

I.D. No. \_\_\_\_\_

**To the Student:**

Check here if this is a revision of a previously approved program.

Please read the instructions on the reverse side of this page.

This document consists of two forms (89a, 89b). Print or type to complete the appropriate sections of both forms. Complete the top half of this form (89a), including the name of your adviser(s). Complete form 89b and have it signed by your adviser(s) and by the Director of Graduate Studies (DGS) for your minor field, if declared.

Proposed committee members must be contacted and must agree to serving on your examining committee. Confer with your DGS to determine what responsibilities you have in this regard.

Submit both forms to your major field DGS (along with the names of the proposed committee members) for his/her signature. After departmental recommendation by the DGS, submit all forms to The Graduate School, 316 Johnston Hall for final approval.

Last Name	First	Middle
University of Minnesota E-mail address		

Degree Sought
Major
Track (if applicable)
Minor (if declared)

**Student Signature/Date** \_\_\_\_\_

**Name(s) of Adviser(s)** \_\_\_\_\_

**Master's Degree Only (Check One)**

Plan A  Plan B  Coursework Only

**Or, if Professional Engineering Degree**

Design Project Track  Coursework Track

**To the Director of Graduate Studies:**

This document consists of two forms (89a, 89b). After the student has completed the appropriate sections of both forms and has obtained signatures as described above, it is ready for your review.

Please list below your recommendations for the student's examining committee. All committee members must hold the appropriate appointment on The Graduate Faculty Roster ([http://www.grad.umn.edu/faculty\\_rosters/faculty.html](http://www.grad.umn.edu/faculty_rosters/faculty.html)). Please be sure to indicate who will serve as chair. For master's and specialist certificate final examining committees, the chair must hold at least a Member Advising (MA) or Affiliate Member Advising (AMA) appointment on the Graduate Faculty Roster. For the doctoral preliminary oral examination, the chair must hold a Senior Member (SM) or Affiliate Senior Member (ASM) appointment on the graduate faculty roster. (Note: members of the final oral examination for the doctoral degree are recommended on the Thesis Proposal form GS 63.)

Sign form 89b to indicate your recommendation of the student's program of coursework. Sign below to indicate your recommendation of the student's proposed examining committee. **Note that by signing below, you certify that all proposed committee members have been contacted (by the student, by the adviser, by the Director of Graduate Studies, or by other means established for students in your major field) and that all proposed members have agreed to serve on this student's examining committee.**

**The Graduate School's minimum requirements for composition of examining committees:**

Master's final examination: 3 examiners -2 from major; 1 from outside the major (minor if declared)

Specialist Certificate final examination: 3 examiners -all 3 can be from major; a minimum of 2 from the major

Doctoral preliminary oral examination: 4 examiners -3 from the major; 1 from outside the major (minor if declared)

**Examining Committee Recommendations:**

Major Field Examiners

Minor, Related Field, or Supporting Program Examiners

	Chair
_____	_____
_____	_____
_____	_____
_____	_____

_____
_____
_____
_____

Signature, Director of Graduate Studies  
GS #89a-Rev 06/07

Date

## INSTRUCTIONS

Please print or type to complete the appropriate sections of the forms.

When completing the form, be sure to:

- Refer to the current Graduate School *Catalog* to confirm that the completed degree program form you are submitting meets all minimum Graduate School degree requirements. The *Catalog* is available on the web at <http://www.grad.umn.edu/catalog/index.html>.
- Review your major field's handbook to confirm that your degree program meets all major field requirements. Check your major field's web site for an online version of its handbook or contact your graduate program office to obtain a hard copy.
- Consult with your faculty adviser and the Director of Graduate Studies (DGS) of your major field when completing the degree program form to ensure that your requirements are met.
- Consult with the DGS of your minor field (if you are formally declaring a minor) about minor-field requirements.

**Coursework Section of the Degree Program Form-Include only courses that will be used to meet degree requirements.**

*For every course included –*

- Check the "major field course" or "other program course" column as appropriate. "Other program course" refers to related field, supporting program or minor field coursework. (Please note that a course cannot be used to meet both "major field" and "other program" course requirements.)
- Include the designator (the departmental abbreviation and the number of the course), course title, number of credits, grade (if completed), and name of the instructor (or name of the institution, if the course is transferred from outside the University of Minnesota).

*For transfer coursework –*

- Refer to the current Graduate School *Catalog* for information on transfer policies.
- List any transfer courses you propose to use towards your degree requirements **first** on the degree program form; i.e., above and separate from your University of Minnesota Graduate School coursework.
- Official transcripts of the work must be attached to the Degree Program Form unless they have already been included in your Graduate School file (with grades posted) for the proposed transfer work.

*For University of Minnesota Graduate School coursework –*

- List *chronologically* (by term and year taken) the University of Minnesota Graduate School courses (both completed and proposed) used to fulfill your degree requirements.
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### Thesis Credit Requirement

Master's students pursuing a Plan A, and master's of engineering students pursuing the design project track, must include master's thesis credits (10 semester credits of 8777) on their degree program forms. Students pursuing a PhD or EdD degree must include doctoral thesis credits (24 semester credits of 8888). DMA students should consult with their graduate program office or The Graduate School to determine their thesis credit requirement.

Thesis credits are not calculated in any of the course credit totals at the bottom of GS#89b.

Pre-doctoral thesis credits (8666) *cannot* be used to meet the coursework or the thesis credit requirements.

### Students first registered in The Graduate School prior to Fall 1999

Please confer with your adviser, DGS, or The Graduate School staff if you have questions about including pre-Fall 1999 (quarter-based) coursework on your degree program form.

### Committee Assignments

Refer to the instructions on GS#89a concerning the assignment of committee members or see The Graduate School's website: [http://www.grad.umn.edu/current\\_students/examiningcommitteesnew.html](http://www.grad.umn.edu/current_students/examiningcommitteesnew.html).

### Signatures

The major adviser (and co-adviser, if applicable) signs the GS#89b form. The DGS signs both the GS#89a and GS #89b forms. If a minor is declared, the DGS for that field also must sign the GS#89b forms.

### Notification of Approval

After The Graduate School reviews and approves your degree program form, copies will be sent to you and to the major field DGS. *Please retain a copy for future reference.*

### Responsible Conduct of Research

Be advised that all major fields require education in the responsible conduct of research and scholarship, whether through formal coursework or informal means, and most major fields (and formally declared minors) have additional requirements. Please be sure to consult with your DGS and faculty adviser concerning these requirements.

If your research involves human or animal subjects, radioisotopes, hazardous chemicals, or other activities subject to University or governmental regulation, you should be prepared to discuss with your committee your awareness of the regulatory requirements and whether you have complied with them or have plans to do so.