

**Master of Science in
Engineering Management
(MSEM)**

Student Handbook

2004 - 2005

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1. Introduction

The purpose of this handbook is to provide a reference to students on matters specific to the Master of Science Graduate School Program in Engineering Management. Future and current Master of Science in Engineering Management (MSEM) students should use it as a guide to effectively complete the Graduate School requirements for the program in a timely manner.

College graduates and practicing professionals alike will benefit from coursework taken to meet the MSEM Program requirements. The mission of the Engineering Management Program at the University of Minnesota Duluth is to “provide tools for practicing engineers to more effectively manage technology, people, and information in their careers to ensure growth, competitiveness, ethical decision-making and environmentally responsible behavior”. Students who seek and complete the MSEM degree requirements will be able to apply learned ideas from the classroom to their jobs, allowing them to be more effective and successful in their careers.

This handbook is not intended to be a substitute for information carried by the University of Minnesota Duluth (UMD) Catalog, the University of Minnesota Duluth Graduate Student Handbook, the University of Minnesota Graduate School (GS) Catalog, the University of Minnesota Guidelines for Graduate Assistants, the University of Minnesota Board of Regents website, the University of Minnesota Human Resources website or the information available through the UMD Graduate School’s website, but rather as a supplement to those sources.

This handbook contains various references to acronyms, Graduate School forms and websites. The Appendices contain an alphabetical listing of form identities

(Appendix A), acronym identities (Appendix B), website identities (Appendix C) and a MSEM student evaluation form that can be used by Advisors (Appendix D).

2. MSEM Program Description

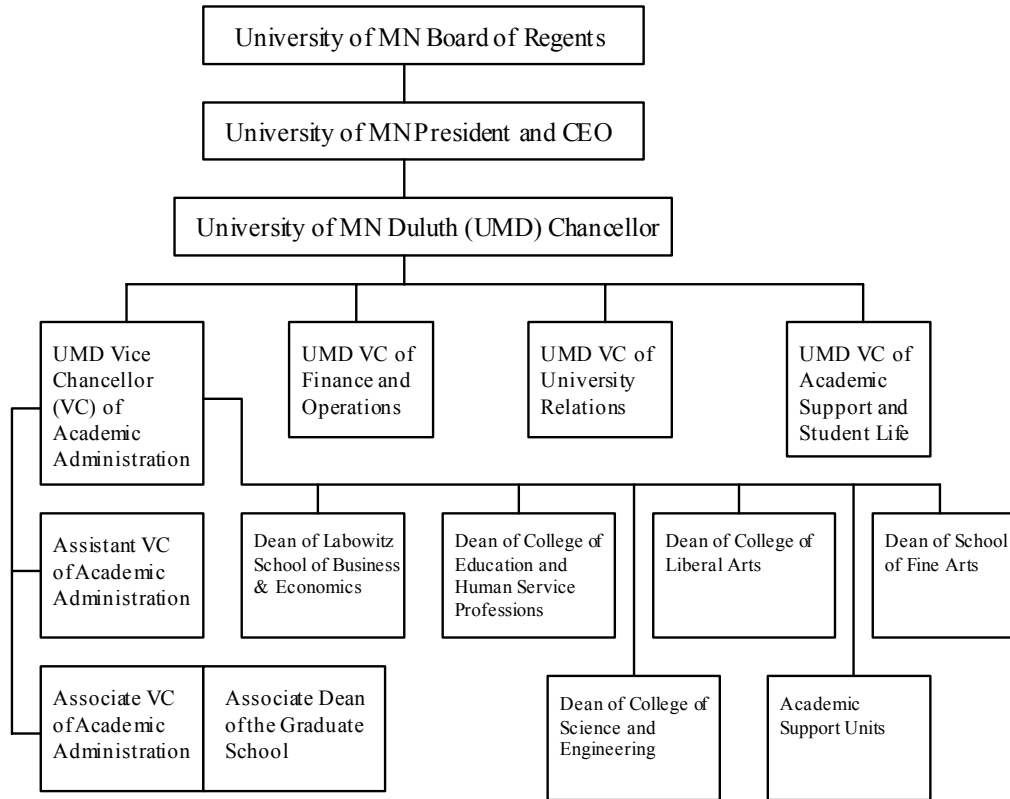
The MSEM Graduate School Program offers both the Plan A and Plan B Master of Science degree options. The Plan A option is designed for students who may wish to pursue a doctoral degree in Engineering Management upon completion of their Masters whereas the Plan B option is designed more for the working professional. Engineering Management courses are generally offered in the evenings to accommodate working and/or part time students.

2.1 Organizational Charts

An autonomous Board of Regents consisting of twelve individuals appointed by the state legislature governs the University of Minnesota. The University of Minnesota President and Chief Executive Officer also serves as the head of the Board of Regents. The University of Minnesota Duluth (UMD) is a coordinate campus of the University of Minnesota and is administered by a Chancellor who reports directly to the University President. The UMD campus is organized into four general areas with each area headed by a Vice Chancellor (VC) who reports directly to the Chancellor. The organizational chart is depicted in Figure 1. Additional areas of responsibility are given for the UMD VC of Academic Administration and include five undergraduate colleges/schools, each headed by a Dean that reports to the VC, and several academic support units. UMD also employs one Assistant VC of Academic Administration and

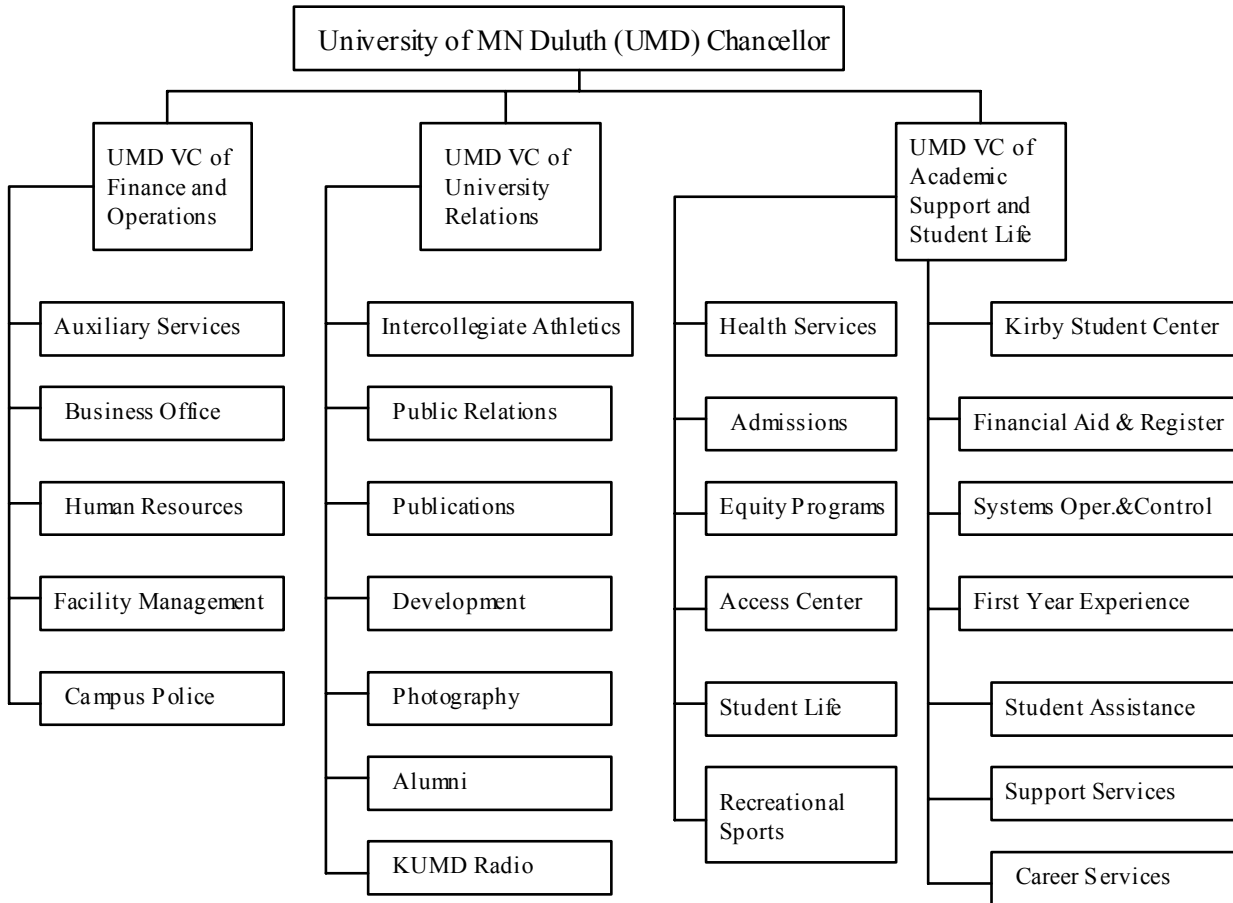
one Associate VC of Academic Administration who is also the Associate Dean of the Graduate School Office at UMD.

Figure 1 – Organizational Chart for the University of MN Duluth Campus.



Areas of responsibility for the UMD VC of Finance and Operations, VC of University Relations and VC of Academic Support and Student Life are provided in Figure 2. Graduate students will benefit by becoming familiar with the areas administered by each VC in the event they encounter unresolved problems pertaining to their educational experience. Some of the common services students may use are Human Resources, Athletics, Health Services, Sports, Financial Aid and Registrar, and Career Services.

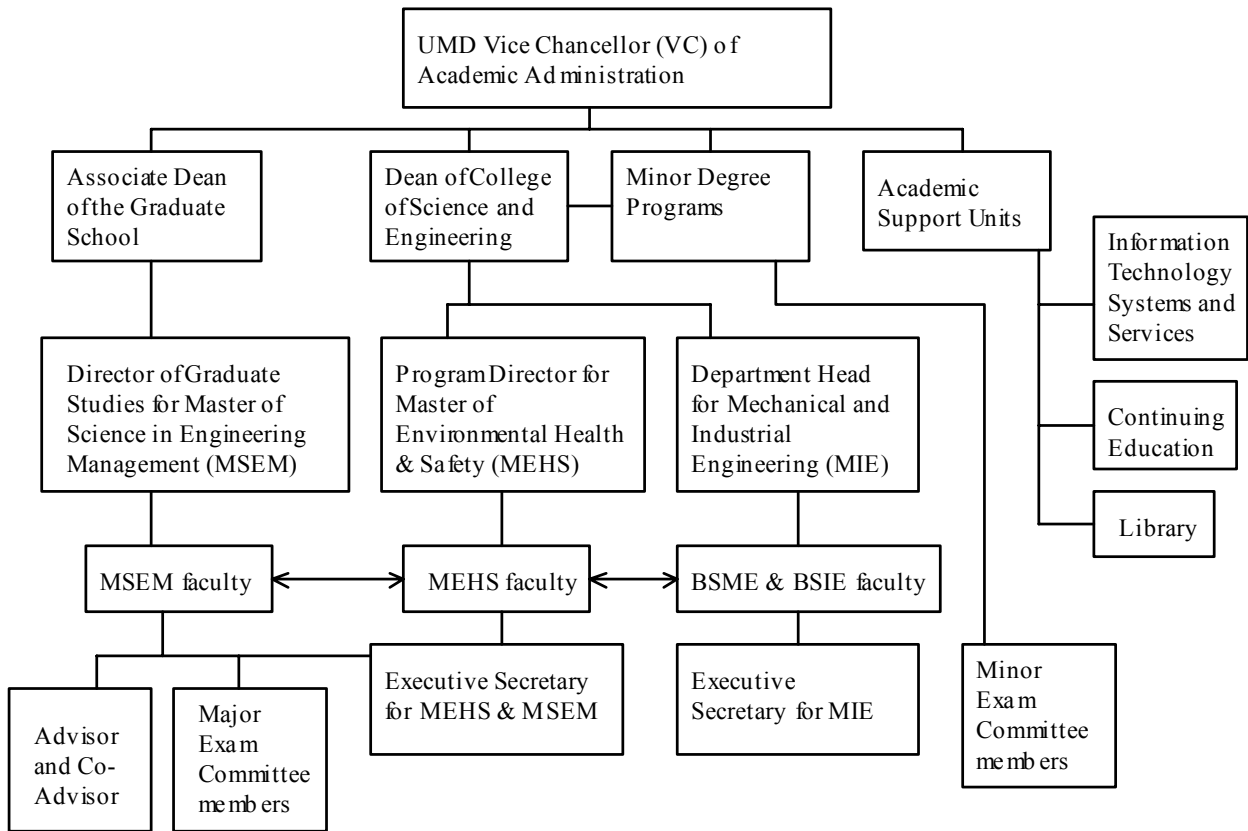
Figure 2 – Organization Chart for UMD VC's Areas of Responsibility.



The UMD VC of Academic Administration has responsibilities that include the UMD Graduate School, College of Science and Engineering, and Academic Support Units that encompass Continuing Education and the Library. The organizational chart is given in Figure 3 and shows where the Engineering Management Program is located in relation to the organizational structure of the University. Note that the Mechanical and Industrial Engineering Department (MIE) manages two undergraduate degree programs, one Master's certificate program and the Graduate School Master of Science

in Engineering Management Program. The MSEM Program utilizes specific policies, procedures and requirements set forth by the UMD Graduate School.

Figure 3 - Organization Chart for the UMD VC of Academic Administration.



MSEM, MEHS, Bachelor of Science in Mechanical Engineering (BSME) and Bachelor of Science in Industrial Engineering (BSIE) faculty have offices in the Mechanical and Industrial Engineering Department. MEHS, BSME and BSIE faculty may also teach MSEM coursework in the future. The Executive Secretary for the Master of Environmental Health and Safety Program also handles MSEM matters and requests for Financial Assistance.

Continuing Education (CE) assists with publications for and marketing of the MSEM Program brochure. Application to the MSEM Program may be done only through the University of Minnesota Duluth Graduate School. Students that have not been admitted to the MSEM Program through the Graduate School may take MSEM coursework by registering through CE. Students may transfer up to 40% of MSEM related coursework credits from CE into the Graduate School, but will have to gain admission to the MSEM Program through the Graduate School before they can obtain a MSEM degree.

Departments, programs and personnel relevant to the MSEM Program structure are also shown in Figure 3. Students are required to obtain one or two program Advisors from their major area of study (MSEM). Students are also responsible for the organization of an Examination Committee that will consist of faculty from both their major and minor areas of study, and may include the Director of Graduate Studies (DGS). The program currently offers scholarships, graduate teaching assistantships and graduate research assistantships through the Mechanical and Industrial Engineering Department, and may be offering Graduate School fellowships and traineeships in the near future. The graduate assistantship application process will be reviewed later on in this document.

2.2 Coursework Requirements

Table 1 shown below gives the course requirements for both Plan A and Plan B Engineering Management (EMGT) options. There are twelve credits or four core courses required for both Plan A and B students: EMGT 5110, 5120, 5130 and 5160. Plan A students are required to take six elective EMGT or non-EMGT graduate level

credits and Plan B students, those choosing a capstone project, take nine elective EMGT or non-EMGT credits. Both Plan A and B students need to take six credits of non-EMGT coursework that are at the 4000 level or higher. Plan A students are required to take ten credits of thesis based coursework, EMGT 8777 and/or 8994, whereas Plan B students need to take the three-credit capstone project course, EMGT 8310. This gives a total of 34 credits required for Plan A students and 30 credits for Plan B students. More specific information regarding the thesis requirements will be discussed in the Final Examination section of the handbook.

The MSEM program requires that students take at least six credits of non-MSEM coursework from other programs within, or outside of, the Mechanical and Industrial Engineering (MIE) Department. Some departments that support this requirement include the Chemical Engineering, Electrical and Computer Engineering, Industrial Engineering, Math, Master of Business Administration, Mechanical Engineering, and

Table 1 - Coursework Requirements for the MSEM Program

MSEM Program Requirements

Plan	Credits	Area	Options
A	12	Core	EMGT 5110, 5120, 5130, and 5160
	6	Elective*	EMGT or non-EMGT coursework
	6	Elective*	non-EMGT coursework
	10	Thesis	EMGT 8777, 8994
Total	34		
B	12	Core	EMGT 5110, 5120, 5130, and 5160
	9	Elective*	EMGT or non-EMGT coursework
	6	Elective*	non-EMGT coursework
	3	Capstone	EMGT 8310
Total	30		

* non-EMGT coursework includes ChE, ECE, IE, MATH, MBA, ME, STAT, or other courses approved by the MSEM Director of Graduate Studies.

Statistics Departments. Approval for non-MSEM coursework from other programs in different departments may be possible by obtaining advance permission from the MSEM Director of Graduate Studies.

2.3 Coursework Offerings

The Mechanical and Industrial Engineering Department is where the MSEM faculty and staff reside. MSEM faculty instructs MSEM core, Capstone, Thesis Research, Directed Research and Seminar courses. MSEM and adjunct faculty instruct MSEM elective courses. MSEM faculty also instructs some non-EMGT elective courses currently offered through the Mechanical and Industrial Engineering Department.

The MSEM faculty and staff have assembled a tentative two-year Graduate School coursework schedule for EMGT core, EMGT elective, Capstone, Research, Seminar and non-EMGT elective courses. This schedule is provided below as Table 2, the Mechanical and Industrial Engineering Department Graduate School Coursework

Table 2 – Two-Year Tentative GS Coursework Offerings for MIE Department

Mechanical and Industrial Engineering Department Graduate School Course Offerings				Year One		Year Two	
Course	MSEM Option	Course Description	Proposed Instructor	Fall 2004	Spring 2005	Fall 2005	Spring 2006
EMGT 5110	Core	Management of Engineers and Technology	Rosandich	X			
EMGT 5120	Core	Advanced Project Management	Rosandich				X
EMGT 5130	Core	Operations Modeling and Analysis	Wilson		X		
EMGT 5160	Core	Quality Management	Wilson			X	
EMGT 5220	EMGT elective	Environmental Issues in Engineering	Adjunct		X		
EMGT 5230	EMGT elective	Technical Forecasting	Rosandich			X	
EMGT 5240	EMGT elective	Advanced Operations Management	Wilson				X
EMGT 5995	EMGT elective	Special Topics in EMGT	Adjunct				
EMGT 8310	Capstone	Project Methodology and Practice	Wyrick	X	X	X	X
EMGT 8777	Thesis	Thesis Research: Masters	Faculty	X	X	X	X
EMGT 8993	Seminar	Engineering Management Seminar	Wyrick	X	X	X	X
EMGT 8994	Thesis	Directed Research	Faculty	X	X	X	X
IE 5305	Non-EMGT elective	Supply Chain Management	Wilson	X			
IE 5315	Non-EMGT elective	Organizational Control Methods	Wyrick				X
IE 5325	Non-EMGT elective	Advanced Engineering Economics	Rosandich		X		
IE 5335	Non-EMGT elective	Engineered Products and Services	Wyrick			X	

Offerings. Please note that this table is subject to changes/updates, however it is a good guideline for students who are planning their Universal Degree Program schedule.

Additional information specific to MSEM course offerings, faculty and staff is accessible on the University of Minnesota Duluth [Engineering Management](#) website.

2.4 Program Standards

The MSEM Graduate School Program sets standards and evaluates student progress in graduate work using various criteria. Violation of the standards or deficiencies in academic progress will result in formal complaints or registration holds, respectively. Violation of standards will require resolution through the relevant department and/or the Graduate School. Registration holds are resolved by preparing a formal plan on how the problem will be addressed, and will be reviewed by the Director of Graduate Studies and by the student Advisor(s).

The MSEM Program expects students to act in accordance to the University of Minnesota [Student Conduct Code](#) and to follow [Professional Ethics and Responsible Research](#) conduct. Serious and repeated violation of these standards will be brought to the attention of the DGS, the MIE Department Head and/or the Associate Dean of the Graduate School. One or more of these individuals will then be scheduled to meet with the student and his/her Advisor to discuss what measures need to be taken in order to correct the problem. Dismissal may result in some cases.

Students are required to promptly complete any course deficiencies outlined in their Graduate School acceptance letter. A cumulative Grade Point Average (GPA) of 3.00 is required in all graduate level coursework listed on the student's Universal Degree Program. Incomplete program credits on a student's record must be completed

within one year if the course is taught annually. If the course is not taught annually then a plan for the timely completion of the course must be presented to the instructor of that course and to the student's Advisor.

Students have seven years to complete their MSEM degree starting from the date they first register for MSEM coursework through CE or the GS.

2.5 Graduate Student Performance and Dismissal Criteria

Satisfactory performance is judged on the basis of a students' academic progress and ability to carry out departmental responsibilities in the areas of teaching (for Graduate Teaching Assistants, GTAs) and research (all graduate students). Satisfactory performance for a teaching assistant is also based on their ability to communicate effectively in English, both on an individual basis and in a classroom environment. Should a teaching assistant fail to meet this requirement during their first year, the assistantship will not be renewed for a second year. In addition, graduate students must progress satisfactorily in their research program. This requires each student to (1) have his/her thesis or project proposal approved by the Advisor(s) and the Director of Graduate Studies by the agreed upon due date, (2) receive a favorable written evaluation from his/her major academic Advisor at the end of each semester, and (3) maintain active student status by following registration guidelines for Fall and Spring semesters. A minimum GPA of 3.00 is required for graduation. A maximum of three semester credits of incomplete coursework is allowed at any time. The MIE department does count S/N credit for seminar coursework toward graduation.

The [Graduate School Constitution](#) requires, at minimum, a written evaluation of each graduate student annually. Student academic Advisors conduct the reviews and

may use the MSEM Student Evaluation Form provided in Appendix D. The review annotates the students' progress toward his/her research goals during the semester and concludes with a finding of either satisfactory or unsatisfactory progress. The review is shared with students and becomes part of their permanent file. Any finding of unsatisfactory progress must be discussed individually with both the student and the DGS before the beginning of the next semester. Students may request a subsequent discussion with the DGS if desired.

2.6 Dismissal Process for Graduate Students

The Engineering Management Program adheres to the tenets of the University of Minnesota [Code of Ethics and Professional Conduct](#). Any student found to be in violation of this code or the [UMD Code of Student Conduct](#) *will be subject to immediate dismissal*. Such violations include plagiarism and the inappropriate access of computing resources (e.g., attempts to violate system security, accessing files belonging to others, forging/falsifying email, etc.).

The University of Minnesota Human Resources Policies and Procedures document covers the dismissal, severance or termination process for students in academia who may or may not be employed by the University. Please refer to the [University-wide Policies and Procedures Library](#) link within the [Human Resources Policies and Procedures](#) website to search for up to date information regarding this process. Dismissal or departure policies specific to graduate assistants are also available in PDF format by linking to the [Policies and Guidelines for Graduate Assistants](#) document.

3. Admission

3.1 Continuing Education

Adult learners may register for MSEM coursework through Continuing Education (CE). Nontraditional, part-time students and professionals who are seeking a degree or developing their skills can apply. Working professionals who need to meet Continuing Education Unit (CEU) or Professional Development Hour (PDH) requirements in order to maintain licensure may use MSEM coursework credits. For example, a three-credit semester course would be equivalent to 45 PDHs for a MN licensed Professional Engineer.

Students who plan to use credits earned through CE towards a MSEM degree must meet all UMD curricular requirements. In addition CE students must contact faculty in the MSEM Department and apply for admission to the College of Science and Engineering through the Office of Admissions. Plan A and B students may transfer a maximum of 14 MSEM Program credits and 12 MSEM Program credits, respectively, from CE into the Graduate School MSEM Program.

Registration information may be obtained by calling Continuing Education, located in 403 Darland Administration Building, at 1-218-726-8808 or by e-mail at mhelst1@d.umn.edu. Additional information pertaining to course offerings, planning, counseling, financial aid and admission is available at the [Continuing Education](#) website. This website also has the relevant CE registration forms available in PDF file format (requires Adobe Acrobat version 5.0 or higher).

3.2 Graduate School Application for Admission to MSEM

▪ 3.2.1 *General Procedures and Forms*

Forms are available in 431 Darland Administration Building (DAB). Students may also request application materials on-line by going to the [UMD GS Application Request Form](#). The application fees are \$55.00 for U.S. citizens and \$75.00 for non-U.S. citizens. The application fee is non-refundable and is subject to change. Students have to fill out the application forms in duplicate and must include two official copies of their transcripts from each college attended, including any University of Minnesota credits and current registration information. The Graduate School Application for Admission deadlines are as follows: Fall Semester - July 15, Spring Semester - November 1, and Summer Term - May 1. Additional information on the application process may be obtained from the [Graduate School](#) website.

Students, who submit undergraduate transcripts containing a substantial number of courses without letter grades, during their junior and senior years, must submit the results of the Graduate Record Examination (GRE) General test. International students applying for graduate assistantships, fellowships, traineeships or scholarships, while in the Master of Science in Engineering Management Program, are also required to submit GRE scores. Arrangements to take this test can be made through the [Educational Testing Service GRE](#) website.

The language standard for student admission to the Graduate School is a score of at least 550 on the Test of English as a Foreign Language (TOEFL) written test or 213 on a computer-based TOEFL test taken after June 1998. This examination is required of all students whose native language is not English. Scores must be less than

two years old. There are no secondary language requirements for the MSEM program. More information on the TOEFL test may be obtained by visiting the [Educational Testing Service TOEFL](#) website.

▪ *3.2.2 MSEM Program Requirements (submit requested items to the MSEM DGS):*

- 1) Official transcript of undergraduate degree in engineering or other technical major.
- 2) A minimum 3.00 GPA from an accredited US institution or foreign equivalent.
- 3) Two letters of recommendation regarding academic ability.
- 4) Resume outlining industrial experience and/or proof of PE licensure.
- 5) There are no secondary language requirements for the MSEM Program.

▪ *3.2.3 Additional Requirements for International Students*

International students enrolled in the Graduate School are required to maintain registration with the U.S. Citizenship and Immigration Service (formerly known as the Immigration and Naturalization Service, or INS) in order to validate their GS registration. Information regarding this process can be obtained by visiting the [U.S. Citizenship and Immigration Service](#) website.

The English language proficiency exam (TOEFL) is required for all international applicants whose native language is not English, unless 24 quarter/16 semester credits have been completed within the past 24 months, as a fulltime student, at another U.S. institution of higher education.

International applicants must complete the International Student Financial Certification Statement (ISFCS) before UMD will issue I-20 forms (Certificates of Eligibility) to them. The I-20 forms indicate when students will arrive at UMD. The ISFCS is not available on-line and has to be obtained by request from the Graduate

School Office in 431 DAB. An estimate of GS related expenses for non-resident international graduate students will be provided at that time (the 2003-2004 estimate for educational expenses was \$24,338.00 per academic year).

The U.S. Citizenship and Immigration Service (US CIS) requires the University to maintain records showing international students have sufficient funds available to meet all their educational expenses at the University of Minnesota Duluth, including tuition, fees, books, living expenses and transportation. If students are unable to obtain and show proof of funding required to earn the MSEM degree then the University will be unable to issue the government required I-20 forms.

In general students submit the ISFCS with their Graduate School Application for Admission form. They indicate their available funding sources along with affidavits of support. Once MSEM faculty determine which students will be awarded graduate appointments offer letters are sent to the students that indicate their potential earnings, hours worked, and job responsibilities. Once a student accepts the offer letter, via e-mail or letter, the MIE Department notifies the Graduate School of the appointment. The Graduate School then uses this information, in conjunction with the ISFCS, to file and issue I-20 forms to students based on their total monetary award. If students have sufficient funding without graduate appointments then an I-20 form may be issued prior to acceptance of offer letters.

It takes approximately two days for Immigration to approve an I-20 form. Delays in the I-20 filing process may result if MSEM faculty delay financial aid offers to students. Delays may also result because of the lengthy visa interview process for international students leaving their home countries (up to three months for students

from China and India). It is therefore important for international students to begin their application process ahead of time. Please refer to the University's [International Student Admissions](#) website for additional information regarding immigration regulations.

All information listed above must be submitted to the Graduate School Office in 431 DAB prior to being considered for admission. The MSEM Director of Graduate Studies, located in the Mechanical and Industrial Engineering Department, may also require additional information as shown in section 3.2.2, MSEM Program Requirements.

3.3 Changes and/or Readmission

▪ *3.3.1 Changes at the University of Minnesota Duluth*

Students are responsible for obtaining this form from the Graduate School Office located in 431 DAB. If students are requesting readmission, a change of major, or an additional major at UMD then they complete the form and submit it, along with an unofficial school transcript and required fee, to 431 DAB by the following deadlines: Fall Semester – July 15, Spring Semester – November 1, and for Summer Term - May 1.

▪ *3.3.2 Changes at the University of Minnesota Minneapolis*

If students are requesting a change of campus or degree objective then they complete the form and submit it, with the required fee, to the Graduate School located on the Minneapolis campus. Deadline dates differ, so please call 1-612-625-9364 to determine the correct deadline dates.

Examples of a change in major would be a change from Engineering Management to English, or Chemistry, etc. Likewise, examples of a change in degree

objective would be a change from Master of Science to Master of Arts or from Master of Science to PhD, etc.

4. Health Insurance and Immunization

This is required for all fulltime students who are registered for 6 or more credits. Please contact UMD Health Services or personnel in the Student Insurance Office, 21 Solon Campus Center, for the enrollment forms, or apply on-line during the registration process.

The immunization form for students born after 12/31/56 must be completed (regarding diphtheria/tetanus, measles, mumps, and rubella vaccinations), signed by a physician, or notarized and returned to UMD Health Services in order to avoid future registration holds.

Students will need to provide proof of personal coverage information or apply for University coverage. The cost for University coverage is \$480 per semester (\$230 for Summer Term), payable up to the end of the enrollment periods and is subject to change. If students have no personal coverage by the end of the enrollment period they will have a hold placed on their registration. More information specific to the enrollment deadlines and the Accident and Sickness Insurance plan may be obtained by visiting the [Student Health Insurance](#) website, or by contacting Louise Busse in the Student Health Insurance Office at 1-218-726-8022.

5. Financial Assistance

5.1 Eligibility

Graduate students enrolled in the MSEM Program are eligible to receive financial aid mainly in the form of scholarships, teaching assistantships or research assistantships. Other forms of financial aid that graduate students may be eligible for are mainly limited to students pursuing a doctoral degree and include traineeships and fellowships. Graduate students interested in applying for financial aid should consult with MSEM faculty or staff to determine what types of financial aid will be available during a given year.

Graduate Assistantships are teaching or research appointments arranged between the student and MSEM faculty that offer an “apprenticeship” experience in the academic profession as well as financial support. New and currently enrolled graduate students at the University of Minnesota are eligible to apply for assistantships.

Graduate students who are working towards a PhD may be eligible for various traineeships, sometimes called training grants, which are a type of financial support that requires students to work on one or more research projects with faculty. Traineeships typically subsidize student tuition and pay the student a stipend. Funds for traineeships vary and may come from government agencies, private organizations, the University or other sources.

The Graduate School Fellowship Office administers University-wide fellowships. Graduate Fellowships, awards based on academic merit, are available to new and currently enrolled graduate students at the University of Minnesota. Fellowships are a type of financial support awarded to doctoral students that usually subsidizes tuition and may pay a stipend. Most fellowships do not require students to work. Funds for

fellowships vary and may come from government agencies, private organizations, the University or other sources.

Graduate students are eligible for designated scholarship opportunities that may be available through the UMD Graduate School, the MIE Department or CE. These are typically awarded each year to outstanding students, including MSEM graduate students.

5.2 Application for Graduate Assistantship, Traineeship, Fellowship, or Scholarship

Students will first need to complete and submit the Graduate School Application for Admission form to the Graduate School Office at 431 Darland Administration Building, if not already done at an earlier date. The Graduate School normally forwards the Application for Admission form to the MIE Department for MSEM faculty and staff to use during the Application for Financial Assistance process.

The MIE Department handles the Application for Financial Assistance form that includes the Application for Graduate Assistantship (including Teaching or Research Assistantships), Traineeship, Fellowship or Scholarship. This application is normally included as part of the Graduate School Application for Admission packet, however students can also obtain the form from Pat Wollack in Room 229 of Voss Kovach Hall. Students may contact Pat Wollack by phone at 1-218-726-8117, or by e-mail at MSEM@d.umn.edu, to request the Application for Financial Assistance form. The preferred deadline for submitting the application is February 15 of each year unless specified otherwise by the MIE Department.

Students will need to attach the following items to fulfill the Application for Financial Assistance requirements: Proof of Graduate School admission, one official transcript copy, and three letters of recommendation. The letters should address any

teaching or research experience students may have and direct comment on their ability to understand, write and speak English. In addition, it may be necessary to attach a summary of career objectives, a listing and copy of original works and/or publications and, if applicable, a statement that describes any disadvantaged status.

The Application for Financial Assistance and all related items must be sent directly to:

Ms. Pat Wollack
Executive Secretary
Department of Mechanical and Industrial Engineering
University of Minnesota Duluth
229 Voss Kovach Hall
1305 Ordean Court
Duluth, MN 55812

When applying for Financial Assistance students should specify a fax number, phone number and an e-mail address where they may be reached at anytime during the year, including summer. Should international students accept a MSEM Program Teaching or Research Assistantship through the MIE Department please note that additional information will be due in the above office as follows:

1. June 15: Verification of Visa – a copy of the official verification from the consulate that students have been granted a visa to enter the US. Copying the passport page, which has the sticker that was applied by the US consulate, does this. Fax a copy to 1-218-726-8581.
2. August 1: Verification of Travel Arrangements – students' travel arrangements (flight number, date and time of arrival) should be e-mailed to Ms. Pat Wollack.

5.3 Assistantships

Teaching Assistantships and Research Assistantships are available to qualified students. Research Assistantships sponsored by the National Science Foundation or other agencies are sometimes available. All half time (50%) or higher graduate appointments will carry a full tuition benefit.

The number of assistantships is limited and students who accept a teaching or research appointment should be committed to following through in order to minimize the potential impact on MIE Department operation. If students accept an offer of financial aid (assistantship, traineeship, fellowship or scholarship) before April 15 and later want to withdraw, then they have the freedom to do so through April 15 by submitting a resignation in writing. Students who do not submit a written resignation by April 15 will be held to the conditions of employment since it would be too late to fill the position.

The MSEM Program will provide the Graduate Assistantship responsibilities and obligations to students at the time of original appointment. Visit the following website for specific information regarding [Graduate Assistantships](#). For maximum consideration submit the Application for Financial Assistance by February 15 in order to be eligible for Fall semester appointments that begin the same year. All students that cannot apply for Financial Assistance until after April 15 will have to check with the MSEM Director of Graduate Studies to discuss their situation.

Graduate Teaching Assistant (GTA) workshops are required and are offered each Fall to help orient new GTAs. The UMD campus GTA workshops typically last from two to three days and will be announced once the schedule is confirmed. GTAs will have a chance to meet one another and will learn from UMD faculty how to

effectively interact with students in the classroom. International students will participate in a Speech and Hearing Clinic that will evaluate their English language comprehension in order to determine if additional training is required prior to their teaching class.

The MSEM Program requires GTAs to turn in their class schedules in mid-August and mid-December so that teaching assignments for the following semester can be made. This means that GTAs must register for classes before the semester begins. In addition, all GTAs should be on campus from the week before classes begin each semester (to meet with instructors and help set up classes, labs, etc.) through the end of finals week (to assist with grading final exams, etc.). Graduate Research Assistants (GRAs) are expected to be present to conduct research and to work with their faculty supervisors during any regularly scheduled workday. The only periods during which Graduate Teaching or Research Assistants may be absent from campus without the permission of MSEM faculty or the MIE Department Head is during an official University holiday.

5.4 Traineeships

The Integrative Graduate Education and Research Training (IGERT) program that is sponsored by the National Science Foundation (NSF) has replaced the Graduate Research Traineeship (GRT) program, originally sponsored by the NSF. The objective of these programs is to increase the number of talented undergraduates enrolling in science and engineering related doctoral programs at U.S. institutions. Graduate School programs that offer doctorate level degrees are eligible for government and/or private industry grants that are used to fund the Research Traineeships.

Additional information regarding the IGERT program may be obtained by visiting the [NSF IGERT](#) website. MSEM graduate students are urged to contact the MSEM DGS or their Advisor regarding traineeship offers.

5.5 Fellowships

The Graduate School Fellowship Office administers University-wide fellowships. Applications may be printed from the [Graduate Fellowship Office](#) website and sent to the Fellowship Office by the designated deadline. The GS Fellowship Office also administers the [National Science Foundation Fellowships](#) program that is currently instituting a new on-line application process.

The MIE Department within the College of Science and Engineering may award a limited number of fellowships that are funded by the Graduate School. The application procedure for Summer Fellowships, which provide for personal living expenses, may be announced to students. Tuition Fellowships, which pay for tuition that assistantships, scholarships, or other fellowships do not, may be available. Travel Fellowships for presenting technical information at professional meetings may also be available. Check with MSEM faculty or staff for current information.

5.6 Scholarships

Scholarship applications are available from the [CE website](#) by clicking on the CE Scholarship Information link to download and print an application in PDF format. Scholarships applications may also be obtained from CE via e-mail at knelson2@d.umn.edu or by phone at 1-218-726-8101. Students are also encouraged to contact the Graduate School Office in 431 DAB and the Executive Secretary of the MSEM Program for additional information relating to scholarship opportunities.

5.7 Personnel Action Worksheet (PAW) and the Non-Resident Tuition Waiver Form

These forms are the direct result of the students Application for Financial Assistance (Graduate Appointments). The PAW indicates the appointment of the assistantship and the tuition waiver provides resident rates for non-residents. They serve to determine the amount of money to award students and may be in the form of a tuition benefit. The MIE Department fills out and issues the completed forms to the Vice Chancellors' Office, where they are reviewed and then entered into Peoplesoft, which then credits student accounts. Students will need to contact Pat Wollack to determine the status of these forms, which need to be completed by MIE faculty and staff before being forwarded to 420 Darland Administration Building (Office of the Vice Chancellor of Academic Administration).

5.8 Graduate Assistantship Offers

Students will be given, at the time of an offer of a Graduate Assistantship, a written job description and appointment form stating the duties, the assistantship expectations, the terms (duration, pay and benefits) and the general expectations the MSEM Program has for the appointment. Students may then review and respond to the offer as required. The details of specific teaching or research assignments may need to wait later written clarification.

5.9 Employment Conditions: Appeal and Grievance Policy

University faculty and staff are responsible for assuring that graduate students are able to conduct their work in a manner consistent with professional conduct and integrity, free of intimidation or coercion. Student employees also have the protection of all University employment policies and laws. Graduate programs are responsible for

providing clear communication to students about the possibility of an appeal to a third party for assistance in resolving disputed issues.

Students are responsible for reporting unprofessional conduct to the appropriate body or person, as defined in the academic or employment grievance policies, and should be able to do so without fear of reprisal. Students are responsible for acting in a respectful and fair manner towards other students, faculty and staff in the conduct of their academic work and work related to an assistantship.

The University of Minnesota Board of Regents issues the umbrella policies and guidelines for grievance and appeal processes as they pertain to students in academia who may or may not be employed by the University. For more information regarding grievance and appeal processes please refer to the [Board of Regents](#) website for current University of Minnesota policy information.

6. Universal Degree Program

6.1 Degree Program Forms

Students can obtain the required forms by going to the Graduate School Office in 431 DAB or by visiting the following website (students will need Adobe Acrobat Reader Version 5.0 or higher): [Universal Degree Program](#). Students will need to submit these forms by the end of their second semester of MSEM coursework (12 or more credits for full time students). If these forms are not filed a hold may be placed on a student's registration until the forms are submitted to the Graduate School Office located at 431 DAB.

Students need to fill out and submit both the Degree Program Transmittal form (GS 89a) and the Degree Program form (GS 89b). The MSEM Director of Graduate Studies signature is needed on both forms and, in addition, the Advisory faculty signatures will be required on the Degree Program form (GS 89b). These forms specify the students' major MSEM Advisor(s), degree major/minor titles, and Examination Committee members (including selection of a chair for the committee). In order to declare a minor field the student should keep in mind that the field in which she/he is declaring a minor must also have a Graduate School major program (for example MBA or MS Chemistry, etc.). The students completed and proposed coursework for the degree will also be detailed.

Students are required to submit an unofficial set of UMD graduate school transcripts and transcripts of any work being transferred into the program. If credits are from another university, then this will require an official transcript. Please refer to additional instructions provided with the forms. Final approval of Universal Degree Program forms is through the Minneapolis Graduate School and will take approximately 3 to 4 weeks, after turning them into the UMD Graduate School Office located at 431 DAB. Students cannot graduate if these forms are not completed and on file.

Plan A and B students will be required to select their Master's Examination Committee, which will consist of a minimum of two professors from the MSEM major area and one professor from a minor area. Plan A students will also be required to submit the title of their proposed thesis when they submit their Universal Degree Program.

6.2 Selection of Advisors and Examination Committee Members

The major Advisor is usually the MSEM faculty member that students are working with on their thesis or project. Students can also list an MSEM faculty Co-Advisor if desired. If students select an Advisor and a Co-Advisor it will be necessary for them to get both signatures on their Universal Degree Program and on relevant forms used to make changes to their Universal Degree Program.

In general, a student's Examination Committee will consist of a minimum of two faculty members from their major area, MSEM, and one from their minor area, e.g. Chemical Engineering, Electrical and Computer Engineering, Industrial Engineering, Math, Mechanical Engineering, or other minor graduate departments approved by the MSEM Director of Graduate Studies. Faculty on student Examination Committees need to have graduate faculty status by appointment through the Graduate School in order to serve as Master's Examination Committee members and/or committee Chairs. The MSEM Director of Graduate Studies may serve as an Examination Committee member or Chair. Students can consult the MSEM Director of Graduate Studies, MSEM faculty, the Graduate School, or visit the [Graduate Faculty Roster](#) website to determine if their prospective Examination Committee members hold appointments or are nominated to hold appointments as graduate faculty.

6.3 Advisor and Examination Committee Member Changes

▪ *6.3.1 Oral Examination Committee Substitution Form*

This form is necessary for students who change their Examination Committee members after their Universal Degree Program has been approved. Students will need to obtain the form from the Graduate School Office in 431 DAB, fill it out, and have it

signed by the MSEM DGS prior to returning it to the Graduate School Office in 431 DAB. Students cannot schedule their final exam until the Graduate School approves a current committee. This form also covers changes to student written Examination Committees, which should have the same people that are on student oral Examination Committees, for both Plan A and B students.

- *6.3.2 Advisor Substitution Form*

This form is necessary for students who change Advisors approved to their committee as named on the Universal Degree Program. Students can obtain this form from the Graduate School Office in 431 DAB. They need to fill out the form and have it signed by the MSEM DGS prior to returning it to the Graduate School Office in 431 DAB. Students cannot schedule their final exam until the Graduate School approves this. Students have to file this form to change Advisors. The Oral Examination Committee Substitution form will not do this for them.

6.4 Changes or Transfers of Coursework

Students will need to obtain the appropriate petition forms from the Graduate School Office in 431 DAB. There are currently two petition forms in use, as described below.

Use the University of Minnesota Graduate School Petition form, GS 59, to change coursework, to change foreign language requirements, to request a degree time extension or to request a transfer of coursework. Use it to respond to problems noted in graduation balance letters that are issued if there are differences between the students' final transcripts and their Universal Degree Programs. The GS 59 Petition form will require signed approval by the student Advisor(s), the MSEM Director of Graduate

Studies, and the Graduate School Office. Students will be required to return the completed form to the Graduate School Office in 431 DAB for approval and submittal to the Graduate School Office in Minneapolis. Students will get a copy of the GS 59 back after the Graduate School Office in Minneapolis approves it. At that time students should mark relevant changes on a copy of their Universal Degree Program.

Use the UMD Graduate School Official Petition form to withdraw or add specific coursework. This form will require signed approval by the student Advisor(s), course instructor, DGS and the Graduate School Office. Students will need to return the completed form to the Graduate School Office in 431 DAB for final approval. If approval is given, students will receive a letter or e-mail from the UMD Graduate School Office and the cancel/add will be done internally.

7. Final Examination Procedures

7.1 Plan A Thesis and Oral Exam Requirements

The thesis title must be approved by the student Advisor prior to submitting it with the Universal Degree Program for Graduate School approval. The thesis topic should encompass or be related to the MSEM major and should show the student's ability to work autonomously by demonstrating independent thought, problem recognition and progress towards determining viable solutions. The thesis must be written in acceptable English. The student must be familiar with the bibliography of the special field of interest and use correct methods for the citation of authorities.

Students will need to obtain a copy of the Graduate School guidelines titled "Preparation of the Master's Thesis/Project" from the Graduate School Office located in

431 DAB. This eleven page document may also be available in PDF format at the MSEM website. Students are expected to follow formatting requirements, guidelines for using published works in their thesis, and guidelines for microfilm publication (optional), copyrighting, and thesis distribution. A sample title page, signature page and copyright notice page are given in this document for reference. Students are required to submit three unbound copies of their thesis to the UMD Graduate School *along with a check in the amount of \$10 made payable to the University of Minnesota*. One copy will circulate in the UMD Library and the other two will be added to the permanent thesis collection in the University Archives.

Students are asked to discuss the oral examination guidelines and requirements with their MSEM Advisor prior to scheduling their final oral presentation. MSEM faculty and staff were in the process of developing oral examination requirements at the time of this writing.

7.2 Plan B Capstone Project Report and Oral Exam Requirements

Plan B projects should take a combined minimum of 120 hours of effort on the part of the student. If only one Plan B project is done it must be in the MSEM major area. Students are asked to consult with their MSEM Advisor regarding the project report's formatting requirements.

Students are asked to discuss the oral examination guidelines and requirements with their MSEM Advisor prior to scheduling their final oral presentation. MSEM faculty and staff were in the process of developing oral examination requirements at the time of this writing.

7.3 GS 3 and GS 4 Final Exam Forms

Remember these two form numbers: GS 3 (written thesis report Plan A only) and GS 4 (written exam and/or oral defense of written thesis/capstone report). Common names for these forms are included here and in Appendix A.

Plan A and B students will need to contact the Chair of their Examination Committee, who in turn will contact the UMD Graduate School Office in 431 DAB, so the Graduate School can prepare the necessary forms and paperwork for the student's final examination review process. The Exam Committee Chair will then have to obtain the GS 3 and/or GS 4 forms, as outlined below, from the Graduate School Office in 431 DAB. The student's Examination Committee will use the forms during the final examination review process.

7.4 Plan A Thesis Student Final Exam Process

The Examination Committee that is defined in the Universal Degree Program examines the student thesis. The committee must be unanimous in certifying that the written thesis is ready for oral defense and their signatures testifying to this fact recorded on form GS 3. This form is then delivered or mailed to the UMD Graduate School in 431 DAB by the Examination Committee Chair member. Students can then be admitted to the final oral and/or written exam. If students plan on attending the commencement ceremony in mid May then the completed GS 3 form must be turned into the Graduate School Office by the last working day (end of final exams week) in May, otherwise it is due on the last working day of the month during which students plan on graduating.

If a written exam is required it is taken after form GS 3 is completed and before the oral exam. Results from the written exam are recorded on the Final Exam Report (form GS 4) and the results of this will then be issued to students after the above GS 3 form has been approved and signed by all the committee members and delivered or mailed to the Graduate School Office by the Examination Committee Chair member.

Oral examination: The committee must be unanimous in certifying that students have orally defended the written thesis paper successfully (all pass), and this record is then reported on the same GS 4 form used above for the written exam, which will then require the signature of all the committee members. The Examination Committee Chair member will have to submit the completed GS 4 form to the UMD Graduate School Office before the student can clear for graduation. If students plan on attending the commencement ceremony in mid May then this form is due in the Graduate School Office by the last working day (end of final exams week) in May, otherwise it is due on the last working day of the month during which students plan on graduating.

Students need to remember that their Application for Degree form is due in the GS Office by March 1 if they plan on attending the graduation commencement ceremony in May, otherwise it is due on the first day of the month during which they plan on graduating.

7.5 Plan B Capstone Student Final Exam Process

The required capstone project should take a combined effort of 120 hours. The project paper may be written in conjunction with the regular courses or in specially designed courses, or other, as arranged through the student Advisor and DGS. If one project is used then it has to be in the MSEM major area. Students are asked to

confirm the Plan B final exam process given below with the MSEM DGS due to procedural changes that were being planned at the time of this writing.

Students submit their project paper (covering 120 hours of work) to the Examination Committee for review. The Graduate School Office does not require use of form GS 3 (Reviewers Report Master's Degree) for Plan B MSEM student's written Capstone project paper. MSEM faculty will issue the appropriate form for this review. A majority vote of the committee is required to pass the written project paper. If students plan on attending the commencement ceremony in mid May then the Capstone project paper review must be completed by the last working day (end of final exams week) in May, otherwise it must be completed by the last working day of the month during which students plan on graduating.

Students must then contact their Exam Committee Chair member to be sure they have obtained the Examination Report Master's Degree Form (GS 4) from the GS prior to scheduling their final oral exam. The Exam Committee Chair member will provide the GS 4 form for use by the Examination Committee. The Exam Committee Chair member will then return the completed form, containing all the Examination Committee member signatures, to the Graduate School in 431 DAB, in order to pass and maintain student graduation eligibility. If students plan on attending the commencement ceremony in mid May then this form is due in the Graduate School Office by the last working day (end of final exams week) in May, otherwise it is due on the last working day of the month during which students plan on graduating.

Students need to remember that their Application for Degree form is due in the GS Office by March 1 if they plan on attending the graduation commencement

ceremony in May, other wise it is due on the first day of the month during which they plan on graduating.

8. Graduation Procedures

8.1 Application for Degree Form

Students will be required to obtain this form from the Graduate School Office in 431 DAB. The form should be filed on or before the first working day of the month during which students plan to graduate. *However, if students plan to participate in the commencement ceremony, they have earlier deadline dates that need to be met.* Information for commencement participation is included below and with the instructions attached to the “Application for Degree” form.

Students will need to complete and submit the Graduate School Application for Degree form (OTR 180) to the Graduate School Office in 431 DAB (not the Office of Financial Aid & Registrar). If there are any differences between the Universal Degree Program and the students’ official transcripts then students will receive a Balance Letter (via e-mail) stating the issues. It will be up to the students to resolve any of these issues using the GS 59 Petition form, if necessary, prior to clearing for graduation.

Students must complete their Application for Degree form by March 1 if they attend the commencement ceremony held in mid-May. If not, the form is due on the first day of the month during which students plan on taking their final oral exam.

- *8.1.1 Plan A Students: Thesis and Exam Committee Report Requirements*

In addition to completing the Graduate School Application for Degree form, Plan A students are responsible for submitting or checking to be sure the following items are at the Graduate School Office in 431 DAB in order to maintain their graduation eligibility.

Two completed Examination Committee reports, i.e. forms GS 3 and GS 4, three unbound copies of their thesis and a \$10.00 (amount subject to change) check payable to the University of Minnesota (not UMD). These must be filed in the Graduate School Office on or before the last working day of the month that students plan to graduate.

- *8.1.2 Plan B Students: Capstone and Exam Committee Report Requirements*

In addition to completing the Graduate School Application for Degree form, Plan B students are responsible for submitting or checking to be sure the following items are at the Graduate School Office in 431 DAB in order to maintain their graduation eligibility.

The completed Examination Report Master's Degree Form GS 4. This must be filed in the Graduate School Office on or before the last working day of the month that students plan to graduate. Neither the Capstone report nor form GS 3 needs to be turned into the Graduate School Office.

8.2 Commencement Forms

The commencement forms must be completed by students and turned into the UMD GS by March 1 if they plan on graduating and attending the commencement ceremony in mid May. Alternatively, if students do not plan on attending the commencement ceremony, then the forms may be submitted by the first day of the month during which students plan on graduating.

Students have to complete the Commencement Exercise form stating whether they do or do not plan on attending the ceremony. They also must complete the Commencement Attendance form used for planning guest seating arrangements. Both Commencement forms are due by March 1 unless students do not plan on attending the ceremony. If not, the forms are due on the first day of the month during which students plan on graduating. Students will receive a packet of relevant materials from the GS if they do plan on attending the commencement ceremony.

8.3 GS 3 Reviewers Report Master's Degree (Plan A only)

The Reviewers Report Master's Degree written form GS 3 must be submitted before students can officially graduate. Final Examination Committee members listed on student Universal Degree Program forms must approve the Reviewers Report. Students that plan on attending the May commencement ceremony must be sure their Reviewers Report is in the UMD GS Office by the last working day (end of finals week) in May. The UMD GS Office will require the completed Reviewers Report form before students can officially graduate in May. Students that are not attending commencement will be required to submit this form by the last working day of the month they plan on graduating in.

8.4 GS 4 Examination Report Master's Degree (Plan A and B)

The Examination Report Master's Degree oral form GS 4 must be submitted before students can officially graduate. Final Examination Committee members listed on student Universal Degree Program forms must approve the Examination Report. Students who plan on attending the May commencement ceremony must be sure their completed Examination Report is in the UMD GS Office by the last working day (end of

finals week) in May. The UMD GS will require the completed Examination Report before students can officially graduate in May. Students that are not attending commencement will be required to submit this form by the last working day of the month they plan on graduating in.

8.5 Receipt of MSEM Diploma

The Application for Degree form, Commencement Exercise form, Commencement Attendance form, Reviewers Report Master's Degree form GS 3 (Plan A only), and the Examination Report Master's Degree form GS 4 (Plan A and B) must all be submitted and approved by the UMD GS before students can officially graduate. Student final Examination Committees, consisting of MSEM and non-MSEM faculty, review the final theses or capstone reports and oral exams prior to indicating their approval. The relevant forms are then submitted to the GS. The GS reviews all the above forms prior to granting final approval.

Diplomas are issued 3-4 months after graduation. All academic grades must be on record and complete by the last working day of the month during which students file their Application for Degree (except for those students who have to submit their Application for Degree by March 1 because they are attending the May commencement, in which case their grades must be final by the end of Spring semester).

8.6 Commencement Attendance Prior to Graduation

Students who wish to attend the commencement ceremony in May before they officially graduate the following Fall will need approval from the MSEM DGS.

8.7 Transcript Requests

Official and unofficial copies of student transcripts may be obtained on-line by visiting the UMD [Registrar's](#) website.

8.8 Exit Interview

If students have any outstanding student loans (Perkins/NDSL loans, University Trust Fund loans, Robert Stafford/GSL loans, Direct Student loans, Health Profession loans, Ordean loans, or Primary Care loans) then they must attend an exit interview at 129 Darland Administration Building, or a hold will be placed on their records. This requirement does not apply to Self or Plus loans.

9. MSEM Graduate School Program Summary and Checklist

An MSEM Program Checklist that shows the required forms and due dates in relation to student academic progression is provided here to assist new and current Graduate Students. A sample checklist showing required deadline dates is given as Table 3 on page 42. The checklist schedule assumes full-time (Plan A) or part-time (Plan B) status beginning in Fall 2004, with cumulative credits as noted. The student would graduate in spring and *attend commencement ceremonies*. Please note that the deadline dates given are to be used as guidelines and are not necessarily absolute, however it would be in the students best interests to follow them as much as possible.

This sample checklist schedule, and a blank checklist template, may be accessible to students via the MSEM website in the near future. Until then students are encouraged to use this sample checklist schedule as a referral tool for documenting

upcoming deadline dates on the blank checklist template, given in Table 4 on page 43.

This will help students meet the required GS deadlines.

Table 3 - Sample MSEM Program Checklist Schedule

MSEM Program Form Requirement Deadlines	Academic Year 1		Academic Year 2		Academic Year 3	
	Fall 2004 Semester	Spring 2005 Semester	Fall 2005 Semester	Spring 2006 Semester	Fall 2006 Semester	Spring 2007 Semester
Cumulative credits - Full-time Student ¹	9	18	27	34		
Cumulative credits - Part-time Student ²	3	9	12	18	24	30
GS Application for Admission	15-Jul-04					
GRE (General Record Exam)	15-Jul-04					
TOEFL (Test Of English as a Foreign Language)	15-Jul-04					
ISFCS (Internat'l Student Financial Certification Statement)	15-Jul-04					
Health Insurance/Immunization Record	5-Oct-04					
Universal Degree Program (89a/b)		1-Mar-05 ¹	1-Nov-05 ²			
Application for Financial Assistance	15-Feb-04					
Application for Degree (OTR 180)				1-Mar-06 ¹		1-Mar-07 ²
Commencement Exercise Form				1-Mar-06 ¹		1-Mar-07 ²
Commencement Attendance Form				1-Mar-06 ¹		1-Mar-07 ²
Reviewers Report Masters GS3 (Plan A)				12-May-06 ¹		
Examination Report Masters GS4 (Plan A & B)				12-May-06 ¹		11-May-07 ²

Table 4. MSEM Program Checklist Template

MSEM Program Form Requirement Deadlines	Academic Year 1		Academic Year 2		Academic Year 3	
	Fall 2004 Semester	Spring 2005 Semester	Fall 2005 Semester	Spring 2006 Semester	Fall 2006 Semester	Spring 2007 Semester
Cumulative credits - Full-time Student						
Cumulative credits - Part-time Student						
GS Application for Admission						
GRE (General Record Exam)						
TOEFL (Test Of English as a Foreign Language)						
ISFCS (Internat'l Student Financial Certification Statement)						
Health Insurance/Immunization Record						
Universal Degree Program (89a/b)						
Application for Financial Assistance						
Application for Degree (OTR 180)						
Commencement Exercise Form						
Commencement Attendance Form						
Reviewers Report Masters GS3 (Plan A)						
Examination Report Masters GS4 (Plan A & B)						

10. APPENDICES

10.1 APPENDIX A – FORM IDENTIFICATION

<u>FORM NUMBER</u>	<u>NAME</u>
GS 52	Application for Admission
GS 72	Change of Status/Readmission Application Form
GS 89a	Universal Degree Program Transmittal Form
GS 89b	Universal Degree Program Form
GS 3	Reviewers Report Master's Degree Form (written thesis project paper)
GS 4	Examination Report Master's Degree Form (written exam and oral exam)
GS 59	University of Minnesota Graduate School Petition Form
OTR 180	Application for Degree Form

10.2 APPENDIX B – ACRONYMS

<u>ACRONYM</u>	<u>IDENTIFICATION</u>
CE	Continuing Education
CEU	Continuing Education Unit
ChE	Chemical Engineering
CIS	Citizenship and Immigration Service
DAB	Darland Administration Building
DGS	Director of Graduate Studies
ECE	Electrical and Computer Engineering
EMGT	Engineering Management
GPA	Grade Point Average
GRE	Graduate Record Examination
GS	Graduate School
GTA	Graduate Teaching Assistant
GRA	Graduate Research Assistant
I-20	Certificate of Eligibility
IE	Industrial Engineering
INS	Immigration and Naturalization Service
ISFCS	International Student Financial Certification Statement
MBA	Masters of Business Administration
ME	Mechanical Engineering
MIE	Mechanical and Industrial Engineering
MSEM	Masters of Science in Engineering Management
PDF	Professional Document Format
PDH	Professional Development Hour
PE	Professional Engineer
PAW	Personnel Action Worksheet
STAT	Statistics
TOEFL	Test of English as a Foreign Language
UMD	University of Minnesota Duluth
US	United States

10.3 APPENDIX C - WEBSITES

<u>ITEM</u>	<u>WEBSITE ADDRESS</u>
Board of Regents Policies	http://www1.umn.edu/regents/policies.html
Continuing Education	http://www.d.umn.edu/ce/
Educational Testing Service: GRE	http://www.gre.org/
Educational Testing Service: TOEFL	http://www.ets.org/toefl/
Graduate Assistantships	http://www1.umn.edu/ohr/gao/policy/
Graduate Faculty Roster	http://www.grad.umn.edu/faculty_rosters/
Graduate Fellowship Office	http://www.grad.umn.edu/fellowships/
GS Application Request Form	http://www.d.umn.edu/grad/request.html
GS Constitution	http://www.grad.umn.edu/faculty-staff/governance/policies/constitution/
Human Resources Policies	http://www1.umn.edu/ohr/ohrpolicy/
International Student Admissions	http://www.d.umn.edu/admissions/istudents/
MSEM	http://ie.d.umn.edu/MSEM/
Nat'l Science Foundation Fellowship	http://www.ehr.nsf.gov/dge/programs/grf/
Nat'l Science Foundation IGERT	http://www.nsf.gov/home/crssprgm/igert/
Polices & Procedures for GAs	http://www1.umn.edu/ohr/gao/printables/
Prof. Ethics & Responsible Research	http://www.grad.umn.edu/Ethics/
Student Conduct Code	http://www.sja.umn.edu/
Student Health Insurance	http://www.d.umn.edu/registrar/health.html
UMD Graduate School	http://www.d.umn.edu/grad/
UMD Registrar	http://www.d.umn.edu/registrar/
UMD Student Conduct Code	http://www.d.umn.edu/assl/conduct/code/
Universal Degree Program	http://www.grad.umn.edu/Current_Students/
University-wide Policies Library	http://process.umn.edu/groups/ppd/documents/main/policyhome.cfm
U.S. Citizenship & Immigration	http://www.uscitizenship.info/

