The information in this handbook is subject to change without notice. University offices can provide current information about possible changes.

This Handbook is not intended to substitute for the information carried by the University of Minnesota Duluth Catalog, The University of Minnesota Graduate School Catalog, the University of Minnesota Graduate Assistant Employment Office, or the information available through the Graduate School’s websites, but rather should be viewed as a supplement to those sources.
Table of Contents

University of Minnesota Duluth Catalog ............................................................................. 1
Health Insurance .................................................................................................................. 1
Immunization ....................................................................................................................... 1
Student Account Initiation ................................................................................................. 1
Payment of Tuition and Fees ............................................................................................. 2
Grievance Procedures ......................................................................................................... 2
Student Conduct Code .................................................................................................... 2
Transcripts .......................................................................................................................... 2
Graduate Assistantships ................................................................................................... 2
Registration .......................................................................................................................... 3
  Registration Deadlines ..................................................................................................... 3
  Late Registration Fees .................................................................................................... 3
  Registration Requirements ............................................................................................ 4
  Leave of Absence Request ............................................................................................. 4
Special Registration Categories .......................................................................................... 4
  GRAD 999 ..................................................................................................................... 4
  International students enrolled in GRAD 999 ............................................................. 5
  Registration Categories for Advanced Status Graduate Students ............................... 5
Readmission and Other Changes ...................................................................................... 7
  Readmission .................................................................................................................. 7
  Change of Major, Track, or Degree Objective ............................................................. 7
  Changes in Registration ............................................................................................... 7
Grading System ................................................................................................................... 8
  Incomplete Grades ....................................................................................................... 8
  Retaking Courses ........................................................................................................ 8
Satisfactory Progress Toward Degree ................................................................................ 8
Termination of Graduate Student Status ......................................................................... 8
Master’s Degree Requirements .......................................................................................... 9
  Plans for the Master’s Degree ..................................................................................... 9
  Registration Requirement for the Master’s Degree ...................................................... 9
  Double Counting ......................................................................................................... 9
  Transfer of Credits for the Master’s Degree ............................................................... 10
  Time Limit for Earning the Master’s Degree .............................................................. 11
  Graduate Degree Plan ................................................................................................. 11
  Changes in an Approved GDP .................................................................................... 12
Assigning an Examination Committee ........................................................................... 12
Changes to the Examining Committee .......................................................................... 12
Application for Degree ................................................................................................... 12
Minimum Grade Requirements ....................................................................................... 13
Final Examinations ............................................................................................................ 13
Guide to Campus Resources ................................................................. 15

Student-Staff Directory ........................................................................ 15
Academic Calendar .................................................................................. 15
UMD Graduate Office ............................................................................. 15
UMD Stores .......................................................................................... 15
Information Technology Systems and Services (ITSS) .......................... 16
Library .................................................................................................. 16
  Overview ............................................................................................. 16
  Supportive Services Program ............................................................... 17
  Writers’ Workshop ............................................................................ 17
  d-Commons ....................................................................................... 17
Printing, Graphics and Photocopy Services ............................................. 17
Housing ................................................................................................. 17
Notary Public ......................................................................................... 18
Parking Services .................................................................................... 18
The U Card ............................................................................................ 18
Duluth Transit Authority ........................................................................ 18
UMD Health Services ........................................................................... 18
UMD Career & Internship Services ......................................................... 19
Disability Resources ............................................................................... 19
Kirby Leadership Institute ..................................................................... 19
Office of Cultural Diversity .................................................................... 19
  African American Student Programs & Black Student Association .......... 20
  Asian Pacific American Student Programs & Asian Pacific American Student Association, 20
  Gay, Lesbian, Bisexual, Transgender Services & Queer and Allied Student Union .. 20
  Latino/Chicano Student Programs & Latino/Chicano Student Association .......... 20
  Women’s Resource and Action Center .................................................. 21
American Indian Learning Resource Center ........................................... 21
Robert F. Pierce Speech-Language-Hearing Clinic .................................... 21
Helpful Phone Numbers .......................................................................... 22
**University of Minnesota Duluth Catalog**

The current University of Minnesota Duluth (UMD) catalog is available at [www.catalogs.umn.edu/index.html](http://www.catalogs.umn.edu/index.html). The catalog describes degree programs and requirements, and provides course information. Requirements for individual programs should be confirmed with the appropriate departmental office or Director of Graduate Studies (DGS). The catalog contains a section dealing specifically with official Graduate School policies.

**Health Insurance**

All students who are admitted to a degree program and are registered for six or more credits per semester are required by the University of Minnesota to have health plan coverage. Students who meet these criteria are automatically enrolled in the University-sponsored Student Health Benefit Plan unless they waive the plan by providing verifiable proof of private health plan coverage during the class registration process. Spouses, domestic partners and dependents of students are only eligible to enroll in the plan if the student enrolls them during the open enrollment period (in the fall semester), or within 31 days of when the student first becomes eligible for the plan. Additional information is available at [www.shb.umn.edu/duluth/students/student-health-benefit-plan.htm](http://www.shb.umn.edu/duluth/students/student-health-benefit-plan.htm), or by calling the Office of Student Health Benefits at 1-800-232-9017.

Graduate students on a 25 percent or more 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. Additional information regarding the Graduate Assistant Health Plan is available at [www.shb.umn.edu/duluth/graduate-assistants/gahp/graduate-assistant-health-plan.htm](http://www.shb.umn.edu/duluth/graduate-assistants/gahp/graduate-assistant-health-plan.htm)

**Immunization**

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 the information requested and maintain the record for one year. Graduate students must complete the immunization form at [www.d.umn.edu/registrar/immune.html](http://www.d.umn.edu/registrar/immune.html) and return it to UMD Health Services, 615 Niagara Court, Duluth, MN 55812-3065.

**Student Account Initiation**

University of Minnesota students may initiate (or activate) their student internet account at [www.umn.edu/initiate](http://www.umn.edu/initiate). International students should skip the section asking for a social security number.
Payment of Tuition and Fees

The University of Minnesota offers electronic billing and payment of student account bills (tuition, fees, housing, etc.). The UM Pay electronic billing and payment system will automatically send an e-mail notification to the student's U of M e-mail address when the bill is ready to be viewed online. Students need their U of M Internet ID and password to login to the UM Pay System. Authorized payers will need to use the login name and password provided by their student. Payments must be received by the due date to avoid a late payment fee of $30 and a registration hold. This fee is in addition to the $35 per semester installment/re-billing fee. Billing and due dates are available at www.d.umn.edu/onestop/student-finances/pay/due-dates/index.html

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 at www.d.umn.edu/grad/pdfs_docs/conflictres.pdf.

Student Conduct Code

Students are responsible for complying with the University’s Student Conduct Code: regents.umn.edu/sites/regents.umn.edu/files/policies/Student_Conduct_Code.pdf

Transcripts

Official transcripts are available online at www.d.umn.edu/onestop/grades-transcripts/official-transcripts/index.html. Transcripts will not be issued for individuals with financial holds. Transcripts are usually mailed in 2-3 working days.

Students may obtain unofficial copies of their transcripts by submitting an online request or in person at the Student Assistance Center, 23 Solon Campus Center. Financial and disciplinary holds must be cleared in order to receive a transcript. Unofficial copies are not available in person the first three days of the term. There is no charge for this service.

A student can print or view an online copy of their unofficial transcript and grades online at www.d.umn.edu/onestop/grades-transcripts/unofficial-transcripts.html

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.

To be eligible to hold an assistantship, a student must be admitted to a Graduate or Professional School degree program and registered in the Graduate or Professional School with a minimum of 6 credits or have full-time status during the fall and spring semesters of the appointment; this applies to appointments of any percentage or any number of hours. 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. Graduate assistantships generally do not provide tuition benefits in May or Summer Terms.

For more information on graduate assistantships, contact the Director of Graduate Studies in your program, the UMD Graduate Office, or refer to the Graduate Assistant Employment website at www.umn.edu/ohr/gae.

**Registration**

New graduate students should contact their graduate advisor or DGS to discuss course registration for their first semester. Registration at UMD is administered online at d.umn.edu/onestop/registration/index.html. A class schedule and class search tool are also accessible online at www.d.umn.edu/courseinfo.

**Registration Deadlines**

Graduate students must register before the deadline each semester. For the academic calendar and registration deadlines, refer to www.d.umn.edu/onestop/calendar/index.html. Failure to register before the deadline will result in significant late fees and a possible discontinuation of active graduate student status.

**Late Registration Fees**

To avoid a late registration fee, students must register before the first day of the term. If you register during the first 14 days of the term, you will be charged a $50 late registration fee. After the first 2 weeks, you will be charged a $100 late registration fee to register. This also applies to GRAD 999 registration (see Special Registration Categories).
Registration Requirements

To maintain active status, graduate students must register every fall and spring term. Those who do not register every fall and spring are considered to have withdrawn from their program, and their Graduate School records are deactivated. Deactivated 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 request readmission to the Graduate School, and if readmitted, must register in the Graduate School for the term of readmission to regain their active status. For more information about the Graduate School’s registration requirements, refer to www.grad.umn.edu/students/registration/activestatus/index.html.

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.

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. Students should discuss 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. Full details of the leave of absence policy are available at: www.policy.umn.edu/Policies/Education/Education/GRADSTUDENTLEAVE.html.

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 considering registering for GRAD 999 must
seek approval from their graduate program, and permission must be granted before they will be allowed to register. Students registered in GRAD 999 may not hold a graduate assistantship position. For more information on GRAD 999, visit onestop.umn.edu/special_for/SpecialRegistrationCategoriesforGraduateProfessionalStudents.html.

**International students enrolled in GRAD 999**

International students are strongly encouraged to consult with the International Student Services (ISS) office if they are considering GRAD 999 registration.

*Maintaining legal status:* International students who enroll in GRAD 999 must file a Reduced Course Load form, available on the International Student Services website, and submit the completed form 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 must contact the Student Health Benefits office for a waiver request form by calling (800) 232-9017, or emailing umshbo@umn.edu. All waiver requests must be received by the University’s established registration deadlines.

**Registration Categories for Advanced Status Graduate Students**

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 special registration categories that enable them to be certified as full-time students when registered for one credit. “Full-time status with one credit registration” courses are available only to advanced master’s (8333) and doctoral (8444) students who have met specific eligibility criteria. Students registered in 8333 or 8444 may hold graduate assistantship appointments. For more information concerning eligibility requirements, important deadlines, and application forms, contact the UMD Graduate School Office, or visit umn.edu/special_for/SpecialRegistrationCategoriesforGraduateProfessionalStudents.html.
Readmission and Other Changes

Readmission

Most requests for readmission, change of major, track or degree objective, or change of campus within the Graduate School must be made by submitting the Change of Status/Readmission Application found at www.grad.umn.edu/admissions/registration/readmission/index.html.

Change of Major, Track, or Degree Objective

Students currently enrolled in the Graduate School who intend to change their major, track, or degree objective from that originally approved by the Graduate School should request a change of status. Students who have already been awarded a degree in the Graduate School must request a change of status 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 auditor status), or cancel a course without a W (indicating “withdrawal”) appearing on the transcript. During the summer term, the deadline for such changes is the fifth day of instruction.

Students may cancel courses through the end of the eighth week of the semester; canceling courses after the eighth week requires the approval of the advisor, instructor, and UMD Graduate Office. 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 the course with a W. 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.

To request changes to your registration, you must submit a petition form, which includes both a clear statement of the action being requested as well as an explanation of why an exception to policy is justified. Submission of a signed petition is not a guarantee of approval. Petition forms are available online at www.grad.umn.edu/forms/forms-masters.
**Grading System**

The Graduate School uses two grading systems: A-B-C-D-F (with pluses and minuses) and S/N. Students have the option of choosing the system under which they will be graded, except in 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 in a Graduate Degree Plan. Changes in grading option are not allowed after the second week of the term. Under some circumstances, and with approval of the student’s major department, 4xxx, 6xxx, and 7xxx courses may also be applied to a Graduate Degree Plan. 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 program. All A-F registrations in the Graduate School, regardless of course level, will be calculated in the cumulative GPA.

**Incomplete Grades**

The symbol “I” may be assigned by an 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. An “I” remains on the transcript until the instructor replaces it with a final A-F or S/N grade. Course instructors may, at their discretion, establish a time limit for the removal of incomplete grades. Each major field establishes for its graduate students the maximum number of credits of incompletes allowed at any given time.

**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 calculated into the cumulative GPA.

**Satisfactory Progress Toward Degree**

Graduate programs are required to provide their students with an annual review of degree progress. In addition to fulfilling the Graduate School requirements, students should consult their major program’s graduate studies handbook for program-specific criteria for satisfactory progress toward their degree.

**Termination of Graduate Student Status**

When performance is unsatisfactory in terms of grades or normal progress toward the student’s degree objective, graduate student status may be terminated. 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. Students who do not register in the Graduate School every fall and spring term are considered to have withdrawn, and their Graduate School records are deactivated (see “Registration Requirements” above).

**Master’s Degree Requirements**

**Plans for the Master’s Degree**

The Graduate School offers the master's degree under three different plans:

- Plan A, requiring a thesis
- Plan B, which substitutes additional coursework and special projects for the thesis
- Plan C, the coursework only master’s, is available in certain programs and provides an alternative structure for degree completion, such as a culminating experience in the form of a capstone course and/or paper.

Minimum Graduate School requirements, including the 30-credit minimum, time limit for degree completion, double counting of credits, transfer coursework, and GPA apply to all plans. Individual major fields have the option of setting higher/more stringent requirements. Students should be familiar with any special requirements in their major field.

**Registration Requirement for the Master’s Degree**

Master’s degree students are required by the Graduate School to complete at least 60 percent of the coursework for their official degree programs (excluding thesis credits) as registered University of Minnesota Graduate School students; individual major fields may require a higher percentage. With approval of the advisor, Director of Graduate Studies in the major (and Director of Graduate Studies in the minor, if the courses are for a designated minor), and the Graduate School, transfer coursework may make up the remaining 40 percent (maximum) of the degree coursework (see Transfer of Credits for the Master’s Degree below).

Master’s Plan A students must enroll for a minimum of 10 thesis credits (8777) before receiving the degree.

**Double Counting**

Students may have a maximum of 8 credits in common between two master’s-level degrees.
Transfer of Credits for the Master’s Degree

Unless otherwise specified under a student’s major, the following rules apply to the transfer of credits.

Master’s degree students are required by the Graduate School to complete at least 60 percent of the coursework for their official degree programs (excluding thesis credits) as registered University of Minnesota Graduate School students. With approval of the advisor, Director of Graduate Studies in the major (and Director of Graduate Studies in the minor, if the courses are for a designated minor), and the Graduate School, the transfer of up to 40 percent of the degree program coursework from any combination of the following is permitted.

1. Graduate-level coursework completed at other accredited graduate institutions.
2. Graduate-level coursework taken as a non-admitted U of M student—students may be able to register for graduate credit when not admitted to the Graduate School. Non-admitted students interested in taking graduate-level courses must work with the respective departments (generally the Director of Graduate Studies or his/her designee) to gain admission to non-degree status. For information about registering for graduate credit as a non-admitted student, refer to the One Stop website.
3. Graduate-level coursework completed through other University of Minnesota units (e.g., College of Education and Human Development, Law School) in pursuit of graduate-level degrees.
4. Adult special, summer session, and College of Continuing Education coursework completed at the University of Minnesota before spring semester 2001. Any registrations in these categories during spring semester 2001 or later will not be accepted towards any Graduate School degree requirement.

In all cases, official transcripts of the work must be attached to the Graduate Degree Plan, unless they have already been included in the student’s Graduate School file. Individual graduate programs have the option of specifying a lower percentage of coursework for transfer.

Work to be transferred must be graduate level (post-baccalaureate) and have been taught by faculty authorized to teach graduate courses. 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 the case of a transfer from a non-U.S. institution, the credits must have been earned in a program judged by the Graduate School to be comparable to a graduate degree program in a graduate school of a regionally accredited institution in the United States.
Regarding the transfer of coursework from either a U.S. or non-U.S. institution, if conditions are placed on a student’s admission to exclude certain coursework from transfer to a Graduate School degree program, that coursework may not be transferred regardless of the level of the coursework or the status of the school or college in which it was earned.

**Time Limit for Earning the Master’s Degree**

Requirements for the master’s degree (Plan A and Plan B) must be completed and the degree awarded within five years. The five-year period begins with the earliest coursework included on the official Graduate Degree Plan, including any transfer work. The graduate faculty in a specific program may set more stringent time requirements.

Students unable to complete the degree by the deadline may request an extension of the five-year time limit by submitting a Time Extension Request Form through the UMD Graduate 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.

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.

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 any readmission 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.

**Graduate Degree Plan**

The Graduate School expects master’s students to submit an official Graduate Degree Plan (GDP) after completing 10 credits, but no later than one term prior to completion of the degree. Individual graduate programs may establish their own deadlines for submission of the degree plan to the Graduate School.

The GDP form is available at www.grad.umn.edu/forms/forms-masters. Completed forms should be submitted to the UMD Graduate School Office.
Changes in an Approved GDP

Once approved, the GDP must be fulfilled in every detail to meet graduation requirements. Changes to the degree plan should be requested by submitting a petition form, available online at [www.grad.umn.edu/students/forms/masters/index.html](http://www.grad.umn.edu/students/forms/masters/index.html).

Assigning an Examination Committee

Students in GRD programs should use the “Assign/Update Examining Committee” process described on the Graduate School website to select faculty for their examining committee. See this link for full instructions: [www.grad.umn.edu/current-students-graduate-student-services-progress-masters/assignmasterscommittee](http://www.grad.umn.edu/current-students-graduate-student-services-progress-masters/assignmasterscommittee)

Students in DMS programs (MEd., MEHS, M.Ed., MSpEd, MTAG, and MEng) should see their program's Plan-Level Coordinator for instructions on assigning their examining committee. For those programs that require a committee, the student verifies that proposed committee members are eligible to serve by consulting the Graduate Education Faculty Role List, and then sends an email to the advisor with the suggested committee composition. Experts from outside the University can be included when appropriate. The advisor forwards the email with a note of approval to the Director of Graduate Studies for that program. The Director of Graduate Studies forwards the email with a note of approval to the Director of Graduate Education. The approved committee assignment is entered into the student’s record.

The assignment of examination committee members should be completed at minimum one month prior to the final exam date.

Changes to the Examining Committee

Substitutions on the examining committee may be necessitated by such circumstances as a faculty member’s temporary absence on leave from the University. Updates to the committee may be made using the same processes described above for GRD and DMS students. Substitutions necessitated by emergency situations must also be approved in advance. In such cases, the advisor should consult with the Graduate School staff before the start of the examination.

Application for Degree

Graduate degrees are conferred on the last business day of each month. To qualify for graduation in a particular month, a student must submit the Application for Degree Form on or before the first business day of that month and must complete the final examination and all other requirements (including necessary forms and fees) by the last business day of that month. If you have made any revisions to your Graduate Degree Plan, be sure to submit a Petition Form.
(for minor revisions) or a revised Graduate Degree Plan form (for significant changes). Both of these forms require signatures from your advisor, program Director of Graduate Studies, and the Director of Graduate Education.

Students will find the Application for Degree form in the Graduation Packet available online at: www.d.umn.edu/grad/current-students-gradpacket.php, along with a Graduation Checklist, Master’s Reviewers Report Form, Master’s Final Exam Report Form, and Thesis Formatting & Submission Guidelines. Note: Students must have an approved Graduate Degree Plan on file, and an examining committee assigned in order to be able to download the Graduation Packet.

**Minimum Grade Requirements**

The Graduate School requires a minimum GPA of 2.80 (on a 4.00 scale) for courses included on any official master’s Degree Program Plan. Courses with grades of A, B, C (including C-), and S may be included in the official degree plan, but grades of S are not calculated in the GPA. Students pursuing a Plan A master’s degree are required to register for thesis credits (8777). These registrations are not graded, and therefore cannot be used to meet course credit requirements. At least two-thirds of the course credits included on any Graduate Degree Plan must be taken A-F. Individual major fields have the option of setting higher grade requirements and specifying more stringent requirements regarding the application of S/N courses to a degree program.

**Final Examinations**

**Master’s Candidates**

The Graduate School requires final exams for both Plan A and Plan B master’s degrees. The exams 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 examining 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.

**Thesis Submission**

The Graduate School of the University of Minnesota requires electronic publication 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 to be
viewed freely by the public. The copyright for the thesis is retained by the student, and may be registered for a fee, but registration is not a requirement. In addition to submitting the final approved version of the thesis, properly formatted, to ProQuest, the student must also submit hard copies of the thesis 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 guidelines are available here: www.grad.umn.edu/students/ThesisSubmission/index.html

Students may also place electronic versions of their work in “UMD d-Commons,” the institutional repository of the University of Minnesota Duluth. Further information about d-Commons is available at d-commons.d.umn.edu or by email from libdcommons@d.umn.edu. This repository is available for theses in departmental master’s programs and master’s Plan B projects in addition to master’s Plan A theses and doctoral dissertations.

Graduation and Commencement

Conferral of degrees

Degrees are conferred on the last business day of each month. To qualify for graduation in a particular month, a student must submit the Application for Degree Form on or before the first business day of that month and must complete the examination and all other requirements (including necessary forms and fees) by the last business day of that month. The Application for Degree form is available in the online Graduation Packet (GRD programs) or on the UMD Graduate School website Current Students Forms page (DMS programs). 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 and should be received in the mail four to six weeks following the official date of conferral.

Commencement

The UMD Commencement ceremony is held each year in May. Graduates are encouraged, but not required, to attend. Commencement information, including deadlines and forms, can be found online at www.d.umn.edu/grad/current-students-commencement.php. To make sure their names appear in the program distributed at the commencement ceremony, students must submit the Commencement Attendance Form to the UMD Graduate Office by the deadline specified. There are two separate ceremonies, one for CEHSP, SFA, and CLA students, and a second for LSBE and SCSE. Students can participate in only one ceremony. If a student does not participate in the ceremony for which they are scheduled, they are unable to participate in any subsequent ceremony. The commencement ceremony has open attendance; tickets are not required. The ceremony generally lasts under 2 hours.
For further information about Commencement, visit:
www.d.umn.edu/commencement/commence_day.html

Questions regarding commencement may also be directed to the UMD Graduate Office.

Guide to Campus Resources

Student-Staff Directory
The official UMD directory is available at www.d.umn.edu/people.

Academic Calendar
For the current UMD Academic Calendar go to: www.d.umn.edu/calendar/academic_cal.html

UMD Graduate Office
The UMD Graduate Office is located in Room 431, Darland Administration Building. The staff will be pleased to assist you with any aspect of your graduate studies, answer questions, and direct you to further resources. The office can be contacted by telephone at (218) 726-7523 or email at grad@d.umn.edu. Information about UMD graduate education and the University of Minnesota Graduate School is available at www.d.umn.edu/grad.

UMD Stores
www.umdstores.com

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

2nd floor, Kirby Plaza, 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, 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.
Information Technology Systems and Services (ITSS)

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, call the ITSS Help Desk at (218) 726-8847 or e-mail itsshelp@d.umn.edu. Visit www.d.umn.edu/itss/techcenter for Help Desk hours and more information.

Technology resources for students include email accounts, network access, file storage and printing, computing labs and equipment, and thesis accounts. For more information, visit the ITSS Website at www.d.umn.edu/itss/students.

Library

Overview

The UMD 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. Graduate students are encouraged to become familiar with available services as early as possible in their graduate studies.

The library’s website, www.d.umn.edu/lib, serves as the campus starting point in the search for authoritative information resources and the first choice when looking for information pertaining to coursework and research. For expert assistance, reference librarians are available to offer one-on-one advice. Contact them by telephone, by e-mail, through online chat, or in person at the library. “Ask Us!” is a service that offers library assistance to students and the campus community at www.d.umn.edu/lib/askus. Library information professionals also provide introductory and advanced group instruction.

Library Administration, 726-8102
Reference Desk, 726-8100
General Circulation, Reserve & Hours, 726-6120
Interlibrary Loan, 726-6628
Archives/Special Collections, 726-7861
Government Documents Depository, 726-7880
Loan policies for UMD Graduate Students can be found at: www.d.umn.edu/lib/circ/gradpriv.htm

For information on paying fines and fees, please see: www.d.umn.edu/lib/circ/daily-fine-rate.htm

Supportive Services Program
Library 2nd Floor, 726-6102, www.d.umn.edu/student/ssp

The Supportive Services Program (SSP) offers academic support services that help students succeed in college and plan careers. The services include tutoring, academic advising, advocacy, and leadership training. SSP also offers Tutor Training and TA training.

Writers' Workshop
The Writers' Workshop is located on the 2nd floor of the Library, in the Learning Commons. Consultants are available by appointment to any member of the campus community for assistance with writing. More details about their services and making appointments can be found here: www.d.umn.edu/writwork/main/index.html.

d-Commons
“UMD d-Commons,” the institutional electronic repository of the University of Minnesota Duluth, is available to students to deposit electronic versions of their work. Further information about d-Commons is available at d-commons.d.umn.edu or by email from libdcommons@d.umn.edu.

Printing, Graphics and Photocopy Services
125 Kirby Plaza, 726-7114, www.d.umn.edu/print

The UMD Print Shop offers printing, duplicating and graphic design services to administrative and academic communities of the University. Services include: laminating, copyright permissions, design and printing of brochures, flyers, forms, letterhead, envelopes, books and booklets, postcards, business cards, resumes, etc. Original documents can be submitted to the Print Shop online or in person. Price quotes and paper samples are available upon request.

Housing
Students can view and search listings for off-campus housing at www.d.umn.edu/kirby/OCH/. The University does not inspect or endorse any of the rental accommodations identified on this website. All arrangements for off-campus rental housing are strictly between the student and the landlord.
**Notary Public**
115 Kirby Student Center

Notary service is available to UMD students and employees.

**Parking Services**
245 Kirby Plaza, 726-7433, [www.d.umn.edu/parking](http://www.d.umn.edu/parking)

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 Parking Services website.

**The U Card**
127 Kirby Plaza, [www1.umn.edu/ucard/umd/home.html](http://www1.umn.edu/ucard/umd/home.html)

The U Card identifies 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. For more information, visit their website.

**Duluth Transit Authority**

UMD students can ride Duluth Transit Authority (DTA) buses anytime, anywhere throughout the Twin Ports, free of charge with their U Card. With more students enrolled this year, riding the DTA is a smart choice—no fees, no parking hassles—just free city-wide DTA bus service to and from the UMD campus or anywhere in the Twin Ports with the U Card. For schedules and more information, visit the DTA Website at [www.duluthtransit.com](http://www.duluthtransit.com).

**UMD Health Services**
615 Niagara Court, 726-8155, [www.d.umn.edu/hlthserv](http://www.d.umn.edu/hlthserv)

Please use the above website to check hours.

Services available include 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 St. Luke’s Hospital (218) 249-5616, St. Luke’s Urgent Care (218) 249-6095, or Essentia Health (218) 727-8762.

**UMD Career & Internship Services**
22 Solon Campus Center, 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, 726-8217, [www.d.umn.edu/access](http://www.d.umn.edu/access)

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 Services 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.

**Kirby Leadership Institute**
115 Kirby Student Center, 726-8740

The Kirby Leadership Institute at UMD offers a variety of leadership seminars, workshops, symposia and community learning partnerships designed to help students develop strategies and skills for success. The workshops are open to all students, staff, and faculty at UMD.

**Office of Cultural Diversity**
The Office of Cultural Diversity collaborates with faculty, students, staff and alumni to implement programs that support the University's commitment to inclusivity, equity and multiculturalism.
**African American Student Programs & Black Student Association**

270D Kirby Student Center, 726-8115, [www.d.umn.edu/mlrc/aasp](http://www.d.umn.edu/mlrc/aasp), [www.d.umn.edu/mlrc/bsa](http://www.d.umn.edu/mlrc/bsa)

This office functions 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,**

235 (within the Multicultural Center) Kirby Student Center, 726-6335, [www.d.umn.edu/mlrc/apasp](http://www.d.umn.edu/mlrc/apasp),

270J Kirby Student Center, 726-6075, [www.d.umn.edu/mlrc/apasp](http://www.d.umn.edu/mlrc/apasp)

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**

245 Kirby Student Center (within the Multicultural Center), 726-7300, [www.d.umn.edu/mlrc/glbt](http://www.d.umn.edu/mlrc/glbt),

270E Multicultural Center, 726-6041, [www.d.umn.edu/mlrc/glbt/qasu.html](http://www.d.umn.edu/mlrc/glbt/qasu.html)

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.

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**

231 Kirby Student Center, 726-8389, [www.d.umn.edu/mlrc/lcsp](http://www.d.umn.edu/mlrc/lcsp),
270G Kirby Student Center (within the Multicultural Center), 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**

266 Kirby Student Center, 726-6292, www.d.umn.edu/mlrc/wrac

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.

**American Indian Learning Resource Center**

315 Kirby Plaza, 726-6379, www.d.umn.edu/ailrc

Enhances and enriches the cultural, academic, supportive, and social environment of the UMD campus. The Center is also designed to increase the recruitment and retention of American Indian and Alaskan Native students while promoting new and improved ideas which contribute to cultural diversity. The A.I.L.R.C. has a strong commitment to develop and build self-reliance and self-esteem, which leads to empowerment of our students to meet the goal of becoming contributing citizens.

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


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 therapy services to individuals from the UMD campus and the community. 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-reduction therapy to individuals who have a mastery of the rules of English language but find that their accent interferes with effective communication in some circumstances. Goals include making changes in pronunciation and intonation patterns to increase intelligibility, as well as learning colloquialisms and social pragmatic language that can enhance comprehension and expression.
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.

**Helpful Phone Numbers**

Athletics Ticket Office, (218) 726-8595

Career Services 22 Solon Campus Center, (218) 726-7985

Collegiate Student Affairs Offices

Labovitz School of Business and Economics

111A LSBE, (218) 726-6594

College of Education and Human Service Professions

120 Bohannon Hall, (218) 726-7156

School of Fine Arts

239 Engineering, (218) 726-8436

College of Liberal Arts

310 Kirby Plaza, (218) 726-8180

Swenson College of Science and Engineering

140 Engineering, (218) 726-7585

Safewalk Escort Service, 195 Kirby Student Center, (218) 726-6100

Financial Aid, 23 Solon Campus Center, (218) 726-8000

First Year Experience, 60 Solon Campus Center, (218) 726-6393

Housing Office, 149 Lake Superior Hall, (218) 726-8178

Duluth Transit Bus Schedule/U Pass, (218) 722-7283

Kirby Information Desk, (218) 726-7163
Campus Police, 287 Darland, (218) 726-7000
Registrar, 23 Solon Campus Center, (218) 726-8000
Religious Advisors, 105 Kirby Student Center, (218) 726-8737
Student Employment Office, 255 Darland, (218) 726-7912
Theater Ticket Office, Marshall Performing Arts Center, (218) 726-8561
U Card Desk, 127 Kirby Plaza, (218) 726-8814