

Faculty/Staff Handbook

2024-2025

NDSU Graduate School

106 Putnam Hall
1349 12th. Ave. NW
Fargo, ND 58105

Main office: (701) 231-7033

Fax: (701) 231-6524

Office Hours

Academic Year (Fall and Spring)

Monday-Friday 8:00 a.m. – 5:00 p.m.

Summer Semester and University Breaks

Monday-Friday 7:30 a.m. – 4:00 p.m.



<https://www.facebook.com/ndsugradschool/>



<https://www.instagram.com/ndsugradschool/>

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This publication is available in alternate format upon request. Please contact the owner of the publication (701) 231-5945 or NDSU.GSA@NDSU.EDU.

NDSU Land Acknowledgement

We collectively acknowledge that we gather at NDSU, a land grant institution, on the traditional lands of the Oceti Sakowin (Dakota, Lakota, Nakoda) and Anishinaabe Peoples in addition to many diverse Indigenous Peoples still connected to these lands. We honor with gratitude Mother Earth and the Indigenous Peoples who have walked with her throughout generations. We will continue to learn how to live in unity with Mother Earth and build strong, mutually beneficial, trusting relationships with Indigenous Peoples of our region.

Recent Changes to Graduate College Policies and Procedures

The following policy and procedural changes are effective fall semester 2024.

Policy/Procedure Affected	Explanation/Notes
Graduate Assistantship Policy	Graduate assistants must register for a minimum of six credits each fall and spring, unless they have less than six credits remaining to complete their Plan of Study.
Graduate Tuition Waiver Policy	Revised to reflect university policy changes to tuition waiver requirements
898 Continuing Credit	Fee-based credit for students who have completed all Plan of Study requirements but have not completed their degree. Students with a F-1 or J-1 visa are not eligible for this credit.
Change to Plan of Study	The Waiver/Substitute Course eForm in Campus Connection is now used to update a plan of study.

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Section 1 College of Graduate and Interdisciplinary Studies

The College of Graduate and Interdisciplinary Studies (Graduate College) houses the Graduate School, the Center for Writers and graduate interdisciplinary programs.

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.

Center for Writers

The Center for Writers (CFW) provides no-cost writing support to NDSU undergraduate and graduate students, faculty, and staff. With the goal of developing independent writers, the CFW offers one-on-one consultations, workshops, writing retreats, and facilitated writing groups.

Graduate Professional Skills Academy and the Grad Hub

The NDSU [Graduate Professional Skills \(GPS\) Academy](#) is a free resource that supports graduate students by providing professional development for diverse career readiness and to define and pursue all career goals.

The Grad Hub is a space for graduate students to study, socialize, host events and relax. Located in the Main Library, the space is available during library hours.

Interdisciplinary Graduate Programs

The Graduate College houses the six interdisciplinary programs at NDSU: Cellular and Molecular Biology; College Teaching Certificate; Environmental and Conservation Sciences; Discipline-Based Educational Research (DBER); Genomics, Phenomics and Bioinformatics and Materials and Nanotechnology.

Graduate College Fellowships and Awards

The Graduate College offers funding opportunities for students and departments.

	Funding Announcement	Deadline	Funding Notification
Dissertation Fellowships	Fall – May Spring – Nov.	Fall – June Spring – December	Fall – July Spring – December
Recruitment Awards	Early August	NA	2-3 weeks after submission
Student Travel Funding	Available starting July 1 each year	Prior to travel	7 business days after submission
Teaching and Research Awards	Each academic college facilitates the nomination and awarding process.		

Graduate College Contacts

The Graduate College staff is here to support faculty, staff and students navigate graduate policies processes from applying for admission to degree completion.

Admissions		
Recruitment and Admission Process	Neely Benton	(701) 231-8476 neely.benton@ndsu.edu
Application Processing	Melissa Ostby	(701) 231-7034 melissa.j.ostby@ndsu.edu
Application Materials	Bianca Milz	(701) 231-4301 bianca.m.milz@ndsu.edu
Academic Support		
Agriculture, Food Systems and Natural Resources Health and Human Sciences Arts and Sciences (Arts, Humanities and Social Sciences)	Melissa Selders-Ortez	(701) 231-5945 melissa.seldersortez@ndsu.edu
Business Engineering Interdisciplinary Studies Arts and Sciences (Science and Mathematics programs)	Hali Emerson	(701) 231-8547 hali.emerson@ndsu.edu
Professional development programming (GPS Academy)	Matthew Warner	(701) 231-6456 matthew.b.warner@ndsu.edu
Operations		
Graduate assistant contracts and addendums	Cassandra Pennings	(701) 231-4303 cassandra.pennings@ndsu.edu
Center for Writers		
Center resources, workshops, consultation information	Stephen Disrud	(701) 231-5631 stephen.disrud@ndsu.edu
Disquisition format reviews	Drew Taylor	ndsu.disq.processor@ndsu.edu

Section 2 **Role of the Department**

Departments are the primary contact for graduate students and provide guidance and support throughout their studies. Departments have responsibilities in keeping curriculum up to date, advising, recruitment and retention, and career development. The Graduate College is a key partner in these endeavors and can collaborate with faculty, staff, and students to facilitate the success of graduate programs at NDSU.

Graduate Program Coordinator

Each graduate program must identify a graduate program coordinator (GPC). This person is entrusted by an academic department to oversee the operations and procedures of the graduate programs of that department. After an advisor, the graduate program coordinator is the next person that a graduate student should contact to resolve questions and to clarify processes related to the graduate programs of that department.

Student Recruitment

The Graduate School supports departments with general recruitment activities such as participating in graduate school fairs. There is a [Recruitment Toolkit](#) available to departments.

Here are some tips to help with graduate recruitment.

- Keep your program website up to date as prospective students reference program websites more than our information pages in the University Catalog
- Follow up with potential students when they email or call
- Collaborate with the Graduate School for recruitment assistance. The Graduate School also offers funding awards to support program recruitment efforts.

Student Orientation

Incoming students may be new to graduate school, even new to NDSU and the Fargo-Moorhead area. The Graduate School offers an online orientation for incoming students and a welcome event in the fall and spring semesters. If possible, a program (or college-level) orientation may give incoming students a sense of support and community at NDSU.

Program Handbook

Departments should provide students with a program handbook that includes program-specific policies and requirements for degree completion. The handbook should include a link to the University Catalog to reference the most current university and Graduate College policies.

The handbook should be posted, accessible to students, and updated at least once a year. Any curriculum updates must be made in CourseLeaf, approved by through the governance process, and should be added to the handbook after approval.

Student Research Compliance

Programs and advisors are responsible for ensuring students are in compliance with research protocols (e.g. IRB, IACUC, IBC). Any research conducted by a student who is not in compliance cannot be used in the student's disquisition.

Academic Support Specialist

Academic Support Specialists are a resource for faculty, staff, and students to answer questions about policy and requirements. Academic Support Specialists can address issues individually, but the Academic Support Team, including the GPS/Grad Hub coordinator can also speak in classes, attend department meetings, and meet with student groups. Your Academic Support Specialist is responsible for monitoring degree progress and completion, processing forms, and enforcing policy.

UNIVERSITY AND GRADUATE COLLEGE POLICIES

The Graduate School follows university policies and procedures as listed in the [Academic Policies](#) section of the University Catalog.

Specific policies governing graduate studies are also in the [University Catalog](#). Policies in the catalog cover issues/topics such as:

- Admissions Plan of Study and Supervisory Committee
- Assistantships
- Enrollment
- Degree completion deadlines
- Graduate faculty and affiliate graduate faculty, including lists

Section 3 Admissions

The Graduate School admissions processes application materials, implements admissions policies, and collaborates with programs to ensure all prospective graduate students are treated equitably.

Admissions policies, whether they are set by NDUS or NDSU Graduate School, are adhered to closely. These policies maintain the integrity of our admissions process. Programs should be familiar with the following admissions policies and information.

Application Materials

Official Transcripts

- Applicants must submit official transcripts (or transcript evaluations from universities outside the U.S) for each university they attended
- Applicants do not need to request transcripts from any NDUS institution; the admissions team has access to these transcripts
- Any applicant with a two or three-year Bachelor's degree (from outside the U.S.) is required to submit a transcript evaluation

Application Fee

- Application fees are only waived for McNair Scholars and Native American applicants

English Proficiency Test Scores

- International applicants are required to submit official TOEFL, IELTS, or Duolingo language test scores; unless they earned a degree in or are from a country listed on our exempt countries list ([Details here](#))
- Minimum language scores for admission consideration are required without exception
 - TOEFL minimum – 71
 - IETLS minimum – 6
 - Duolingo minimum – 105
- Teaching Assistants must achieve higher scores for TA eligibility; see [University Catalog](#) for details

Recommendations

- Most programs require three recommendations
- Programs may waive recommendations as desired

GRE or Other Standardized Tests

- Programs that require GRE or GMAT list the test requirement on their University Catalog page
- Programs may waive this test requirement as desired

Deadlines

Program deadlines must be listed on program University Catalog pages and program web pages and updated as needed. Programs may permit applicants to apply after the deadline if desired. However, we enforce the following deadlines for all international applicants.

Fall Semester

- Applications must be submitted by May 1
- Application review must be completed by June 1

Spring Semester

- Applications must be submitted by Oct. 1
- Application review must be completed by Nov. 1

In most cases, international applicants are not permitted to apply for summer entry.

Application Review

Entering admission (and funding) decisions in a timely manner is the most effective thing programs can do to recruit promising students.

Holistic admissions review is a best practice to ensure an equitable admissions process and to enroll more students from underrepresented groups.

Programs should enter decision information for all complete application files in a timely manner – this includes denials. Graduate School will not move applications to a future term unless the program expects to have an opening for that applicant in a future term.

Admission Status

Conditional Admission Status

Students in conditional standing do not meet all requirements for admission; however, they show potential for successful graduate study. Conditions for admission include:

- An undergraduate cumulative grade point average (CGPA) below 3.0 at the time of admission.
- Pre-requisite coursework for graduate courses.
- Completion of bachelor's degree (NDSU students admitted to accelerated degree programs)

Students admitted conditionally to a graduate program cannot earn more than 12 graduate credits prior to completing the conditions of admission. However, an exception to this policy enables programs to allow students admitted to an accelerated degree program to earn up to one-half of their required program's graduate credits while in conditional standing. Graduate credits earned beyond 15 while conditionally admitted may not be eligible for undergraduate financial aid and would be charged at the graduate tuition rate.

Students admitted under conditional status are automatically placed on academic warning until the conditions of admission are met (see [Academic Standing](#)).

Section 4 **Student Enrollment and Academic Standing**

Continuous Enrollment

Graduate students must register for at least one graduate level credit each semester (fall and spring) until all degree requirements are complete, including the Graduate School disquisition format review.

- Students with a graduate assistantship must register for at least six graduate credits, fall and spring semesters, to maintain their assistantship.
- Plan C students must be registered for the semester in which they graduate, even if all coursework requirements have been completed. (see [898 credit](#))
- Summer registration is required for students completing a preliminary or final defense during the summer semester.
- International graduate students must follow the guidelines set forth for visa compliance.
- Students must be properly admitted and fully enrolled to attend classes.
- Students that do not register by the fourth week of the semester, fall and spring, will have their graduate career discontinued for non-enrollment.

Credit/Course Load

Graduate student full time status is 9 or more credits per semester. Half time is 5 credits per semester. In some circumstances, a student with a 20 hours per week assistantship and registered for six or more graduate credits may be considered full-time. Students needing to be full-time for loan deferment, financial aid or other reasons should contact those organizations to determine what they consider to be full-time status.

Students may take up to 15 graduate credits each semester. In exceptional circumstances, students may petition to take more than 15 credits a semester. Students wanting to exceed the credit limit must submit the [Over 15 Credit Petition](#) form

898 Continuation Credit

The new 898 continuation credit is a fee-based credit designed for students who may need to enroll in graduate credits where other courses may not apply. This may pertain to students who have completed all degree requirements except for the disquisition or who are returning to graduate studies after an absence but did not file for a Leave of Absence.

Students with an F-1 or J-1 visa cannot use 898 credits to maintain their visa status.

Students registered for 898 credits only will have access to NDSU/US email, NDSU web resources, NDSU Libraries, IT Help Desk, and the Career and Advising Center. Student Health Services, student tickets for athletics and the Wellness Center are not available with these credits.

Leave of Absence and Reactivation

A student may request a [leave of absence](#) to put their studies on hold for up to four semesters (fall and spring).

- Students must request a leave of absence before the semester's fourth week.
- A student may take multiple leaves during their graduate career; however, a leave does not affect the completion deadline [of seven years for a certificate or master's student and 10 years for a doctoral student](#).
- A Reactivation form must be submitted to return to graduate studies.
 - Students who have not filed a leave of absence must also register for one 898 credit for each semester they were not enrolled (fall and spring semester).
- Students who step away from graduate studies for more than four semesters (fall and spring) must reapply to the Graduate School, which includes an application fee for the re-application.

Students who do not wish to continue with their studies should complete the request to [Withdraw from Graduate School form](#). The student is responsible for informing their advisor, graduate program coordinator, and assistantship supervisor of their intention to withdraw from graduate studies.

Family and Medical Accommodation Policy

Students experiencing a serious health condition or needing to provide care to a new child or a seriously ill family member may request modified assistantship duties and an extension to complete their preliminary examination, final defense and/or complete the disquisition format review process.

The full policy is in the [University Catalog](#).

Registration Holds

Registration holds are placed on a student's account for many reasons. The most common holds for graduate students are:

Financial Obligation Agreement (FOA)

Students must access, review and accept the FOA prior to registration for *each term of enrollment* in Campus Connection

Graduate School Hold (GSH)

A student must submit additional information, such as final transcripts and/or the degree certificate, to the Graduate School before they register for courses.

Conditional Admission (CNA)

Conditionally admitted students will have a hold on their, starting the semester after their admission term, on their registration each semester until the conditions of admission have been met.

Graduate Academic Standing (GAS)

The student has been placed on academic warning or academic probation. Registration is prevented until the current semester's grades post and their cumulative GPA is 3.0 or above.

Academic Standing

Graduate students must maintain good academic standing during their academic career. To be in good academic standing and to receive a graduate degree, a student must have a cumulative grade point average (GPA) of at least 3.00.

- Grades of A, B, C or S may be used to fulfill graduation requirements.

Academic Warning

Academic Warning status is given to students admitted conditionally or if a current student's cumulative GPA decreases to less than 3.00 at any time of attendance are placed on Academic Warning. A student on Academic Warning

- cannot register for courses for the following semester until the grades for the current semester post
- may have a graduate assistantship

If the cumulative GPA for a student on academic warning remains below 3.00 for the subsequent semester of registration, is placed on Academic Probation.

Academic Probation

- Students on *Academic Probation* may not continue their studies until an acceptable remediation plan is filed and approved by the Graduate School.
 - If an acceptable remediation plan is not received in time for registration for the subsequent semester or if a student does not return to good academic standing in the time frame on the plan, the student will be dismissed from the Graduate School.
 - Dismissal appears on the student's official academic transcript.
- Students on *Academic Probation* do not qualify for an assistantship and will be removed from any graduate assistantship.

If a student has earned more than two grades of C, D, F or U departments may dismiss a student on the grounds that the student is not making academic progress.

Section 5 Graduate Council

The Graduate Council is a group of graduate faculty and graduate students responsible for formulating, reviewing, disseminating, and monitoring the implementation of policies and procedures concerning graduate education at North Dakota State University.

Membership

The Graduate Council is composed of:

- Dean of the College of Graduate and Interdisciplinary Studies, ex-officio member
- Graduate Council Chair
- Academic College Representatives (10 members)
 - Each academic college has two representatives, either appointed by the academic dean or elected by the members of their faculty
- Dean of the College of Graduate and Interdisciplinary Studies Faculty Appointments (4 members)
 - Interdisciplinary programs representative
 - Three other faculty representatives
- Graduate Student Representatives (2)
 - Graduate Student Council representative
 - Graduate student appointed by the Dean of the College of Graduate and Interdisciplinary Studies

Current Graduate Council membership may be found on the [Graduate School website](#).

Graduate and Affiliate Graduate Faculty

All tenured or tenure-track Assistant Professors, Associate Professors, or Professors in an academic unit or program area at NDSU are considered full-status members of the NDSU Graduate Faculty.

A full-status member of the Graduate Faculty may teach graduate courses, chair supervisory committees, vote at graduate faculty meetings and serve as a member of supervisory committees, graduate student appeals committees, the Graduate Council or in any other capacity as required.

For an adjunct faculty member to serve on graduate student committees and teach graduate courses they must be nominated and approved for an AGF appointment.

Affiliate Graduate Faculty

Other qualified individuals who are not Full Graduate Faculty members may contribute to the scholarship and professional development of our graduate students. Departments and programs may nominate these individuals for Affiliate Graduate Faculty status. Nominations are reviewed by a Graduate Council committee and voted on by the full Council membership.

The nomination process, a description of the AGF levels and eligibility requirements and term information are posted in the [University Catalog](#).

Section 6 Graduate Degree

Credit Requirements

	Master s Plan A	Master Plan B	Master s Plan C	Ph.D./Ed.D	DMA	DNP
Minimum Credits * (post-baccalaureate)	30	30	30	90	86	90
Didactic Credits**	16	21	N/A	27 (15 of 7-800 cr.)	N/A	N/A
Research Credits	6-10	2-4	N/A	No max/min.	4	6
Years to complete coursework and final defense (including transfer credits)	7	7	7	10	10	10

** **Didactic courses** are those courses approved for graduate credit numbered 601-689, 691; 700-789, 791; 800-889, 891. Courses numbered 690, 692-699, 790, 792-799, 890, 892-899 are considered special or experimental courses and are not to be included as didactic courses on a plan of study.

Plan of Study and Supervisory Committee

Plans of Study

All graduate programs should have an approved program curriculum in CourseLeaf. Programs with well-defined curriculum have, or will soon have, their curriculum requirements built in Campus Connection, just as undergraduate curriculum is. Students are expected to follow this approved curriculum and do not submit a Plan of Study form.

Plan of Study forms are required for programs whose curriculum requirements are not built in Campus Connection.

Deviations from the curriculum, whether in Campus Connection or the Plan of Study form, are made by using the [Substitute/Waive a Course eForm](#) in Campus Connection. All changes must meet the program and Graduate School requirements.

Transfer credit

Credits are transferred at the time the Plan of Study is submitted or when the [Substitute/Waive a Course eform](#) is submitted. An official transcript with the transfer credits and the posted grades must be received by the Graduate School prior to the submission of the Plan of Study or Substitute/Waive a Course eform is submitted.

Graduate transfer credits are not evaluated for course equivalencies. It is the responsibility of the advisor, graduate program coordinator and/or the department chair to determine if the courses a student wants to transfer fulfill program requirements and if the credits are eligible for transfer per the [master's transfer policy](#) or [doctoral transfer policy](#).

- NDSU credits are not considered transfer credits, even if they were taken as part of another degree program.
- The credits from a completed master's degree being used towards completing a doctoral degree will be transferred and reflected on the NDSU transcript.

Supervisory Committee

Programs without a Plan of Study form requirement must submit a Supervisory Committee form, preferably by the end of the student's second semester.

	Master's Plan A & B	Master's Plan C	Doctoral
Number of Required Members	3	1	4
Advisor (full or affiliate graduate faculty at appropriate level)	✓	✓	✓
Member 2 or Co-Advisor (full or affiliate graduate faculty member)	✓	NA	✓
Member 3 (full or affiliate graduate faculty or non-faculty expert)	✓	NA	✓
Graduate School Representative (GSR) (full graduate faculty member)	NA	NA	✓

Advisor

The advisor helps the student develop a Plan of Study to align with the student's desired professional goals, help the student identify supervisory committee members, provide support in the growth of the student as a professional, and oversee the student's final project or final examination.

The advisor-student relationship must be mutually acceptable. If an advisor is unable to continue as the student's advisor, the department should have a policy that outlines the student's responsibility in finding a new advisor and the assistance the department will provide to do so.

If an advisor leaves NDSU, they may remain the advisor for up to one year after leaving NDSU. After one year, the student must find a new advisor, or the department must nominate the advisor for the appropriate affiliate graduate faculty status.

Non-faculty Experts

Any committee member who is not a full or affiliate graduate faculty member must be approved by the Graduate School. The following documentation must be attached to the Plan of Study or Change to Supervisory Committee form for approval.

- letter of support from the department chair explaining how the expert will contribute to the committee
- curriculum vitae (CV)

Graduate School Representative (GSR) (doctoral students only)

The Graduate School Representative serves on a supervisory committee as a conflict-free member that ensures Graduate School policies and procedures are followed by the student and committee members. The GSR does not need to be able to evaluate content. The GSR must

- be full graduate faculty from outside of the advisor's home department
- not be affiliate with the student's academic program
- be clear of conflicts of interest

GSR Eligibility requirements are found in the [University Catalog](#).

Changes to Supervisory Committee

Advisor or Supervisory Committee changes can be made with the Change to Supervisory Committee form. All changes must meet Graduate School requirements.

If a faculty member leaves NDSU, they must be replaced on the committee or be approved as an affiliate graduate faculty member. However, the GSR on a doctoral committee must be a full graduate faculty member at NDSU.

Preliminary Examination and Final Defense

Students planning to take their oral preliminary examination and/or final oral defense must submit the Notification of Scheduled Examination a minimum of **7 days prior to the date** of the oral preliminary examination and/or final oral defense. **This is a hard deadline.** Forms not received by the deadline will not be processed.

A defense cannot take place until approval from the Graduate School is received. A defense that takes place without Graduate School approval is considered void and must be retaken following the seven-calendar day deadline.

- It is the student's responsibility to notify the Graduate School if their defense does not take place as scheduled and to complete a new Notification of Scheduled Examination.

Supervisory committee members must receive a student's master's paper or thesis at least seven calendar days before the final defense. The supervisory committee may cancel the defense if this requirement is not met.

If one supervisory committee member cannot participate in the final defense, the defense may be held; however, their absence is considered a "Disapproval" of the student's defense. If more than one supervisory committee member cannot participate in the final defense, the defense must be rescheduled.

A negative vote by two or more members of the student's committee will signify failure of the defense.

- With the approval of most of the supervisory committee, the student may repeat the examination/defense, at least 30 calendar days after the failed examination/defense.

The Report of Preliminary Examination and **Report of Final Defense** must be received by Graduate College within 14 calendar days following the defense. If the form is not submitted within 14 calendar days, the defense is considered void and must be rescheduled.

The Report of Final Defense has two functions, record the outcome of the oral defense and indicate the changes the student has been asked to make to their disquisition. The advisor and supervisory committee should not hold the form until the student submits a revised document. The signed Approval Page is the committee's notification to the student and the Graduate School that the revised document meets their expectations and can be submitted for format review.

	Masters Plan A	Masters Plan B	Masters Plan C	Ph.D. /DMA	DNP
Plan of Study	End of the second semester of study				
Notification of Oral Preliminary Examination	NA	NA	NA	7 calendar days before the exam date	NA
Report of Oral Preliminary Examination	NA	NA	NA	14 calendar days after the exam date	NA
Notification of Final Defense	7 calendar days prior to the exam date		NA	7 calendar days before the exam date	
Report of Final Defense	14 calendar days after the exam date		NA	14 calendar days after the exam date	

Degree Completion

Masters Plan A, Plan B and Doctoral Students

The final defense isn't the last step to graduation. The final requirement for degree completion is the format review process. The format review process is completed with the Thesis and Dissertation Coordinator at the Center for Writers. Contact Drew at ndsudisq.processor@ndsu.edu for assistance.

Prior to submitting the disquisition for format review, the following items must be received by the Graduate School.

- Report of Final Defense

- IRB/IACUC/IBC Compliance Notification – this form is required of all students even if their research did not involve human subjects, live vertebrate animal, or biohazards.
- Signed Approval Page
- **\$175 disquisition processing fee**

Students have one (1) calendar year from the date of the final defense to complete the Graduate College disquisition format review process and all other degree requirements.

- If the deadline is not met, the student must repeat the final defense.
- If two or more calendar years pass, the student must reapply to Graduate College, retake the final defense, and register for a minimum of two (2) credits.

Students must submit the Intent to Graduate Survey by the posted deadline semester in which they plan to defend or complete degree requirements.

Submitting the survey will prompt a graduation audit and commencement ceremony information to be sent.

Plan C Master's Students

By the last day of the semester in which all coursework has been completed, the student must submit the Graduation Application. A \$25 processing fee will be applied to the student's account in Campus Connection.

Commencement

Graduate students may participate in the commencement ceremony at the end of the semester in which they successfully complete their final defense or the semester in which the degree requirements are completed.

- Students completing degree requirements in the summer semester may participate in the prior May ceremony or the following December ceremony. The exception is made for summer graduates only.

Section 7 Graduate Assistantships and Tuition Waivers

Tuition

Once registered, a graduate student is responsible for all tuition and fees. A student receiving a tuition waiver must pay any differential tuition and student fees. Tuition and fee schedules for the current year are published to the One Stop website

<https://www.ndsu.edu/onestop/accounts/tuition/>.

Payment plans are available. For more information on fee payment options, browse the [payments methods](#) page.

Graduate Assistantships

Students may be offered a graduate assistantship at the time of admission or after they arrive on campus. Assistantships may involve research, teaching or administrative service.

To be eligible for an assistantship the student must

- Be degree seeking
- Be in good academic standing
- Enroll in a minimum of 6 credits during the fall and spring semester
 - This policy does not apply if the student has fewer than 6 credits remaining to complete their program of study.
 - Departments may require students to register for more than 6 credits to hold an assistantship
 - Students seeking a summer assistantship must be enrolled for a minimum of 6 credits either during the spring prior or fall term immediately after the summer fellowship; summer enrollment is not required for a summer term assistantship.
- Complete the [graduate assistant onboarding](#) process
- Read and adhere to the [graduate assistantship policy](#)
- Complete training requirements

Onboarding

The steps below must be completed to ensure a student may start their assistantship and receive their stipend.

- Graduate Assistant Contract
- Background check (if required)
- I-9 Submission for new hires
- Complete required trainings

- Except for the Equal Opportunity/Title IX training, all required training will be assigned to the student in Vector Solutions System.

Tuition Waivers

Tuition waivers may be offered to students receiving a qualifying graduate assistantship or fellowship and are governed by the specific tuition waiver policies of the granting academic college.

Qualifying graduate assistantships must be at least 10 hours a week and may not exceed 20 hours a week (see previous page) and must total 160 hours during spring and fall semesters.

- Students who, for any reason, do not complete a minimum of 160 hours in a given semester will not be eligible for that semester's waiver and will be billed for the tuition.
- Partial tuition waivers are not given if the student works fewer than the minimum hours (160) required per semester.

Tuition waivers cover base tuition for NDSU graduate credits only. Students are responsible for differential tuition, student fees, and tuition for non-graduate level credits taken or Cooperative Education credits.

Tuition waivers are applied to student accounts following completion of required training.

Modified Assistantship Duties

“Modified duties” means a change to assistantship duties and goals without reduction of stipend for a limited period of time. A graduate assistant taking modified duties will still be at a 100% workload and 100% stipend; however, the nature of the responsibilities for this time period will be adjusted.

All eligible students will be granted a Parental Accommodation period for up to six weeks immediately following the birth of a child or the adoption of a child under the age of 6 for which the student has parental responsibilities.

Modified duties agreements must conclude within 12 months.

