The information in this handbook is subject to change without notice. University offices can provide the most up-to-date information.

This Handbook is not intended to substitute for information contained in the University of Minnesota Duluth Catalog, The University of Minnesota Graduate School Catalog, the University of Minnesota Graduate Assistant Employment Office, or the University Policy Library, but rather should be viewed as a supplement to those sources.

Graduate students are expected to be familiar with the policies and procedures pertaining to graduate education at the University of Minnesota. Questions may be directed to individual graduate program directors or coordinators, or to the UMD Graduate School Office at umdgrad@d.umn.edu or (218) 726-7523.
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University of Minnesota Duluth Catalog

The current University of Minnesota Duluth (UMD) catalog is available online. Graduate program catalog pages describe degree programs and requirements, and provide course information. Requirements for individual programs should be confirmed with the appropriate Director of Graduate Studies (DGS) or Graduate Program Coordinator (GPC). The catalog also contains a section covering UMD Academic policies. Additional University-wide policies specific to graduate education may be found in the Graduate Student Policy Guide and on the Graduate Education Policies page.

Student Account Initiation

Many University processes (registration, billing, notifications, etc.) are conducted through an online portal called MyU. University of Minnesota students must initiate (activate) their student internet account to have access to their University email and the MyU student portal. International students should skip the section asking for a social security number.

University Email Account

Email is the University's official means of communication with all students. Students are responsible for all information sent to them via their University-assigned email account. Students who choose to forward mail from their University email account remain responsible for all information, including attachments, sent to any other email account. The UMD Graduate Office will correspond with current students via their University email account only.

Student Conduct Code

Students are responsible for complying with the University’s Student Conduct Code. Violations of this code are subject to reporting and review by the Office of Student Conduct.

Sexual Assault Awareness Training

To comply with Minnesota Statute 135A.15, all new students attending classes at the University of Minnesota are required to complete an online sexual assault awareness training module in their first semester. New students will receive instructions for completing the training from the Office of Student Life. Questions about this policy and the training may be directed to that office at vcsl@d.umn.edu or (218) 726-8501.

Immunizations

Minnesota law requires all students born after December 31, 1956 who enroll in a Minnesota college or university to be immunized against diphtheria, tetanus, measles, mumps, and
rubella. The law also requires the University to collect this information. Graduate students must complete the immunization form and return it in person or by mail to UMD Health Services, 615 Niagara Court, Duluth, MN 55812-3065.

**Health Insurance**

All students who are admitted to a degree program and who are registered for six or more eligible on-campus credits per semester are required by the University of Minnesota to have health plan coverage. Eligible students are automatically enrolled in the University-sponsored Student Health Benefit Plan and are billed for the premium each semester unless they waive the plan by providing verifiable proof of private health plan coverage. Dependents of students are eligible for enrollment by the student. Detailed information is available on the Office of Student Health Benefits website, or by phone at (800) 232-9017.

Graduate students on a 25 percent or more graduate assistant appointment are eligible to participate in the Graduate Assistant Health Plan. Information regarding this coverage will be provided at the time of your initial appointment and during Graduate Student Orientation in the fall. Detailed information is available on the Office of Student Health Benefits website, or by phone at (800) 232-9017. Enrollment packets are available online and in the UMD Graduate School Office, 431 Darland Administration Building.

**Graduate Assistantships**

Graduate assistantships are academic appointments reserved for graduate and professional students. Appointments to teaching assistant, research assistant, or administrative fellow positions are offered through various departments. A teaching assistant helps teach undergraduate students in specified courses under the general supervision of a faculty member and may be assigned primary teaching responsibility for an entire course. A research assistant carries out research activities assigned by the supporting department or a principal research investigator. An administrative fellow performs duties of a specialized nature connected with academic administration.

**Eligibility**

To be eligible to hold an assistantship, a student must be admitted to a graduate degree program and registered for a minimum of 6 credits or have full-time equivalent status during the fall and spring semesters of the appointment; this applies to appointments of any percentage or any number of hours. Graduate assistants whose first language is not English are required to meet language proficiency requirements, and may be required to take a speaking assessment and/or additional English language training as a condition of their appointment.
Benefits
Graduate assistants holding appointments as teaching assistants, research assistants, and administrative fellows may be eligible for tuition benefits, resident-rate privileges, and the Graduate Assistant Health Plan, depending on the percentage of their appointment. Tuition benefits for graduate assistant employment contracts that start later or end earlier than the official semester payroll dates will be pro-rated. Other benefits may also be affected. Registration is not required to hold assistantships in the summer, so tuition benefits are generally not provided in May or Summer terms.

More information on graduate assistant eligibility, benefits, and policies is available on the Graduate Assistant Employment website.

Registration
New graduate students should contact their graduate advisor or program DGS to discuss course registration. Students register each semester through the MyU portal. A class search tool is available in MyU. An alternate class search tool, called ClassInfo, is also available.

Registration Deadlines
Graduate students must register before the deadline each semester. The UMD academic calendar and registration deadlines are available on the UMD One Stop site. Failure to register before the deadline will result in significant late fees and a possible discontinuation of active graduate student status. Note that different University of Minnesota campuses have different calendars and deadlines. Students enrolled on more than one campus are expected to abide by the deadlines for each campus on which they are registered.

Late Registration Fees
To avoid a late registration fee, students must register before the first day of the term. Initial registration during the first 14 days of the term will incur a $50 late registration fee. After the first 2 weeks, the fee increases to $100. This fee also applies to GRAD 999 (active status) registration.

Registration Requirements
Graduate students must register every fall and every spring term to maintain active status until their degree is awarded. After the second week of the semester, unenrolled students are considered to have withdrawn from their program, and their University records are discontinued. Discontinued students may not register for courses, take examinations, submit Graduate Degree Plans, Thesis Proposal Forms, nor apply for graduation. They also may not
participate in the University community, nor use University services and facilities as Graduate School students. Those who wish to resume graduate work must apply for readmission to their program, and if readmitted, must register for the term of readmission to retain their active status.

Graduate students holding appointments as teaching assistants, research assistants, or administrative fellows must be registered for a minimum of 6 credits each term of their appointment. This applies to appointments of any percentage or any number of hours. Special registration categories are available for students who have fewer than 6 credits of coursework remaining in their program. Contact the UMD Graduate School Office for more information.

Students receiving other types of financial aid from the University or other agencies, international students with certain types of visas, and students who wish to use various University services and facilities may have specific registration requirements. These students are responsible for obtaining information about such requirements from the appropriate offices.

**Leave of Absence Request**

Students wishing to request a leave of absence must complete a Leave of Absence Request form after discussing with their graduate advisor the effect a leave will have on their progress towards their degree. The maximum length of a leave of absence is two years. Students granted a leave of absence may not use University facilities or services available only to registered students. See the University’s Leave of Absence Policy for full details.

**Special Registration Categories**

**GRAD 999**

GRAD 999 is a zero-credit, zero-tuition, non-graded registration option for Graduate School students who must register solely to meet the Graduate School’s registration requirement. GRAD 999 does not meet any other internal/external departmental or agency requirements. Other than requiring Graduate School students to hold active student status, the Graduate School does not impose any eligibility requirements on GRAD 999 registrations. However, individual graduate programs may establish their own eligibility criteria, and limit the number of terms for which a student may register. **Students must have approval from their graduate program DGS before they will be allowed to register for Grad 999.** Students registered in GRAD 999 may not hold a graduate assistantship position.
**International students enrolled in GRAD 999**

International students are strongly encouraged to consult with the [International Student Services (ISS) office](mailto:umshbo@umn.edu) if they are considering GRAD 999 registration.

*Maintaining legal status:* International students who enroll in GRAD 999 must submit a [Reduced Course Load form](mailto:umshbo@umn.edu), available on the International Student Services website, to the ISS Office, 237 Kirby Student Center.

*Maintaining health benefits:* International students who register for GRAD 999 are required to maintain their University-sponsored health benefit plan. Students will automatically be enrolled in, and billed for, the University-sponsored Student Health Benefit Plan unless they are covered by the Grad Continuation Plan, or they request and receive a waiver. To receive a waiver, students must meet one of the following criteria:

- They are covered by a United States-based, employer-sponsored insurance plan.
- They have returned to their home country and are in residence there for the duration of the semester.

Students who meet either of the above criteria may obtain a waiver request form by visiting the [Student Health Benefits Office website](mailto:umshbo@umn.edu), or by calling (800) 232-9017, or emailing umshbo@umn.edu. All waiver requests must be received by the University’s established registration deadlines.

**Advanced Status**

Advanced master’s students and advanced doctoral candidates (i.e., students who have completed all their program coursework and required thesis credits, but are still working full-time on the research or writing of their thesis, papers, capstone project, or dissertation) may be eligible for a special registration category that enables them to be certified as full-time students when registered for one credit. “Full-time status with one credit registration” is available only to advanced master’s (8333) and advanced doctoral (8444) students who have met specific eligibility criteria. Students registered in 8333 or 8444 may hold graduate assistantship appointments. For an application form, see the UMD Graduate School [Forms/Instructions](mailto:umshbo@umn.edu) page. Contact the UMD Graduate School Office with any questions.

**Payment of Tuition and Fees**

The University of Minnesota offers students several ways to [pay their student bill](mailto:umshbo@umn.edu). Students will receive notification via their University email address when the bill is ready to be viewed online. Students must log into MyU to [view their bill](mailto:umshbo@umn.edu). Authorized payers will need to use the login name
and password provided by the University. An installment payment plan and third-party billing are also available. Payments must be received (not postmarked) by the due date to avoid a late payment fee and a registration hold. Billing and payment due dates can be viewed online on the UMD One Stop Student Services website.

**Readmission and Other Changes**

**Readmission**

Students whose active student status in a graduate program has been discontinued must apply for readmission before resuming study. Most readmission applications require a $75 processing fee. At their discretion, programs may allow express readmission, or may require a student to submit a new online application for readmission to the same degree program.

*Note – if you are currently registered for Grad 999 or if you registered this semester but canceled your courses, you are still considered a current student, and do not need to submit a readmission application.*

**Change of Major, Track, or Degree Objective**

Students currently enrolled in a graduate program who intend to change their major, track, or degree objective from the one for which they were originally admitted must request a change of status. Students who have already been awarded a degree in the Graduate School must submit a new online application if they wish to pursue another degree.

**Changes in Registration**

During fall and spring semesters, the end of the second week of the semester is the last day to add a course, change sections of a course, change the grading option (including to or from audit status), or cancel a course without a W (indicating “withdrawal”) appearing on the transcript. During the summer term, the deadline for such changes depends on the length of the class. Contact UMD One Stop at (218) 726-8000 or umdhelp@d.umn.edu for summer course deadlines.

Students may cancel courses through the end of the tenth week of the semester; canceling courses after the tenth week requires the approval of the instructor, advisor, and UMD Associate Vice Chancellor for Graduate Education and Research, and must be for a non-academic reason. During the summer term, students may cancel a course through the last day of instruction with the advisor’s signature.

If withdrawal from a course occurs within the first two weeks of the semester, no record of this course is shown on the transcript. If withdrawal occurs after the second week of the semester,
the transcript will show a W (for withdrawal). Students cannot change their registration after the last day of instruction of a semester or register for previous semesters. Withdrawal from a course or courses may affect tuition benefits for those with graduate assistant appointments.

To request certain changes to registration after the second week (add, drop, swap sections, change of grade basis (e.g., A-F to S-N or audit), register for more than 18 credits, etc.), graduate students must submit a Graduate Registration Exception Request online. More substantial registration changes require a hard copy Academic Petition, to include both a clear statement of the action being requested as well as an explanation of why an exception to University or Graduate School policy is justified. Submission of a signed petition is not a guarantee of approval.

**Grading System**

The Graduate School uses two grading systems: A-F (with pluses and minuses) and S-N. Students have the option of choosing the system under which they will be graded, except for courses in which grading has been restricted to one system with approval of the Graduate School. Students choose their grading system at the time of initial registration. 5xxx and 8xxx courses with grades of A, B, C (including C-), and S may be included on a Graduate Degree Plan. Changes in grading option are not allowed after the second week of the term. At least two-thirds of the total number of course credits included on any Graduate Degree Plan form must be taken A-F. Individual major fields have the option of specifying more stringent requirements regarding the application of S-N courses to a degree plan. All A-F registrations in the Graduate School, regardless of course level, will be calculated in the overall cumulative GPA.

**Incomplete Grades**

The symbol “I” may be assigned by a course instructor to indicate “incomplete,” in accordance with provisions announced in class at the beginning of the semester when, in the instructor’s opinion, there is a reasonable expectation that the student can successfully complete the work of the course. For graduate and professional students, an “I” remains on the transcript until changed by the instructor or department head; it does not automatically change to an F after one year. However, course instructors may, at their discretion, establish a time limit for the removal of incomplete grades. Each graduate program may establish for its graduate students the maximum number of credits of incompletes allowed at any given time. Degrees may be conferred with an “I” for a course that is not required for the degree. Refer to the UMD Grading and Transcripts policy for complete information.
Retaking Courses

The Graduate School discourages the retaking of courses to improve grades. If a course is retaken, appropriate tuition and fees will be assessed. All registrations and grades for the course remain on the student’s graduate transcript and are included in the cumulative GPA calculation. However, students may replace a course on their Graduate Degree Plan with the same course taken subsequently for a higher grade.

Transcripts

Official transcripts may be ordered online, and are usually mailed in 2 – 3 working days. Transcripts will not be issued for students with financial holds on their record.

Students may view and print unofficial copies of their transcripts through the MyU portal.

Degree Requirements

The Graduate Degree Plan

All graduate students must submit an official Graduate Degree Plan (GDP) after completing at least 10 coursework credits, and no later than one term prior to completion of the degree. All graduate degree plans must conform to the minimum requirements listed below. Individual graduate programs may establish their own deadlines for submission of the degree plan to the program office. Completed forms should be submitted to the UMD Graduate School Office.

Changes to an Approved GDP

Once approved, all coursework and thesis credits (if applicable) listed on the GDP must be completed in order to meet graduation requirements. Changes to the degree plan may be requested by submitting a Graduate Student Petition Form (for minor changes), or a revised Graduate Degree Plan (for substantial changes).

Plans for the Master’s Degree

Students must indicate a plan type on the Graduate Degree Plan form. The types are listed below, but not every graduate program offers every type. Consult with your graduate advisor or program DGS to select a plan:

- Plan A, requires a thesis.
- Plan B, additional coursework and special projects are required in lieu of a thesis.
• Plan C, the coursework-only master’s, which provides an alternate structure for degree completion, such as a culminating experience in the form of a capstone course and/or paper, and additional coursework.

Requirements for the Master’s Degree

All master’s degree plans must meet the following Graduate School requirements:

• A minimum of 20 coursework credits + 10 thesis credits (Plan A), or 30 coursework credits (Plan B or Plan C) must appear on the Graduate Degree Plan.
• Coursework must be 4000-level or higher. A maximum of 9 credits of 4000-level coursework is allowed. Programs may impose a lower limit.
• Grades for all coursework on the Graduate Degree Plan must be C- or higher.
• No more than 1/3 of coursework credits on the GDP may be taken S-N (not counting transfer coursework from international institutions or coursework offered only on an S-N basis).
• A declared graduate minor must consist of at least 6 credits in the minor field. Some minors may have higher credit requirements.
• The calculated GPA for all coursework listed on the Graduate Degree Plan must equal 2.800 or greater.

The above is not an exhaustive list. Individual major fields have the option of setting higher/more stringent requirements. Students should be familiar with any special requirements of their graduate program. For more information, students should refer to their program handbook and the University’s policy on Master’s Degree: Performance Standards and Completion.

Requirements for the Doctoral Degree

All doctoral degree plans must meet the following Graduate School requirements:

• A minimum of 24 coursework credits + 24 dissertation credits must appear on the Graduate Degree Plan.
• Coursework must be 4000-level or higher. A maximum of 9 credits of 4000-level coursework is allowed. Programs may impose a lower limit.
• Grades for all coursework on the GDP must be C- or higher.
• No more than 1/3 of coursework credits on the GDP may be taken S-N (not counting transfer coursework from international institutions or coursework offered only on an S-N basis).
• A minimum of 12 graduate-level course credits is required for a doctoral-level minor.
The calculated GPA for all coursework listed on the GDP must equal 3.000 or greater.

The above is not an exhaustive list. Individual major fields have the option of setting higher/more stringent requirements. Students should be familiar with any special requirements of their graduate program. For more information, students should refer to their program handbook and the University’s policy on Doctoral Degree: Performance Standards and Completion.

Transfer of Credits from Outside the University

Subject to approval by the graduate program and the limits described below, graduate course credits earned at other accredited institutions may be transferred in to satisfy degree requirements.

Coursework for transfer into any graduate degree program must meet the following criteria:

- The coursework must have been taken after the completion of a baccalaureate degree.
- The coursework must have been taken at the graduate-level, meaning that the credit appears on a graduate transcript.

Transfer of Credits for the Master's Degree

A minimum of 60% of total course credits (not including thesis credits) required for a specific master’s degree must be taken at the University. Up to 40% of coursework taken while admitted as a degree-seeking student at another accredited institution may be considered for transfer. Transferred credits can include a maximum of 12 graduate course credits taken as non-degree seeking or non-admitted status. Transfer of thesis credits is not allowed.

Transfer of Credits for the Doctoral Degree

Individual programs may determine, on a case-by-case basis, how many transfer course credits doctoral students may apply toward their degree requirement. However, doctoral students must take a minimum of 12 course credits at the University. Transferred credits can include a maximum of 12 graduate course credits taken as non-degree seeking or non-admitted status. Transfer of thesis credits is not allowed.

Submission of Official Transcripts for transfer work

It is the student’s responsibility to provide appropriate course documentation (e.g., course syllabi, faculty status information) supporting proposed transfer credits to the program. In all cases, official transcripts for coursework to be transferred must be attached to the Graduate Degree Plan, unless they have already been included in the Application for Admission or
elsewhere in the student’s Graduate School file. If the course is in progress at the time of GDP submission, the transcript may be submitted once a grade is assigned.

In the case of a transfer from a non-U.S. institution, the credits must have been earned in a program judged to be comparable to a graduate degree program in a graduate school of a regionally accredited institution in the United States. Official transcripts must be submitted to the Graduate Admissions Office for approval.

**Transfer of Credits Across University Programs**

Graduate course credits earned while enrolled in one University graduate program may be applied to another University graduate program, subject to the following limits:

- The number of graduate course credits applied is determined by the graduate program to which the student is applying.
- Transfer of coursework taken in non-degree seeking status at the University is limited to 12 credits.
- A maximum of 8 graduate course credits may be counted in common between two earned University master’s degrees.
- Earned master’s thesis credits (8777) and doctoral dissertation credits (8888) in one University graduate program cannot be applied toward the thesis/dissertation credit requirement for another University graduate program.

**Individual graduate programs may impose more stringent limits on coursework applied to the degree plan.** For more information, see the University’s policy on Application of Graduate Credits to Degree Requirements.

**Assigning an Examination Committee**

Students in most master’s degree programs should use the Assign/Update Examination Committee online process described on the Graduate School website to select and assign faculty for their examination committees. The assignment of examination committee members should be completed at minimum one month prior to the final exam date.

Students in MEd, EdS, MEEd, MEHS, MEng and MTAG should see their Director of Graduate Studies or Graduate Program Coordinator for instructions on assigning their examining committees, if applicable.

Doctoral students should assign their preliminary oral examination committee at least one semester prior to the exam. The final examination committee should be assigned at least one semester prior to the final examination.
Students in all programs must have an approved GDP on file before an examination committee can be assigned. Doctoral students must also have the results of the preliminary written examination on file. Students should contact their graduate program offices for program-specific requirements and deadlines.

**Changes to the Examination Committee**

If a substitution or change of committee members is needed, updates may be made using the same processes described above. Substitutions necessitated by emergency situations must be approved in advance by the program DGS and the Associate Vice Chancellor for Graduate Education and Research.
Satisfactory Progress Toward Degree

Graduate programs must provide new graduate students with a current program handbook, specifying the program’s requirements and policies governing successful degree completion. Graduate programs are also required to provide their students with an annual review of degree progress. Students deemed not to be in good standing must be informed in writing, with a copy to their graduate advisor. See Master’s Degree: Performance Standards and Progress or Doctoral Degree: Performance Standards and Progress for more information.

Time Limit for Earning the Degree

Requirements for the master’s degree must be completed and the degree awarded within 5 calendar years (7 years if admitted and matriculated prior to the Spring 2013 semester) of initial enrollment in the degree program. For example, a student beginning a graduate program in Fall 2016 must complete all requirements and be awarded the degree by the end of December 2021 to meet this deadline. The time limit for doctoral degrees is 8 calendar years (5 years after passing the preliminary oral examination if admitted and matriculated prior to the Spring 2013 semester). More stringent time requirements may be set by individual programs.

Students unable to complete the degree by the deadline may request an extension of the time limit by submitting a Time Extension Request Form to the UMD Graduate School Office. To ensure timely consideration, this should be filed early in the term in which the time limit expires. Extensions beyond one year are considered only in the most extraordinary circumstances.

- Time Extension Request Form (Master’s Degree)
- Time Extension Request Form (Doctoral Degree)

If an extension is approved, the student is notified of the expectations for progress and completion of the degree. If the extension is denied, the student is terminated from the graduate program at the end of the time limit.

Students who have been terminated under such circumstances may apply for readmission to the Graduate School; however, readmission is not guaranteed. The faculty in the major field and the Graduate School may set conditions on the student’s resumption of work toward the degree, such as registering for additional coursework, retaking written examinations, completing the degree within a specified time period, or other appropriate terms.
Termination of Graduate Student Status

When performance is unsatisfactory in terms of grades or expected progress toward the degree objective, graduate students may be terminated from their program. Students are encouraged to check with the Director of Graduate Studies in their major field for complete information about academic performance and degree progress standards and the procedures used to monitor these standards.

Additionally, students who do not meet the Registration Requirement are considered to have withdrawn, and their Graduate School records are deactivated.

Grievance Procedures

Resolution of conflicts should first be attempted informally. Disputes involving graduate student rights and responsibilities may include, but are not limited to, violations of academic freedoms, sexual harassment, and failure of the University to fulfill its academic responsibilities. A more detailed guide to conflict resolution may be found in Appendix A of this handbook. Student Academic Complaint Resolution procedures are outlined on the Academic Affairs website.

Degree Completion

Graduation Packet

In order to receive their degree, students in all doctoral and most graduate programs must submit certain forms, available in the downloadable graduation packet. This packet contains a Graduation Checklist, instructions on how to Apply to Graduate, and other degree completion paperwork depending on the degree and plan type (master’s students). Required forms must be submitted to the UMD Graduate School Office.

Note: Students must have an approved Graduate Degree Plan on file, and an examination committee assigned (if applicable) in order to download the graduation packet.

Students in MEd, EdS, MEEd, MEHS, MEng and MTAG should see their graduate program coordinator for degree completion instructions.

Application for Degree

Graduate degrees are conferred monthly. To qualify for graduation in a particular month, students in all graduate programs must Apply to Graduate online via the MyU portal by the deadline for that month and must complete the final examination and all other requirements (including submission of necessary forms and fees) by the last business day of that month. The
application for degree triggers a review of the student’s record for degree clearance. Students in most graduate programs will receive an email from Graduate Student Services and Progress (GSSP) letting them know if there are outstanding requirements that must be completed by the end of the month. Students in MEd, EdS, MEEd, MEHS, MEng and MTAG should see their graduate program coordinator to find out if any requirements are outstanding.

Students who need to change their month of graduation after applying to graduate may request a new degree month by emailing the UMD Graduate School Office at umdgrad@d.umn.edu. Include a student ID number and the new month of graduation.

**Examinations**

**Master’s Candidates**

The Graduate School requires a final examination for both Plan A and Plan B master’s degrees. The exam may be written, oral, or both, depending on the major field.

For both plans the examination is coordinated by the chair of the student’s examination committee. The results of the examination are reported on the Final Examination Report Form, which is included in the Graduation Packet. A majority vote of the committee, all members present and voting, is required to pass the examination. A student who fails the examination may be terminated from the graduate program or allowed, upon unanimous recommendation of the examining committee, one retake of the examination, providing the reexamination is conducted by the original examining committee. The Final Examination Report Form and accompanying paperwork (if applicable), and the Final Report Form (Plan C) should be submitted to the UMD Graduate Office.

**Doctoral Candidates**

Doctoral candidates must complete a written, preliminary oral, and final oral examination in their major field. Separate examination committees are requested by the student for the preliminary and final oral examinations, and are not required to include the same members. The advisor or co-advisor may serve as chair of the preliminary oral committee, but may not serve as chair of the final oral committee. Forms and instructions for committee assignment and other requirements are linked here.

The results of the written exam are reported to the Graduate School by the graduate program coordinator. The results of the prelim oral and final oral are reported on their respective Examination Report Forms, which must be submitted to the UMD Graduate School Office. A retake of the preliminary oral exam may be allowed with the unanimous consent of the examination committee, but a retake of the final oral examination is not allowed.
**Thesis Submission**

The Graduate School requires the archiving of all master’s Plan A theses and doctoral dissertations through ProQuest, and also requires participation in the University of Minnesota Digital Conservancy, which allows the thesis or dissertation to be freely available to the public online. The copyright for the work is retained by the student, and may be registered for a fee, but registration is not a requirement. In addition to uploading a final approved version of the thesis or dissertation, properly formatted, to ProQuest, the student must also submit hard copies of the Signature Page, Title Page, and Deposit Agreement form (for the Digital Conservancy) directly to GSSP, or to the UMD Graduate School Office.

*Thesis formatting and submission information* is available on the GSSP website.

Students may also place electronic versions of their work in UMD d-Commons, the institutional repository of the University of Minnesota Duluth. This repository is available for project papers in departmental master’s programs (MED, EdS, MEEd, MEHS, MEng and MTAG), as well as master’s Plan A theses and doctoral dissertations.

**Graduation and Commencement**

**Conferral of the degree**

The official conferral date for graduate degrees is the last business day of each month. To qualify for graduation in a particular month, a student must Apply to Graduate on or before the first business day of that month and must complete the final examination and all other requirements (including submission of necessary forms and fees) by the last business day of that month. Transcripts showing the award of the degree are available two to three weeks following the official date of conferral. Diplomas are issued by the Office of the Registrar on the Twin Cities campus and are mailed four to six weeks following the official date of conferral.

**Commencement**

The UMD Commencement ceremony is held each year in May. Students intending to complete their degree programs in the fall, spring, or summer of the current academic year, or the fall of the next academic year are invited to participate. Though not required, attendance at Commencement is strongly encouraged. There are two separate ceremonies, one for CEHSP, SFA, and CLA graduate and undergraduate students, and a second for LSBE and SCSE graduate and undergraduate students. Students may participate in only one ceremony. The commencement ceremony takes place at the DECC and has open attendance; tickets are not required. The ceremony generally lasts under 2 hours.
Students are requested to check their diploma information, and confirm or decline participation in Commencement by logging into the UMD Commencement Manager and completing the Commencement Attendance Questionnaire. The deadline to submit the Questionnaire is March 1.

Note: Submission of the Commencement Attendance Questionnaire is not the same as Applying to Graduate. These are two separate processes, so students should be sure to complete both. Submission of the Questionnaire does not constitute an Application for Degree.

More information about Graduate Commencement and eligibility requirements is available on the UMD Graduate School website. General Commencement information is available on the UMD Commencement page. Contact the UMD Graduate School Office with any questions.
Guide to Campus Resources

American Indian Learning Resource Center
AILRC Office, 315 Kirby Plaza, (218) 726-6379, www.d.umn.edu/ailrc

The American Indian Learning Resource Center exists to enrich the cultural, academic, supportive, and social environment of the UMD campus. The Center’s mission is to increase the recruitment and retention of American Indian and Alaskan Native students while promoting a more culturally diverse campus environment. The AILRC provides supportive services to empower and aid in the success of our students and to enhance their educational experience.

Bookstore - UMD Stores
www.umdstores.com

1st floor, Kirby Plaza, (218) 726-7286. Campus Books sells textbooks, general reading books, school supplies, and office and art supplies.

2nd floor, Kirby Plaza, (218) 726-8520. UMD Stores sells greeting cards, magazines, grocery items, candy, beverages, health and beauty items, stationery, and small gift items. It is also the official store for UMD clothing and gift items. The Bulldog Shop sells sweatshirts, t-shirts, jackets, children’s clothing, and many other items.

1st floor, Kirby Plaza, (218) 726-6218. Located within the bookstore, the Computer Corner sells computers and computer accessories to students, faculty, and staff of the university. Items for purchase include computers, computer software, modems, disks, computer paper, computer books and magazines, and much more.

Calendars
The current UMD Academic Calendar and other important dates can be viewed on the One Stop Dates and Deadlines calendar. Other campus events can be viewed on the UMD Events & Calendars page.

Campus Directory
Use the official UMD directory to find faculty, staff, student, and department contact information.
**UMD Career & Internship Services**
22 Solon Campus Center, (218) 726-7985

The UMD Career & Internship Services office serves both graduate and undergraduate students and alumni. The office provides a range of services, including career counseling, guidance in the preparation of job application materials (resume, cover letter, personal statement, etc.) and development of interviewing skills. Their website also provides many links to job and internship search engines.

**Disability Resources**
258 Kirby Student Center, (218) 726-6130

The physical facilities at UMD are well adapted to the needs of individuals with disabilities. As a barrier-free and self-contained campus with all major buildings interconnected, UMD strives to be a hospitable setting for students with physical disabilities.

Disability Resources promotes both academic and physical access to students with disabilities, providing appropriate and reasonable accommodations on an individual and flexible basis. It is important for students to remember that it is their responsibility to request disability services.

**Office of Diversity and Inclusion**
Multicultural Center, 270 Kirby Student Center, (218) 726-6522

The Office of Diversity and Inclusion collaborates with faculty, students, staff and alumni to implement programs that support the University's commitment to inclusivity, equity and multiculturalism. In addition, the Office of Cultural Diversity staff develops and implements programs and services that affirm and support the retention and graduation of African American, Asian/Pacific American, Latino/Chicano, International, Gay, Lesbian, Bisexual, and Transgender students.

**African American Student Programs & Black Student Association**
Jordon Moses, Coordinator, 249 Kirby Student Center, (218) 726-6187, www.d.umn.edu/mlrc/bsa

Group office, 270D Kirby Student Center, (218) 726-8115, www.d.umn.edu/mlrc/bsa

These groups function as the support service for students of African, African American and Caribbean descent. Services include academic advising, tutoring services, individual counseling, and mentorship programs. Educational and cultural events are coordinated annually to increase
understanding of African and African American issues both within and outside the University community.
Asian Pacific American Student Programs & Asian Pacific American Student Association,
Kaohlee Vue, Coordinator, 235 (within the Multicultural Center) Kirby Student Center, (218) 726-6335
Group office, 270J Kirby Student Center, (218) 726-6075
Asian Pacific American Student Programs offers peer advising, counseling, and tutoring. The student organization sponsors social and cultural events, including the celebration of the Vietnamese New Year.

Gay, Lesbian, Bisexual, Transgender Services & Queer and Allied Student Union
Director, 245 Kirby Student Center (within the Multicultural Center), (218) 726-7300
UMD GLBT Services strives to provide individual and institutional support to students, faculty, staff and the community at large in five strategic areas: Information/Referral, Advocacy, Education, Consultation, and Coordination.
Group office, 270E Multicultural Center, (218) 726-6041
The QASU provides a safe space for queer and supportive students, faculty, and staff. The office also provides numerous books, magazines, and articles regarding sexuality, coming out, hate crimes, and STDs. Members of the QASU visit classrooms and constituents of the community, educating others about issues surrounding queer individuals. The students who work with the QASU also lobby the administration to create a positive environment for queer and supportive students, faculty and staff.

Latino/Chicano Student Programs & Latino/Chicano Student Association
Coordinator, 231 Kirby Student Center, (218) 726-8444, www.d.umn.edu/mlrc/lcsp
Group office, 270G Kirby Student Center (within the Multicultural Center), (218) 726-6617, www.d.umn.edu/mlrc/lcsa
This office provides peer advising, counseling and tutoring to Hispanic students. The program works with the Hispanic Organization to coordinate campus-wide efforts toward cultural diversity, such as Latin American Awareness Week and the Hispanic Fiesta.
**Women’s Resource and Action Center**
WRAC Office, 266 Kirby Student Center, (218) 726-6292

The mission of the Women’s Resource and Action Center at UMD is to facilitate the empowerment of women, both individually and collectively. It is a safe and supportive place to meet friends, get information, study or relax. The Women’s Center sponsors various women-centered programs and activities throughout the year. The Women’s Center provides information and referrals about resources available to women on campus or in the community.

**UMD Graduate School Office**
431 Darland, (218) 726-7523, umdgrad@d.umn.edu

The UMD Graduate School Office provides local administrative support, policy guidance, and quality oversight for all graduate programs at the University of Minnesota Duluth. This office assists faculty, staff, and current and prospective students with all graduate education-related questions and issues. The UMD Graduate School website provides a wealth of information and resources related to UMD graduate education and links to University of Minnesota Graduate School resources on the Twin Cities campus. Most graduate-education related forms and petitions may be submitted to this office.

**UMD Health Services**
615 Niagara Court, (218) 726-8155

UMD Health Services provides a range of services including general outpatient medical care, gynecologic services, laboratory and X-ray services (charged to student’s health insurance), medications, minor surgery and sports medicine. In addition, the center provides individual and group counseling and therapy services to students experiencing ongoing or situational psychological or behavioral difficulties. Counseling services include chemical abuse counseling, adult children of alcoholic parents groups, self-esteem groups, help with eating disorders, stress management and relationship counseling.

Programs focus on the developmental needs of university students to maximize their potential so they will get the most benefit from their academic environment and university experience.

Students with after-hours and weekend emergencies should seek care at one of the St. Luke’s or Essentia Health clinics.
**Housing**

University housing is available to undergraduate students only. Graduate students can search for housing through the newspaper (Duluth News Tribune), Craigslist, UMD/Duluth Housing Facebook Page, UMD International Student Housing Facebook Page, or other listings for off-campus housing. The University does not inspect or endorse any of the rental accommodations identified on these websites. All arrangements for off-campus rental housing are strictly between the student and the landlord. Students are advised to carefully inspect properties and read leases before signing any agreements.

**ID Card - The U Card**

127 Kirby Plaza, (218) 726-8814

The U Card bears your picture and student ID number, identifying you as a student on the UMD campus. Your first U Card is free and can be obtained at the U Card Office. Bring your driver’s license, state ID or passport and be prepared to have your picture taken. Students must be admitted and registered for classes before getting a U Card.

**Information Technology Systems and Services (ITSS)**

165 Kirby Plaza, (218) 726-8847, itshelp@d.umn.edu

ITSS provides the campus community with a high-quality, stable and reliable technology environment in support of the campus mission. ITSS helps faculty, staff, and students use technology to their best advantage and provides technical leadership and planning for future applications of these rapidly changing technologies. For assistance with any type of technology problem, call or stop by the ITSS Help Desk.

Technology resources for students include email accounts, network access, file storage and printing, and computing labs and classroom equipment for short-term checkout. For more information, visit the ITSS Website.

**Kathryn A. Martin Library**

**Overview**

The Kathryn A. Martin Library provides a variety of services critical to conducting academic research. These include a wide range of online journals, e-books and databases as well as on-site collections of print items, sound and video recordings, and microforms. Expert assistance is provided by reference librarians who are available by telephone, e-mail, online chat, or in person at the library. Library information professionals also provide introductory and
advanced group instruction on library use, as well as a variety of research and professional tools. Graduate students are encouraged to become familiar with and take advantage of Library services as early as possible in their graduate careers.

Graduate student loan privileges: UMD graduate students are allowed a maximum loan period of 1 year (initial 13-week loan, plus renewals) on most items. Limited collections (e.g., Course Reserves, Periodicals, etc.) have shorter loan periods. Patrons are notified by email when an item is close to its final due date. Regular items are charged at $.50 per day and are capped at $15 per item after the final due date. Fines may be assessed sooner on recalled items or items in limited collections. Contact the Circulation Desk for complete information.

Library Directory

Reference Desk, (218) 726-8100

General Circulation, Reserve & Hours, (218) 726-6120

Interlibrary Loan, (218) 726-6628

Archives/Special Collections, (218) 726-7861

Government Documents Depository, (218) 726-7880

Learning Commons

A range of student success services are also housed within the Library in the Securian Learning Commons, located on the 2nd floor.

Research and Learning Services

Anchored by the Reference Desk, this is the place to find information needed for research, study, or personal use. Research librarians help students formulate effective research strategies, from developing the right research question to selecting the right database.

Writers’ Workshop

Writers’ Workshop consultants are available by appointment to any member of the campus community for assistance with writing. Visit the Writers’ Workshop website for details about their services and to make an appointment.
Multimedia Hub

The Multimedia Hub offers audio, video, and photography equipment for short-term loan to UMD students, faculty, and staff, as well as assistance with editing and formatting videos, adding captions, and using the wide variety of other equipment available there.

**d-Commons**

UMD d-Commons, the institutional electronic repository of the University of Minnesota Duluth, is available to faculty and students to deposit electronic versions of their work. Further information about d-Commons is available on the [d-Commons website](mailto:libdcommons@d.umn.edu) or by email to libdcommons@d.umn.edu.

**Notary Public**

102 Kirby Student Center, (218) 726-7063

Notary service for the signing of important documents is available to UMD students and employees.

**Robert F. Pierce Speech-Language-Hearing Clinic**

156 Chester Park, (218) 726-8199

The Robert F. Pierce Speech-Language-Hearing Clinic is the teaching clinic in the Department of Communication Sciences and Disorders. Clinic students, under the supervision of clinic instructors, provide services to individuals from the UMD campus and the community who have communication disorders or differences. All clinic instructors are licensed by the Minnesota Department of Health and certified by the American Speech-Language-Hearing Association.

The Clinic provides a wide range of services, including accent modification therapy for individuals who wish to modify their accent to improve communication with others.

Fees are charged to offset, in part, the operating costs of the clinic. Full-time UMD faculty, staff, and students are charged 50% of the usual fee for all services. If payment of these fees presents a financial hardship, clients may make special arrangements or apply for financial assistance. Services are not covered by insurance.

**Transportation and Parking Services**

245 Kirby Plaza, (218) 726-7433

Parking on campus is available in metered spaces, pay lots, and permitted lots. Detailed information and instructions for the purchase of parking permits can be found on the
Transportation and Parking Services website. The Parking Office also manages the Bulldog CarShare program.

UMD students can ride Duluth Transit Authority (DTA) buses anytime, anywhere throughout the Twin Ports, free of charge with their U Card. For schedules and more information, visit the DTA Website, or call (218) 722-7283.
Helpful Phone Numbers

Collegiate Offices

Labovitz School of Business and Economics
219 LSBE, (218) 726-7281

College of Education and Human Service Professions
123 Bohannon Hall, (218) 726-7665

School of Fine Arts
120 Montague Hall, (218) 726-7261

The Graduate School
431 Darland, (218) 726-7523

College of Liberal Arts
306 Kirby Plaza, (218) 726-8981

Swenson College of Science and Engineering
140 Engineering, (218) 726-7585

Financial Aid (One Stop Office), 23 Solon Campus Center, (218) 726-8000
Kirby Information Desk, (218) 726-7163
UMD Campus Police, 287 Darland, (218) 726-7000
Emergency, Dial 911
Registrar (One Stop Office), 23 Solon Campus Center, (218) 726-8000
Safewalk Escort Service, 195 Kirby Student Center, (218) 726-6100
Appendix A

UMD Graduate School
Statement on Conflict Resolution
September 2009

Resolution of conflicts that may arise involving graduate students should always be attempted informally at first. The individuals involved in more formal conflict resolution will be different in certain situations, but the outline below is not meant to exclude any individual who might help and be appropriate in a particular situation. Rather, it is meant as a general guide for students or faculty wondering about a next step in conflict resolution.

1. **Conflicts between a graduate student and the instructor in a course concerning grading or other aspect of the course.**

Note, it is university policy that the instructor in a course has ultimate authority on grades, but attempts to address student’s concerns should follow this route.

These conflicts should be addressed by the instructor, and then the Department Head and DGS as appropriate, and then the Dean/Associate Dean of the College.

2. **Conflicts between a graduate student and advisor.**

These conflicts should be addressed by the advisor, and then the Director of Graduate Studies in the Graduate Program, possibly to the Department Head of the advisor depending on the structure of the graduate program, and then to the Associate Vice Chancellor for Graduate Education and Research.

3. **Conflicts involving a graduate student and some aspect of degree requirements and/or progress toward a degree.**

These conflicts should be addressed by the advisor, and then the Director of Graduate Studies in the Graduate Program, and then to the Associate Vice Chancellor for Graduate Education and Research.

4. **Conflicts involving a research assistant and advisor concerning the research appointment.**

These conflicts should be addressed by the advisor, and then the Department Head and DGS as appropriate, and then the Dean/Associate Dean of the College.
5. **Conflicts involving a teaching assistant and the supervising instructor or department.**

These conflicts should be addressed by the instructor, and then the Department Head and DGS as appropriate, and then the Dean/Associate Dean of the College.

6. **Conflicts involving a teaching assistant and a student in one of the TA’s courses.**

These conflicts should be addressed by the teaching assistant and the supervising instructor in the course, and then the Department Head and DGS as appropriate, and then the Dean/Associate Dean of the College.
Appendix B

Degree Completion Steps

Master's Degree

Plan A

Plan B

Plan C

Doctoral Degree

Doctor of Philosophy (PhD)

Doctor of Education (EdD)