study proposal to Supervisory Committee
2) Complete proposal hearing and obtain Institutional Review Board (IRB) approval for your research project

Semester Two
1) Complete Thesis or Comprehensive Study paper in written form
2) Defend Thesis or Comprehensive Study paper at final oral examination
3) Revise final Thesis or Comprehensive Study paper in accordance with recommendations from supervisory committee
4) Make final arrangements with the Graduate School regarding fees and finalization of manuscript

APPENDIX C

MASTER'S DEGREE COURSE CHECKLIST

Plan A. Thesis Option

Sociology (MS)	Anthropology (MA or MS)	Community Development (MA or MS)
SOC 723: Sociological Theory	Theory Oriented Anthropology Course	CED 709: Foundations in Community Development
SOC 700: Qualitative Methods	Methods Oriented Anthropology Course	CED 711: Principles and Strategies of Community Change
SOC 701: Quantitative Methods		CED 713: Community Development II: Organizing for Community Change
		CED 715: Community Analysis: Introduction to Methods
		CED 717: Community and Regional Economic Policy and Analysis
		CED 719: Community Natural Resource Management
SOC 798: Thesis Credits (6)	ANTH 798: Thesis Credits (6)	CED 798: Thesis Credits (6)
15 Additional Course Credits	18 Additional Course Credits	12 Additional Course Credits
TOTAL CREDITS: 30	**TOTAL CREDITS: 30**	**TOTAL CREDITS: 36**

APPENDIX D

MASTER'S DEGREE COURSE CHECKLIST

Plan B. Comprehensive Study

Sociology (MS)	Anthropology (MA or MS)	Community Development (MA or MS)
SOC 723: Sociological Theory	Theory Oriented Anthropology Course	CED 709: Foundations in Community Development
SOC 700: Qualitative Methods	Methods Oriented Anthropology Course	CED 711: Principles and Strategies of Community Change
SOC 701: Quantitative Methods		CED 713: Community Development II: Organizing for Community Change
		CED 715: Community Analysis: Introduction to Methods
		CED 717: Community and Regional Economic Policy and Analysis
		CED 719: Community Natural Resource Management
SOC 797: Paper Credits (4)	ANTH 797: Paper Credits (4)	CED 797: Paper Credits (3)
18 Additional Course Credits	21 Additional Course Credits	15 Additional Course Credits
TOTAL CREDITS: 30	**TOTAL CREDITS: 30**	**TOTAL CREDITS: 36**

APPENDIX E

MASTER'S DEGREE COURSE CHECKLIST

Plan C. Comprehensive Study

Sociology (MS)	Anthropology (MA or MS)	Community Development (MA or MS)
SOC 723: Sociological Theory	Theory Oriented Anthropology Course	CED 709: Foundations in Community Development
SOC 700: Qualitative Methods	Methods Oriented Anthropology Course	CED 711: Principles and Strategies of Community Change
SOC 701: Quantitative Methods		CED 713: Community Development II: Organizing for Community Change
		CED 715: Community Analysis: Introduction to Methods
		CED 717: Community and Regional Economic Policy and Analysis
		CED 719: Community Natural Resource Management
SOC 799: Exam Credits (3)	ANTH 799: Exam Credits (3)	CED 797: Paper Credits (3)
21 Additional Course Credits	24 Additional Course Credits	15 Additional Course Credits
TOTAL CREDITS: 33	**TOTAL CREDITS: 33**	**TOTAL CREDITS: 36**

APPENDIX F

GRADUATE ASSISTANT EVALUATION FORM

This form is designed to promote and to track communication among graduate assistants, their supervisors, the Department Chair, and the Department's Graduate Committee. Each faculty member who is supervising a graduate assistant should complete this form each semester three weeks prior to final exam week. Faculty members should do this for each graduate assistant he or she has. These completed forms will be given to the graduate assistant and to the Department Chair. The Department Chair will give them to the Graduate Committee.

Information on these forms will be considered in the Committee's recommendations for assistantship renewals from semester to semester. If the graduate assistant wishes to do so, she or he may respond in writing to any comments on this form. These responses should be given to the Department Chair who will forward them to the Graduate Committee.

If the supervisor perceives the performance of the graduate student to be unsatisfactory in some fashion, then the Department Chair should try to arrange a meeting that includes, if at all possible, the Department Chair, the faculty supervisor, and the graduate assistant within a week or two of receiving these forms. (The graduate assistant should receive her or his copy of this form prior to this meeting.) Hopefully, this meeting will provide an opportunity to address any misunderstandings that might have triggered the unsatisfactory evaluation. The Department Chair is encouraged to note the results of this meeting in sending this form on to the Graduate Committee.

Term: _____ Supervising Faculty Member: _____

Graduate Assistant: _____

Rating: _____ Superior
_____ Satisfactory
_____ Unsatisfactory

Comments:

Faculty Supervisor's Signature: Date:

Department Chair's Signature: Date:

Graduate Student's Signature: Date: