

Master's Degree

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

PLEASE NOTE: *If a proposed graduate research project involves human or animal subjects, or biohazards, it must be submitted for review and approval by the Institutional Review Board (IRB), the Institutional Animal Care and Use Committee (IACUC), and/or the Institutional Biosafety Committee (IBC). The student should initiate this process after his or her supervisory committee has approved the final research design because IRB, IACUC, and IBC 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 (suggestions are welcome).
3. If you were admitted with conditional status, remove admission deficiencies in order to qualify for full-standing status.
4. Develop a Plan of Study with the major adviser in consultation with 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. If necessary, satisfy foreign language requirements.
7. Complete courses listed on Plan of Study, including the disquisition. Maintain continuous enrollment, or obtain a leave of absence from the Graduate Dean.
8. Seek permission to schedule the Final Oral Examination from the major adviser. The Request to Schedule Examination form is sent to The Graduate School at least two (2) weeks prior to the examination.
9. Submit the disquisition in near final form to the supervisory committee no less than seven (7) days prior to the oral examination.
10. Be sure that the examining committee immediately reports the results of the examination in writing to the Graduate Dean.
11. Submit one (1) draft of the disquisition with the Checklist for Dissertations, Theses, and Papers to The Graduate School for review and approval of format. 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. (Optional)
14. Graduation date is based on the semester when final copies are submitted.

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 #	Title	Qrt/Sem Year Taken	Credits	Grade
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Credit hours transferred to master's program (in semester credit hours): _____

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

Language Requirement: _____ Certification: _____
If Required Language Department

Names of Supervisory Committee Members (Please type names)	Signature (Recommends approval)	Department
Chair of Supervisory Committee	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Graduate Appointee	_____	_____

Approved by _____
Department/Program Chair Signature

NDSU
The Graduate School
*If you have any questions,
 contact The Graduate School
 at 701-231-7033 or
 ndsu.grad.school@ndsu.edu*

APPROVED

Graduate Dean

Date

The Graduate School will send copies to Student, Committee, and Program Administrator.