

PROGRAM OF STUDY INSTRUCTIONS

THESE ARE GENERAL GUIDELINES APPLICABLE TO ALL PROGRAMS. ADDITIONAL REQUIREMENTS MAY APPLY TO YOUR SPECIFIC DEGREE PROGRAM. CHECK WITH YOUR MAJOR DEPARTMENT.

1. An Advisor or Faculty Advisory Committee (thesis & dissertation) must be approved by the Graduate Dean before you file your program of study in the School of Graduate Studies' office. Complete the form "New Advisor or Committee Appointment or Changes". Have your advisor and committee sign this form and also the Graduate Director of your department and submit it to the School of Graduate Studies. If your program of study includes a minor, a committee member from the minor department must be part of your committee. For the independent study option, the signature of the Graduate Director of the minor department is required on the program of study.
2. The student is advised to submit a program of study in their second semester they are in the program or as soon as possible. Review the graduate catalog for requirements regarding your degree and your major. Then meet with your Advisor to develop the proposed program.
3. Keep the following points in mind when formulating your program:
 - Only those UND courses listed in the graduate catalog are eligible for use in the major and minor areas on your program. A graduate minor must be titled and consist of at least 9 credits. Only courses approved for graduate credit are eligible. The minor will be listed on the student's transcript.
 - Half of all credits on the Program of Study need to be 500 level or above and must be listed in the Graduate portion of the catalog unless they are being used in a cognate.
 - All UND courses numbered 300 and higher listed in the Undergraduate or graduate catalog may be applied to the **cognate** part of a program. When a graduate student elects to use 300 or 400 level courses for graduate credit, it is understood that the student will be required to do additional work, over and above that typically required of undergraduates. Usually, such work is of an independent nature. Cognates must be at least 6 credits and cannot be from the student's major.
 - The School of Graduate Studies will make an evaluation of transfer credits when your program of study is submitted. Please check with your Advisor for eligibility of these courses to be applied to your degree. Transfer courses must be listed on your program exactly as they appear on your transcript with the exception that quarter credits be converted into semester credits. List the University in parenthesis after the title of the course. Send an official transcript to the School of Graduate Studies when graded, if it has not been previously submitted. If you have completed the course, list the University and semester completed.
 - Do not list more than the maximum number of acceptable transfer credits on your program. Up to $\frac{1}{4}$ of the degree requirements of *eligible* transfer work is acceptable with a grade of B or better. (Usually 8-9 credits) (See: "Transfer of Graduate Credits" in the graduate catalog.)
 - No more than nine non-degree credits may be applied to your degree.
 - Graduate courses more than seven years old are considered obsolete and may not be used on a program of study. However, UND courses may be revalidated by submitting a plan of study for approval by the Dean of the School of Graduate Studies. If you plan to revalidate any UND courses, the revalidation plan must be submitted and approved before the revalidation process

is undertaken. The form is available on our website.

4. Type your program on the appropriate form and use the following organization:
 - Supply a title for each group of courses. Group courses into the appropriate major, minor, cognate, foundations, etc. in accord with the degree requirements stated in the graduate catalog. Leave some space between these areas to allow for any future minor revisions.
 - Be sure you have included at least the minimum number of required credits in the total program, the major, the minor, the cognate, and the foundations areas.
 - Please list the credit amounts in the appropriate column for each course listed.
5. Sign the program and then secure the necessary signatures, Advisor and Graduate Director (non-thesis), and Advisory Committee (thesis and dissertation). Submit your program to the School of Graduate Studies for the Dean's approval. A copy will be sent to the advisor and student when approved by the School of Graduate Studies.
6. For changes to an approved program of study, complete the form "Change to Program of Study", have your advisor sign it and send it to the School of Graduate Studies for approval. If you have had several changes to your program of study, submit a new program of study form with the required signatures.
7. Please be sure to keep your program of study up to date. It will be checked when you graduate. If there are any discrepancies, it may delay your graduation clearance.