

Master's Degree

1) IRB and/or IACUC Approval and 2) General Summary of Procedures

PLEASE NOTE: If a proposed graduate research project involves human or animal subjects, it must be submitted for review and approval by the Institutional Review Board (IRB) and/or the Institutional Animal Care and Use Committee (IACUC). This process should be initiated by the student after his or her supervisory committee has approved the final research design, because IRB and/or IACUC approval must be obtained before the research project commences.

General Summary of Procedures

- 1. Gain admission to the Graduate School*
- 2. Select, with the major adviser, two other members to serve on the supervisory committee. One of the members must be from the faculty. The other member could be either a faculty member or a qualified off-campus expert in the field, depending upon the department. The fourth committee member is the Graduate School Appointee.*
- 3. If appropriate, remove admission deficiencies in order to qualify for full-standing status.*
- 4. Develop a Plan of Study with the major adviser in consultation with all other supervisory committee members.*
- 5. Submit the Plan of Study to the graduate dean for approval no later than the term immediately after the supervisory committee is formed.*
- 6. Complete courses listed on Plan of Study, including the disquisition. Maintain continuous enrollment or obtain leave of absence from graduate dean.*
- 7. Personally meet with the Graduate School to verify that all courses on the Plan of Study have been completed and the required GPA has been attained.*
- 8. Seek permission to schedule the oral examination from the major adviser. The request to schedule the examination is sent by the major adviser to the Graduate School two weeks prior to the examination.*
- 9. Submit the disquisition in near final form to the committee members no less than seven (7) days prior to the examination.*
- 10. Be sure that the examining committee immediately reports in writing the results of the examination to the graduate dean.*
- 11. Submit one (1) draft of the disquisition to the Graduate School for grammatical review, editorial suggestions, and approval of format and style. The approval process may involve several submissions.*
- 12. Submit five (5) final and approved copies of the disquisition to the Graduate School no later than one year after the oral defense. Failure to do so results in a second oral defense.*
- 13. Attend commencement to receive the graduate degree. (Optional)*

North Dakota State University
Graduate School

Master's Degree
Plan of Study and
Supervisory Committee

Date Submitted _____ NAID# _____

Student _____
(Type Name) (Signature)

Department/Program _____ Date Degree Expected _____

Degree _____ M.S. _____ M.A. _____ M.B.A. _____ M.Ed.

Option _____ Thesis _____ Comprehensive Study Paper _____ N/A (M.B.A.)

Graduate Courses at North Dakota State University The Supervisory Committee approves the following courses and research to satisfy the Master's degree requirements.

| Department | No. | Title | Instructor | Term Year Taken | Qrt/Sem Credits |
|------------|-----|-------|------------|-----------------|-----------------|
|------------|-----|-------|------------|-----------------|-----------------|

Total graduate credit hours at North Dakota State University _____

Transfer Credits (Official transcripts showing completion of credit to be transferred from other institutions must be in the Graduate School PRIOR to approval of the Plan of Study.) The Supervisory Committee recommends the following transfer credits to satisfy degree requirements.

| Institution | Department | Course No. | Title | Qrt./Sem. Year Taken | Credits | Grade |
|---|------------|------------|-------|----------------------|---------|-------|
| Credit Hours Transferred to Master's Program (in semester hour credits) _____ | | | | | | |

Total credit hours in Plan of Study: NDSU _____ Transfer _____ Total _____

Language Requirement _____
(If required) Certification _____
Language Department

| Names of Supervisory Committee Members <small>(Please type names)</small> | Signature <small>(Recommends approval)</small> | Department |
|--|---|------------|
| Chair | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Graduate Appointee

Approved by:

_____ _____
Department / Program Chair

_____ _____
Academic Dean

Received by Graduate School

Approved

Date

Graduate Dean

Date