

INTEGRATED BIOSCIENCES GRADUATE PROGRAM



UNIVERSITY OF MINNESOTA

GRADUATE STUDENT HANDBOOK

The purpose of this information is to provide a reference on matters specific to the Integrated Biosciences Graduate Program. It is not intended as a substitute for the information found in the [University of Minnesota Duluth Catalog](#), the [University of Minnesota Graduate School Catalog](#), the [University of Duluth Graduate Student Handbook](#), the [University of Minnesota Graduate Assistant Employment](#), or the information available through the [Graduate School Website](#), but rather should be viewed as a supplement to those sources.

During a student's time in our program, they should remain in contact with the [Graduate School](#) about all applicable deadlines and policies.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

The information in this handbook and other University catalogs, publications, or announcements is subject to change without notice.

This handbook was updated August 2019.

The University of Minnesota is an equal opportunity educator and employer. This publication/material is available in alternative formats upon request. Direct requests to Integrated Biosciences Graduate Program, ibs@d.umn.edu, (218) 726-6898. This reference has been printed on recycled and recyclable paper with at least 10 percent postconsumer material.



TABLE OF CONTENTS

IBS Program Office..... 4

IBS Program Highlights 6

 IBS Website..... 6

 Maintaining Active Status 6

 Graduate Assistantships..... 7

 Part-Time Registration Option 8

 Travel Grants 9

 Facilities and Operations 10

 Office and Laboratory Space and Keys..... 11

Program Information 13

 Degree Options..... 13

 Emphases..... 13

 Faculty Members 13

 Selecting an Advisor..... 13

 Graduate Degree Plan..... 14

 Transfer Coursework 15

 General Registration Information..... 15

 Multi-Institution Registration 16

 Grading Policy..... 17

 Incomplete Grades..... 17

 Retaking Courses..... 18

 Registration After Completion of Formal Course Work..... 18

 Progress in Graduate Work 19

 Student Evaluations..... 20

 Taking a Leave of Absence 20

 Reinstatement Following a Leave of Absence 21

Master of Science (M.S.) Degree 22

 Introduction 22

 Graduate School Website 22

 Selection of an Advisement Committee..... 22

 IBS policy regarding thesis committee membership..... 22

 IBS Policy Regarding Non-University/External Committee Members 23

 Advisor and Committee Updates: 23

 Steps and Deadlines for Completing the M.S. Degree..... 25

 Time Limit to Complete Degree..... 25

 Maintaining Active Status 28

Doctor of Philosophy (Ph.D.)..... 29

 Introduction 29

 Graduate School Website 29

 Rotations..... 29

 Selection of an Advisement Committee..... 30

 Advisor and Committee Updates: 30

 Doctoral Committees..... 30

 Prelim oral examination committee: 31

 Final oral examination committee:..... 31

 IBS Policy Regarding Non-University/External Committee Members 31

 Early Thesis Credit Registration 33

 Eight Year Time Limit 34

 Steps for Completion of the Doctoral Degree 34

 Maintaining Active Status 38

IBS Graduate Program Handbook

Useful Contacts	39
Graduate School FAQ's (always refer to IBS program requirements)	43
General	43
Funding/Tuition/Finances.....	43
Registration/Scheduling	43
Record Maintenance	43
Graduation	43
Opportunities, Events & Resources.....	43
Registration.....	43
Holds.....	46
I have a hold on my record and can't register. What should I do?	46
How do I get a transcript waiver so that I can register?	46
Degree Progress.....	46
Thesis/Dissertation Preparation and Submission	52
Diploma	52
Change of Status.....	53
Changing Personal Information.....	54
Definitions and Descriptions	54
Appendix A - Examples of Non-IBS Elective Courses	56
Forms for Master's Students.....	61
Forms for Doctoral Students	61
Policies & Governance.....	62

IBS PROGRAM OFFICE

The Integrated Biosciences Graduate Program office is located on the Duluth campus in the Swenson Science Building, 1035 Kirby Drive, Duluth, MN 55812. Office hours are Monday-Friday, 8:30-5:00.

Jennifer O. Liang, Ph.D.

Director of Graduate Studies
Professor, Biology Department
Office Address: 253D SSB
Phone: (218) 726-7681
Email: joliang@d.umn.edu

Sara Zimmer, Ph.D.

Associate Director of Graduate Studies
Assoc. Professor, Duluth Medical School
Office Address: 325 SMED
Phone: (218) 726-6741
Email: szimmer3@d.umn.edu

Gregory J. Beilman, M.D.

Associate DGS for the Twin Cities Campus
Chief, [General Surgery](#)
Phone: 612-625-7911
Fax: 612-626-0439
Email: beilm001@umn.edu

Stormi M. Davis

Graduate Program Coordinator
Office Address: 251 SSB
Phone: (218) 726-6898
Fax: (218) 726-8152
Email: ibs@d.umn.edu

The Graduate School recognizes one Director of Graduate Studies (DGS) and requires that all forms be signed by the DGS. All forms or other activities requiring formal DGS approval must be routed through the IBS Graduate Program Coordinator. The IBS faculty is responsible for nominating candidates for the DGS position. The DGS will then be chosen through a collaborative process including the Deans of all of the participating colleges.

The DGS will work with the Associate DGS to provide advice for students and make recommendations regarding programs and committees. They will also oversee ethics requirements, course availability, seminars, and other IBS activities.

IBS Administrative Committees

Several committees are appointed by the DGS to administer the Integrated Biosciences Program, with the exception of the Executive Committee.

- **Executive Committee:** sets policy, determines the direction of the program, and approves decisions made by other committees.
- **Curriculum Committee:** approves courses for the IBS program, recommends the overall curriculum, and proposes new course offerings.
- **Admissions Committee:** reviews student applications and determines program suitability.
- **Recruitment Committee:** reviews current recruitment strategies and recommends new recruitment strategies.

- **Membership Committee:** reviews current and new faculty membership and sets policy for maintaining active status in the IBS program.

Some other important offices and contacts:

University of Minnesota Duluth Graduate School

University of Minnesota Duluth
Graduate School Office
431 Darland Administration Building
1049 University Drive
Duluth, MN 55812-3011
Phone: (218) 726-7523
Email: umdgrad@d.umn.edu

Twin Cities Graduate Student Services and Progress Office

Graduate Student Services and Progress (GSSP) Office
333 Robert H. Bruininks Hall
222 Pleasant Street S.E.
Minneapolis, MN 55455-0239
Phone: (612) 625-3490
Fax: (612) 626-1754
Email: gssp@umn.edu

Twin Cities Graduate School Fellowship Office

Alison Skoberg, Associate Program Director
University of Minnesota Graduate School
Johnson Hall, Rm 314
101 Pleasant Street SE
Minneapolis, MN 55455
Phone: (612) 625-7579
Email: skobe001@umn.edu

IBS PROGRAM HIGHLIGHTS

IBS Website

The IBS Program website at <http://www.d.umn.edu/ibs> has a wealth of information about the program, including web pages for current faculty and students, course descriptions, student services links, travel grant information, various UMD & Twin Cities links, etc.

Maintaining Active Status

Maintaining active status is a crucial requirement to participate in the University community as a Graduate School student. Participating in the University community includes registering for coursework, taking examinations, submitting milestone forms, and filing for graduation.

Students not registered every fall and spring term are considered to have withdrawn and their Graduate School records will be deactivated. Deactivated students may not register for courses, take examinations, submit degree program or project proposal forms, file for graduation, or otherwise participate in the University community as Graduate School students. Students considered to have withdrawn who wish to resume graduate work must request readmission from the Graduate School to reactivate their status. Re-entry into the IBS program requires a new application, application fee, and new Graduate Degree Plan. If readmitted, you must register for the term of readmission to regain your active status.

IBS Student Records

Records for all IBS students are maintained in the IBS office on the Duluth campus. All of the forms students will need are available on the Graduate School Website:

<http://www.grad.umn.edu/students/forms/index.html>

These include:

- [Forms for Doctoral Students](#)
- [Forms for Master's Students](#)
- [Forms for Certificate Students](#)
- [Change of Status / Readmission Form](#)

Please contact the IBS office if you have questions about any of these forms.

Grievance Policy

Any grievance arising during graduate study should be resolved through consultation with student's advisor. If the matter cannot be resolved at this point, or should the issue be inappropriate for discussion with the student's advisor, the Director of Graduate Studies should be consulted. For employment and departmental issues, consulting the head of the department in which the student is housed may be more appropriate. If the DGS or department head is not able to resolve the grievance, they will direct the student to formal procedures. The Graduate School Constitution and Bylaws outline this procedure. There is a 120-day statute of limitations for initiating a formal grievance. The Student Conflict Resolution Center (<http://www.sos.umn.edu/>) can also provide advice and assistance.

Council of Graduate Students

The Council of Graduate Students (COGS) is the official governing body representing graduate students at the University. COGS provides opportunities for graduate students to participate actively in University administrative and policy decisions. Graduate students in each degree-granting program are entitled to one representative to serve on COGS, the University Senate, and many College of Liberal Arts and University-wide committees. In addition, COGS provides ombudsman services for graduate students and disseminates information, primarily through the Gradletter and through general meetings held several times per semester. COGS also publishes two valuable guides: The Graduate Student Survival Guide, and Staying on Course: Mutual Roles and Responsibilities in the Graduate School Experience. They are available at: <http://www.cogs.umn.edu/publications.html>.

Information on University governance, and grievance procedures is available from the COGS office. The COGS office is located at 405 Johnston Hall, University of Minnesota, 101 Pleasant Street SE, Minneapolis, MN 55455 (612-626-1612). E-mail: cogs@umn.edu.

Safety and Training Requirements

The student's advisor or home department should cover safety requirements, training, and rights and responsibilities for a safe workplace. Be advised that the University requires training for laboratory safety and hazardous waste, research involving human and animal subjects, and other topics. Students should check with advisor or department for further details.

Financial Support

Financial assistance is available during the academic year in the form of Graduate Teaching Assistantships and Graduate Research Assistantships. Students are encouraged to check on their current, and future projected source of funding. For 2015, the base salary for a 9-month 50% appointment was \$14,890.20 for Masters students and \$17,425.20 for Doctoral students. Graduate students holding assistantships are also eligible for health/dental benefits and tuition waivers of up to 14 credits per semester. Financial support is also available through the University of Minnesota/EPA Cooperative Training Partnership in Aquatic Toxicology and Ecosystem Research.

Summer support may be provided by research assistantships available through individual faculty members holding research grants and/or IBS summer research fellowships. Base salary for a 50% summer assistantship for an M.S. student is \$5,787.00 and for a Ph.D. student is \$6,772.00 in 2015.

In addition, some 12-month research assistantships and fellowships are available. Graduate fellowships, which are awards based on academic merit, are available to new and currently enrolled graduate students at the University of Minnesota. The Graduate School Fellowship Office administers University-wide fellowships and the website also has links to external funding sources. Current Fellowship opportunities are listed on the [Fellowship Office web page](#).

Graduate Assistantships

Eligibility

You are eligible to hold a graduate assistantship if you are:

- Admitted to a graduate school degree program or a post-baccalaureate professional degree program **AND**
- Registered for the required minimum number of credits each semester (exception: summer) an assistantship is held.

Registration Requirements

You are required to register for **at least six credits per semester** to hold one of the following titles and job classifications:

- Administrative Fellow: 9531
- Graduate Instructor: 9515
- Graduate Project Research Assistant: 9526
- Research Assistant: 9521
- Teaching Assistant: 9511

Registration must be completed by the **first day of employment** (in most instances) and **maintained for the entire semester**. NOTE: Audit courses and/or registration for Grad 999 do not fulfill registration requirements.

Part-Time Registration Option

You may register for 1-5 credits in select semesters by applying for an exemption with the [Special Graduate Assistant Registration Status \(SGARS\)](#) form. Approval must be obtained from your employer, faculty advisor, and Director of Graduate Studies.

Advanced Masters or Ph.D. candidates are required to register for at least one credit per semester. The credit can be at any graduate level credit but must be 8333 (Masters) or 8444 (Doctoral) in order to qualify for loan deferment.

Important: Tuition benefits only pay for one graduate school credit. If you register for more than one credit, you will be billed for tuition over one credit.

Students registered for **less than six credits per semester** will hold one of the following titles and job classifications:

- Administrative Fellow: 9532, 9533
- Graduate Instructor: 9517
- Research Assistant: 9528, 9529
- Research Project Assistant: 9527
- Teaching Assistant: 9518, 9519

Failure to Register

Failure to register for any credits or cancellation of all credits may result in termination of your graduate assistantship. If you withdraw from all credits, you are responsible for any remaining student account balance.

Note: International students filing for “Exemption from Full Time Status” with the International Student & Scholar Services Office are not exempt from the minimum credit requirements.

Assistantships and Graduation

You cannot work as a graduate assistant after the semester in which you graduate. If you graduate mid-term while holding an assistantship, you can continue working in your assistantship title until the end of the term.

Travel Grants

The IBS graduate program can provide travel grants of up to \$500 to help defray expenses for IBS students to attend regional, national, or international meetings. Generally, these grants are for students presenting papers or posters at the meeting, not for simple attendance, although attendance at specialized workshops may be appropriate. Students are encouraged to match the request with other sources of funding such as personal, departmental or research project funds. The travel grant cannot be split up to attend multiple events. M.S. students are limited to one travel grant and Ph.D. students to two.

Additional travel funding may be available from the Swenson College of Science and Engineering and the UMD Graduate School.

For complete application details and forms, please visit the [IBS program website](#).

Thesis Research Expenses

Certain expenses will be incurred when students conduct thesis research for the purchase of chemicals, supplies, services, certain pieces of equipment, etc. As these needs arise, students should notify the faculty member supervising the research or project, usually their major advisor. If that faculty member has outside grant support, those funds may be used to meet the student's needs. If no outside funds are available, the student's advisor may forward the student's requests to the Department Head. Within reasonable limits, the Department may attempt to provide some measure of support for the student's research. In the past, certain graduate students have applied, on their own, for outside funding for their research. Although this approach will entail considerable work on the student's part and only limited resources exist, it does provide excellent experience in the art of "grantsmanship," a trait that might be useful subsequently in the student's professional career. Additionally, the Graduate School occasionally offers workshops in grant writing.

It is the student's responsibility to pay all expenses incurred in the production and copying of all versions of the thesis, as well as any binding of the final version.

Research Involving Animal and Human Subjects

If a student's research involves animal or human subjects, students must apply for clearance through appropriate review councils. This is discussed further in the required IBS 8099 Biological Practitioner course.

Facilities and Operations

Computer Facilities

IBS graduate students have numerous computer facilities, which include:

- The Grad Computer/Printing Lab in room 240 SSB.
- [ITSS Student Computer Labs](#):
 - Library Labs
 - Engineering 204
 - Humanities 470
 - Kirby Plaza 143
 - Montague Hall 209/239
 - Marshall Alworth Hall 177

Library Facilities

All IBS students have full access to library resources available on both the University of MN Duluth and Twin Cities campuses. To access the Interlibrary Loan Services on the Duluth campus [click here](#).

Electronic Mail

All University faculty, staff, and registered students receive an e-mail account. Students may access their account from a networked machine on campus, through a wireless connection near one of many communications kiosks located throughout campuses, or from anywhere in the world with internet.

A student e-mail address will automatically be assigned to students when they register. To activate the account, visit <http://www.umn.edu/initiate/>. The site requires students to enter their social security number, birth date, and student ID number. The site also describes how to change their password and customize their account.

E-mail is widely used for individual, program, University, and professional communications, including financial transactions. For this reason, students must access their University account regularly. Many general-distribution IBS memos are sent via e-mail. IBS uses listserv to notify students of seminars, job opportunities, student group meetings, and other items of interest. Additionally, many calls for papers submissions to conferences around the country and other professional messages are distributed via e-mail. Therefore, students should get into the habit of checking their University e-mail messages daily.

All University student and staff e-mail addresses are available online in the Student-Staff Directory at <http://www.d.umn.edu/people/>.

Another useful site for Internet access information is the Information Technology Systems & Services site: <http://www.d.umn.edu/itss/>.

Mail

All IBS Graduate students with GTAs and GRAs through the UMD Department of Biology have mailboxes located in room 204 Swenson Science Building. Students with assistantships in other departments may also have a mailbox in those departments.

Telephones

There may be telephones for Graduate Student use in assigned office space, and fax machines in various participating departments, including room 204 Swenson Science Building and the IBS Program office, room 251 Swenson Science Building. If students need to place a long distance call or fax pertaining to their work in the Integrated Biosciences Graduate Program, they should contact the Program Coordinator for assistance. Personal fax service is available in Campus Bookstore.

The [online Student-Staff Directory](#) lists phone numbers, addresses, and e-mail addresses for University staff, students, colleges, departments and services, and should be provided in each student office. The Graduate School directory is available [here](#).

Copying Facilities

Photocopiers exist in various participating facilities, including in 204 Swenson Science Building. Students will be trained by the Office Staff before they are issued a copy code.

IBS Letterhead

At times students may find it is necessary to use official stationery for certain correspondence. Students should contact the Program Coordinator if this happens.

Research Facilities

Students may pursue IBS graduate work on the Duluth or the Twin Cities campus, and under special circumstances, on both campuses. Several research facilities are potentially available to IBS students, such as the Swenson College of Science and Engineering Duluth, School of Medicine Duluth, College of Pharmacy Duluth, the Large Lakes Observatory in Duluth, which includes an 87-foot research vessel on Lake Superior, and the Natural Resources Research Institute (NRRI) in Duluth. Arrangements to use these facilities may be facilitated by the student's advisor and by approaching staff directly. The faculty list on the IBS website home page lists addresses and research interests of current IBS faculty members.

Conference Room

Seminar/conference rooms for IBS activities can be reserved for meetings, oral exams, and other appropriate gatherings. Reservations must be made well in advance (2 week minimum) through the IBS Program Coordinator.

Office and Laboratory Space and Keys

Laboratory space will be provided once the student has selected their thesis advisor.

Full-time graduate students usually are assigned desk and research space in the parent departments of their advisor.

Graduate Teaching Assistants in the Biology Department will be assigned office space including desk and filing facilities at the beginning of the year. Because office space is limited, they will share a room with at least one other person. Most GTAs retain the same desk and office for the entire year, but in some instances it is necessary to shift office assignments from semester to semester. Generally, offices assigned during the academic year will be available for use during the summer.

IBS Graduate Program Handbook

Full-time graduate students will be assigned keys to their office, research space, and to the building in which the office is located. The department which controls the office space will issue the keys and may require signature or paid deposit.

It is important that students use these keys for their own purposes only and do not give away or share them anyone else. Upon leaving the Graduate Program, it is essential that all keys and key cards are returned to the appropriate departmental staff or a hold will be placed on the student record--including receipt of final degree and release of official transcripts.

PROGRAM INFORMATION

Degree Options

Both M.S. and Ph.D. degrees are available through the IBS program. The M.S. program is Plan A only, and is designed for those individuals wishing to pursue an independent research project culminating in a [thesis](#).

Emphases

In the IBS program, there are three areas of emphasis: Chemical Biology (CB), Cell, Molecular and Physiological Biology (CMP), and Ecology, Organismal and Population Biology (EOP).

NOTE: Emphases are not tracks. They are not to be listed on Graduate Degree Plan and will not be reflected on final degree.

All students take the same core set of integrated courses, however, in addition to integration, we also recognize that students require in-depth research in an area of specialization. Therefore, after the first semester of common core courses, all students choose an emphasis (CB, CMP, or EOP). Students then take additional, more-specialized courses and electives within their chosen area of concentration.

Additionally, on the Duluth campus, all IBS graduate students are encouraged to attend IBS 8020 – Colloquia seminars, as well as seminars in affiliated units such as [Biology](#) or [Chemistry](#).

Faculty Members

The University of Minnesota Graduate School is independent of departments and colleges and governs appointments of faculty to graduate programs. A current list of IBS graduate faculty and their assigned roles can be found online: [IBS MS Faculty](#), [IBS PhD Faculty](#).

Faculty may be nominated for membership in the IBS program, subject to approval by the voting IBS graduate faculty. Only IBS faculty members can advise/co-advise IBS graduate students. Most IBS faculty are also members of other graduate programs and in that role, could serve as a student's outside or minor examining committee member; however, one person can only represent one program for a given committee.

Selecting an Advisor

Incoming M.S. students must have an advisor and project funding in place prior to admission. The majority of incoming Ph.D. students will also have an advisor and project funding in place.

Incoming Ph.D. students on a full academic year fellowship/scholarship *may* have the option of completing up to three rotations in faculty labs during their first Fall semester to assist them in the selection of an advisor. For more information, see the Rotations section on page 23.

Graduate students have a much closer working relationship with their advisors than undergraduate students and should have regularly scheduled meetings to discuss degree and research progress. Most

students meet with their advisors weekly or bi-weekly, especially if they receive support as research assistants.

Situations occasionally arise in which a change of advisor is appropriate and desirable. A student may find that their research interests match more closely with another faculty member or occasionally personality conflicts arise. A student should not feel locked into their initial choice. At the same time, they should recognize that changing advisors is a major decision that should not be taken lightly, especially if they have been in the program for several semesters. In some cases, the advisor may have invested substantial time and research support into the student's development. Before requesting a change, the student must consider whether another faculty member is available to supervise their thesis and whether assistantship funds will be available. Except in very rare circumstances, the student should discuss the proposed change with their advisor. If that is not possible, they should meet with the DGS for advice and approval. When a change has been approved, the student must write to their former advisor, their new advisor, and the DGS to notify them of the change. The IBS Program Coordinator will notify the Graduate School of the change in advisor.

Graduate Degree Plan

[The Graduate Degree Plan](#) (GDP) is a listing of all coursework to be taken to fulfill degree requirements. Students are encouraged to file a GDP as early as possible, but no later than the beginning of their second year in the program. Coursework taken that is not used to fulfill degree requirements should not be listed.

The GDP must be filled out accurately:

- The degree sought is either M.S. or Ph.D.
 - Master's Degree is always Plan A
- The Major is: Integrated Biosciences.
- The Track is to be left blank—**do not** include emphasis (CB/CMP/EOP).
- Any Minor listed must conform to specific program/college rules.
 - M.S. students can typically declare a minor with 6 credits from outside program.
 - Ph.D. students can typically declare a minor with 12 credits from outside program.
- Thesis credits must be checked in appropriate box and not listed on page 2.
- Transfer coursework must be listed separately on the first page and approved by student's advisor and DGS.
 - See "Transfer Coursework" section for complete details.
- IBS core coursework and required elective credits should be checked as "Major" credits (unless student is declaring a minor) and be listed in chronological order.
- Credits taken to fulfill a minor should be checked as "Other".
 - Additional review, approval, and signature are required by the DGS in the minor field.
- The student's advisor must review, approve, and sign the GDP before it is sent to the IBS Program office for review and processing.
- Only AFTER the GDP is approved and the student receives an email confirming this, can committee members be assigned.

If the GDP does not meet program requirements, the student will be notified, and the necessary corrections will need to be made.

Amending your Graduate Degree Plan

Transfer Coursework

Master's students can transfer up to 40% of the coursework included on the Graduate Degree Plan, provided that the credit comes from another recognized graduate school, or another UMN department, and is approved by an advisor and the DGS. The remaining 60% must be taken as a registered U of M Graduate School student. Doctoral students can transfer credits from another institution at the discretion of their graduate program. Doctoral and master's students who have taken non-degree seeking coursework for graduate credit at the U of M can transfer in up to 12 of those credits.

Coursework from another institution being used to fulfill degree requirements should be included on the Graduate Degree Plan. An official transcript should be attached to the form unless a transcript showing that coursework is already on file at the Graduate School. If your Graduate Degree Plan is already approved, you must submit a petition along with an official transcript from the other institution. Coursework to be transferred must be post-baccalaureate, graduate level, 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.

NOTE: Courses taken before the awarding of a baccalaureate degree cannot be transferred.

[Please also review the Graduate School's policy on Transfer credit.](#)

Applying graduate credits across University graduate programs

- Graduate course credits earned while enrolled in one University graduate program may be applied to another University graduate program.
 - The graduate program to which the student is applying determines the number of graduate course credits applied.
 - Earned master's thesis credits (8777) and doctorate thesis credits (8888) in one University graduate program cannot be applied toward the thesis credit requirement for another University graduate program.
- A maximum of 12 graduate course credits from other University registration categories, such as non-degree seeking or non-admitted students, may be considered for transfer once the student is admitted and enrolled in a graduate program.
- Graduate programs may accept University 4000-level course credits as graduate courses. A maximum of nine 4000-level course credits may be used to satisfy the doctoral or master's course credit requirement, but graduate programs may impose a lower maximum.

General Registration Information

Graduate School registration policy requires all students to register *every fall and spring term* to maintain active status. Registration over the summer is not necessary and summer assistantships generally do not cover tuition.

New graduate students will receive registration instructions, including account initiation information and a suggested course schedule, with their admission letter. Registration at [UMD](#) and the [Twin Cities](#) is administered online. The [class schedule](#) is also accessible online. If you are a Twin Cities student, make sure to select the Twin Cities from the Institution drop down menu at the top, and from the Campus menu.

Students should meet with their faculty advisor to discuss their schedule every semester. If a student does not have a permanent advisor, the DGS will serve that role temporarily. If difficulties arise, students should consult their advisor or the IBS Program Coordinator. In subsequent semesters students should consult with their entire committee.

If a student is taking six or more credits (three or more in summer) and is a degree-seeking student, they are required to have hospitalization insurance. The University-sponsored hospitalization insurance will automatically be charged to the student's account, unless they provide the name of their own insurance company and policy number. Students will need their insurance information at the time of registration.

All students, new and returning, must register before the term-specific, University-wide registration [deadline](#). When exceptions to these registration deadlines are necessary (to add a course or drop a course after the deadline, for example), there is an [online petition form](#), which you initiate electronically. To avoid a late registration fee, you must register before the first day of the term. Students wishing to appeal a late registration fee must submit a [Late Registration Fee Appeal form](#) to the UMD OneStop / Student Assistance Center (Solon Campus Center).

If you do not enroll in your courses before the end of the second week, you need to complete [this form](#), obtain a signature from the instructor of the course you are adding, and provide an extenuating circumstance to support your request. The Office of the Registrar will make the final decision on enrollment in the course.

Multi-Institution Registration

An agreement exists among the campuses of the University of Minnesota that allows a degree-seeking student at one campus to attend another campus as a multi-institutional student for one term during an academic year without losing their status at the home campus. To register as a multi-institutional student, you will need to complete the [Application for Attending Another U of M Campus as a Multi-Institutional Student](#). The form must be submitted to the IBS Program office for processing and must be completed every term applicable. Once you have completed this form, you will be able to register for the classes you wish to take at the other U of M campus.

If you are registered for classes at a host campus only, that campus will bill you directly for your tuition and fees. Any financial aid you receive at your home campus will be sent to you in the form of a surplus check, which should then be used to pay your bill at your host campus.

If you are registered for classes at both your home and a host campus during the same term, you will receive a bill from *each* campus for tuition and fees. If you receive financial aid, it will be based on the combined credits that you are registered for at both campuses. *However, your aid will be disbursed and applied to your bill at your home campus ONLY; it will NOT apply directly to your bill at your host campus. You will be responsible for paying that bill separately. If you receive a financial aid surplus check, those funds can be used to pay your bill at your host campus.

Courses appear on your transcript under the header of your home campus for that term. However, if you want to look up grades using 'view my grades', you will need to go into each specific campus' one stop/self-service page to do so.

If you participate in a multi-institutional student agreement, or if you would like a hard copy of the form, contact the [One Stop Student Services](#) office.

Grading Policy

The Graduate School uses two grading systems: A-B-C-D-F (with plus and minus variations) and Satisfactory and Non-Satisfactory (S-N) scales. 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 by the approval of The Graduate School.

At least two-thirds of the total number of course credits included on any degree program form must be taken A-F. All A-F registrations in The Graduate School, regardless of course level, will be calculated in the cumulative GPA on the student's transcript. Individual major fields have the option of specifying more stringent requirements regarding the application of S-N courses to a degree program.

Students choose their grading system at the time of initial registration; University policy does not allow changes in grading option after the second week of the term. Only 5xxx and 8xxx courses with grades of A, B, C (including C-), and S may be applied to a Graduate School degree program. Under some circumstances, 4xxx, 6xxx, and 7xxx courses may also be applied to a Graduate School degree if the course is taught by a member of the graduate faculty or an individual authorized by the program to teach at the graduate level, and if the exception has the approval of the student's major field.

In addition to these statements, students should be aware of the policy regarding grading in 4xxx and 5xxx courses. Instructors are permitted to hold graduate and undergraduate students, who are in the same class, to different standards of academic performance and accomplishment. The syllabus must make clear what the different standards will be for the different groups of students who may be enrolled in the class. It is felt that this policy serves to delineate the difference in performance expected of graduate students as compared to undergraduates in courses at this level.

Incomplete Grades

The symbol "I" may be assigned, by an instructor, to indicate "incomplete," when, in the instructor's opinion, there is a reasonable expectation that the student can successfully complete the work of the course, in accordance with provisions expressed in the syllabus.

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 the maximum number of credits of incompletes allowable at any given time for its graduate students.

A maximum of 3 incomplete credits may be on an IBS student's record at any one time.

- If the course in which the incomplete credit occurs is taught annually, the student will have one year from the end of the course to complete the remaining work.
- If the course is not taught annually, the student must present a plan for timely completion of the remaining work that is agreeable to the instructor of that course.

Retaking Courses

The Graduate School discourages the practice of retaking of courses to improve grades. If a course is retaken, appropriate tuition and fees will be applied. Per University Senate policy, all registrations and grades for the course remain on the student's transcript and are calculated into the cumulative GPA.

Registration After Completion of Formal Course Work

For a complete list of registration options - [CLICK HERE](#)

ALL Graduate School students will be required to register in the Graduate School every fall and spring term in order to maintain active status. This is a change from the previous policy that required Graduate School registration once per year.

Maintaining active status is critical and is required in order to participate in the University community as a Graduate School student. Participating in the University community includes registering for coursework, taking examinations, submitting milestone forms, or filing for graduation.

Students not registered every fall and spring term are considered to have withdrawn; their Graduate School records are deactivated. Those who wish to resume graduate work must request readmission to the Graduate School (and if readmitted, must register) to reactivate their status.

Deactivated students may not register for courses, take examinations, submit degree program or project proposal forms, file for graduation, or otherwise participate in the University community as Graduate School students. If you become discontinued, re-entry into the IBS program requires a new application, application fee, and new Graduate Degree Plan. If readmitted, you must register for the term of readmission to regain your active status.

Effective Fall 2002, GRAD 999 - a zero-credit, zero-fee, non-graded registration option - will be an option for those Graduate School students who must register solely to meet the Graduate School's registration requirement. Students should check with their department office for eligibility. Students registered in GRAD 999 may not hold a graduate assistantship. For more information, visit the [Graduate School's registration requirements](#). Note: if you plan on graduating/completing all degree requirements in January, for example, you still must register for GRAD 999 for spring term (if your degree was OFFICIALLY conferred by the end of December, then you would not need to register for spring term).

Students must confer with their advisor and/or DGS to determine what to register for each term. In addition to any criteria outlined by their advisor and/or DGS, students should also consider the following:

- Do they have course credits or thesis credits that must be taken to complete graduate program and/or Graduate School degree requirements?
- Do they have to be registered part-time or full-time to meet any internal/external registration requirements in addition to the Graduate School's fall/spring registration requirement (for example, obtaining financial aid; holding an assistantship; maintaining legal visa status; deferring loans)?
- What number of credits (and what type of credits) will meet the requirements of those internal/external departments or agencies?
- If a student has completed all coursework and (if applicable) thesis credit requirements, and does not have to be registered to meet any requirement, other than the Graduate School's fall/spring registration requirement to maintain active status, they may wish to confer with their advisor/DGS about GRAD 999 registration.

To enroll in GRAD 999, the student should email his/her advisor; the advisor then forwards the email to the DGS noting his/her approval. The DGS works with the IBS Program Coordinator to ensure eligibility requirements are met, and then the IBS Program Coordinator adds the student to the permission list for GRAD 999 and notifies the student that he/she is able to register. The student can then register online (after having been added to the list, a permission number is not necessary for the student to register).

For questions about the readmission process, please contact the IBS Program Coordinator.

Progress in Graduate Work

The IBS Graduate Program evaluates progress in graduate work with the following criteria. If any one of the criteria is not met, the student will be informed in writing, and a hold will be placed on any future registration. To remove the hold, the student must prepare a plan for how they will remedy the situation, to the satisfaction of the DGS and their advisor. Failure to adhere to the plan will result in subsequent registration holds, which could eventually lead to permanent discontinuance from the program.

- Deficiencies: The prompt completion of any course deficiencies indicated in the student's acceptance letter.
- Minimum Grade Requirements: To remain in good academic standing students must maintain the minimum GPA requirement of 3.0 (on a 4.0 scale).
 - All students must maintain a 3.0 GPA whether they have filed a Graduate Degree Plan or not. Students who fall below the program's minimum GPA requirement may be terminated from the program.
 - Note: Students must have at least a 2.800 GPA for courses included on the degree plan at the time of degree clearance. Only courses with grades of A, B, C (including C-) and S may be counted toward the degree.
- S/N grades for courses: A minimum of 2/3 of the course credits included on a degree plan must be taken A/F.
- Incompletes: No more than 3 incomplete credits are allowed on student's record at any one time.
 - If the incomplete course is taught annually, students have one year from the end of the course to complete the remaining work.
 - If the course is not taught annually, students must present a plan for timely completion of the remaining work that is agreeable to the instructor of that course.
- Conduct: The IBS program expects student's to act in accordance with the [University Code of Conduct](#).
 - Professional standards are discussed in the required Biological Practitioner course (IBS 8099), but include prompt attendance at classes student's take and teach; keeping office hours; a willingness to chip in and help with additional and reasonable assignments when called upon (such as helping instructors grade during finals week); and conferring deference and respect on colleagues, faculty, staff, and the public.
 - Serious breaches of professional standards will be brought to the attention of the DGS, Department Heads, and/or Dean of the Graduate School. One or more of these individuals will then meet with the student and student's advisor to discuss appropriate measures to rectify the situation. In extreme cases, dismissal may be an option.

Student Evaluations

The Graduate School requires annual evaluations of all graduate students. The IBS Executive Committee adopted formal procedures for this evaluation in Spring 2008.

Students will complete the IBS Annual Student Review form, which provides a brief self-evaluation and report of accomplishments, and discuss with their advisors.

- Students will receive an email announcement with the evaluation form attached.
- Students will send their completed electronic copy of the form to the IBS Program Coordinator.
- The IBS Program Coordinator will forward evaluation to the student's advisor for review and comment and return electronically to ibs@d.umn.edu.
- The DGS will review each student's self-evaluation and advisor's comments and provide a summary assessment to each student.
- If a student is failing to make satisfactory progress, the DGS will outline essential steps needed for a successful continuation and provide encouragement. .

The information provided by the Student Review will allow us to assess support of students and also enable us to highlight the student's accomplishments in graduate school reports and in other efforts to promote the program. These evaluations should also serve to provide feedback on milestones and help ensure timely completion of the student's degree. Failure to complete the annual review will result in a registration hold.

Students should keep a hard copy AND an electronic copy of their annual review, as it will facilitate completing the form for the next year and may also be useful in resume and job application assembly. Students should also review it every semester, because it should also serve as a good progress guide.

Taking a Leave of Absence

Students who experience circumstances that prevent them from maintaining active student status will ordinarily be granted college approval for a leave of absence upon request. Students must complete a [leave of absence form](#) that specifies the term(s) and year(s) of the leave. For complete information regarding a leave of absence - [click here](#).

- An approved leave of absence may not exceed two academic years.
- Students who do not obtain a college-approved leave of absence prior to interrupting their enrollment (excluding summer) may be terminated from their graduate program or held to new requirements if they are subsequently readmitted.
- Students granted a leave of absence may not use University facilities or services available only to registered students.
- The term(s) and year(s) of an approved leave of absence will not be counted toward time to degree.
- The student's advisor and DGS must approve of the leave and any specific terms for reinstatement will be listed.
 - These terms will be communicated to the student in writing prior to the leave being granted and the student must sign a letter indicating they understand, approve, and will comply with the terms being placed.
 - Failure to meet the documented terms of reinstatement will result in the student's request for reinstatement being denied.

Reinstatement Following a Leave of Absence

Graduate students desiring reinstatement should contact the IBS Program Coordinator at least 2 months prior to the requested reinstatement term. Reinstatement is not automatic and requires the approval of the student's advisor and Director of Graduate Studies. The student's record will be evaluated in terms of academic performance and timely completion of the degree.

- Students who obtain a college-approved leave of absence in accordance with this policy are eligible for reinstatement, provided that they enroll no later than the term immediately following the expiration of the leave (excluding summer).
 - Colleges may specify reasonable conditions for reinstatement to active status, whether the student returns early or at the expiration of the leave. Colleges may deny reinstatement to active status based on crimes or other serious misconduct occurring during the leave that would have been grounds for suspension or expulsion had the student engaged in the conduct while enrolled (see Board of Regents Policy: Student Conduct Code).
 - If specific terms for reinstatement have been placed on a student's leave of absence, compliance with said terms must be documented and approved before the request will be considered.
- Students whose leave of absence has expired and who have not yet registered for the following term (excluding summer) will be placed on inactive status. Students who are placed on inactive status must apply for readmission.

Unless stated otherwise, students should submit all forms through the Program Coordinator (Room 251 SSB) for DGS review and submission.

MASTER OF SCIENCE (M.S.) DEGREE

Introduction

The Graduate School does not set a minimum number of graduate course credits for the M.S. program. IBS does however, have an established guideline that the M.S. program should include a minimum of 10 mandatory thesis credits and 20 formal classroom credits, 11 of which are from the IBS Core Curriculum required for all master's students and 9 of which are elective credits.

A minor may have additional requirements as defined by the department or program in which it is given. A supporting program may draw from several disciplines, but must be a coherent pattern of courses. The Director of Graduate Studies and/or Emphasis Coordinators can assist students in judging that coherent pattern. M.S. students are also required to meet ethics requirements (see Program section for details).

Additionally, on the Duluth campus all IBS graduate students are encouraged to attend IBS 8020 – Colloquia (when offered), as well as seminars in affiliated units such as [Biology](#) and [Chemistry](#).

The IBS program does not have a rigid criterion regarding the number of credits of 8000-level coursework appropriate for M.S. programs because the availability of such courses varies widely among academic areas. Nonetheless, students should be aware that M.S. programs should include a strong representation of advanced-level courses in their major field.

Graduate School Website

The Graduate School website for master's students, with links to all forms and degree requirements, is at: <http://www.grad.umn.edu/current-students-graduate-student-services-progress/masters>

Selection of an Advisement Committee

During the student's second semester they should choose the members of their Advisement Committee. A student's major advisor will function as the chairperson of their Advisement Committee and will assist them in course selection and planning. It is further expected that the student's Advisement Committee will serve as the committee assigned the task of reading the student's thesis and of administering the student's final oral examination.

The committee assignment workflow is a student-initiated process used to assign a committee for the first time or update existing committee information.

- o [Assign Examination Committee](#)
- o [Quick Start Guide](#)

Advisor and Committee Updates:

Advisor assignments and updates are tracked electronically by the IBS Program Coordinator. Assignment of thesis committee members and updates are initiated by the student. Updates to advisor and/or committee should be submitted at least two weeks prior to any examination to allow time for processing and updates to the record.

- To request an update to your advisor (or co-advisor) contact the IBS Program Coordinator.
 - o You will be sent a confirmation email upon approval.
 - o After receiving confirmation of your advisor change, please be sure to update any examination committees on record.
- To update your committee members:
 - o [Update Examination Committee](#)
 - o [Quick Start Guide](#)

Master's Committees

The IBS program requires that committee members have Graduate Education Responsibilities (GER) in the field they represent (major field or minor/outside of the major field). Advisors and committee members must also meet college-specific requirements to carry out graduate education responsibilities.

- [Check here to verify which faculty members have GER in the major field and/or minor/outside of the major field.](#)
- [Click here to use a quick start guide for assigning committees –
<https://www.grad.umn.edu/current-students-graduate-student-services-progress/masters>](#)

IBS policy regarding thesis committee membership

- M.S. Students: 3 committee members required (minimum):
 - Chair: must be student's advisor.
 - 2nd Member: must hold IBS graduate faculty status.
 - 3rd Member: must hold a University of Minnesota graduate faculty appointment and provide breadth to the examination committee. The 3rd member CAN BE an IBS faculty member, but they MUST ALSO BE a member of another graduate degree program, such as WRS, BMBB (TC campus), UMD Chemistry, Math & Stats, etc. If student is declaring an official minor, the 3rd member must represent this minor field.
 - Optional 4th Member: can be either a member of the University of Minnesota graduate faculty or from a non-university/external institution.
 - See “IBS Policy Regarding Non-University/External Committee Members” if applicable.

IBS Policy Regarding Non-University/External Committee Members

To request the inclusion of a non-University committee member for a one-time, student-specific membership, the student's advisor must email the DGS the following information and documents:

- The name of the proposed external member, the student's name, and a brief justification for the appointment.
- A letter from the proposed committee member stating they are willing to serve on the student's committee and a current copy of their CV.
- The DGS will be responsible to judge the person to be capable and willing to execute the appointment.
- Final approval must be granted by the UMD Graduate School.

Coursework Requirements for the Master’s Degree

IN THE IBS PROGRAM, ALL MASTER’S STUDENTS ARE REQUIRED TO TAKE 11 CREDITS OF IBS CORE CURRICULUM, 9 CREDITS OF ELECTIVE COURSEWORK AND 10 THESIS CREDITS (IBS 8777) FOR 30 CREDITS TOTAL.

<i>Overview of M.S. Credit Requirements</i>	Summary
Required Core IBS Courses	11 cr
Elective Coursework	9 cr
Thesis Credits	10 cr
TOTAL	30 cr

Students pursuing the M.S. must complete a minimum of thirty (30) credits (20 coursework and 10 thesis credits). Coursework must include eleven (11) core credits in the IBS major field (see table below) and a minimum of nine (9) elective credits related to the field of study/emphasis area. Required core courses are completed in the first year for M.S. students, with all students entering the IBS program in the Fall of any given year taking this coursework as a cohort regardless of emphasis area (CB, CMP, EOP).

<i>Core Course Requirements for the M.S. Degree</i>		
Course #	Title	Credits
IBS 8011	Integrated Biological Systems I	2 cr
IBS 8013	Integrate Biological Systems II	2 cr
IBS 8012	Integrated Evolutionary Processes	2 cr
IBS 8099	The Biological Practitioner	1 cr
IBS 8030	IBS Research Club (Methods)	1 cr
Statistics Course Options:	STAT 5411 (3 cr), OR STAT 4060 (3 cr), OR STAT 5511 (3 cr), OR BIOL 5809 (3 cr), OR PUBH 6450 (4 cr)	3 cr
	TOTAL	11 cr

Elective Coursework for the M.S. Degree

Completion of nine (9) credits of elective coursework is required for IBS M.S. students. These elective credits can be from IBS elective coursework, another graduate program or programs, in supporting/related program coursework, or for a minor in one particular field such as Applied and Computational

Mathematics. Students may choose the courses outside the IBS major in consultation with their advisor to build a supporting program.

Elective courses should be at the 5xxx or 8xxx-level and related to the field of study/emphasis area (i.e., CB, CMP, EOP), or supporting field and need to be approved by the student’s advisor, committee, and Graduate School (through inclusion on the *Graduate Degree Plan*). IBS courses that could fulfill this requirement are listed below. Non-IBS courses may also be used to fulfill the elective credit requirement.

For examples of non-IBS courses that are acceptable for elective credit please see Appendix A.

Please note that IBS elective courses and non-IBS courses (see Appendix A) are not offered every year and frequency and semester (fall/spring) varies depending on faculty availability and student enrollment.

<i>IBS Courses Available for Elective Credit</i>		
Course #	Title	Credits
IBS 8020	Colloquia	1 cr
IBS 8094	Rotations (approval required prior to admittance)	1 cr
IBS 8102	Cell, Molecular and Developmental Biology	3 cr
IBS 8103	Comparative Animal Physiology	3 cr
IBS 8201	Ecological Processes	2 cr
IBS 8101	Cellular Biochemistry	3 cr
IBS 8202	Chemical Biology	3 cr
IBS 8203	Methods in Molecular Biosciences	2 cr

Steps and Deadlines for Completing the M.S. Degree

Most Graduate School Forms are available online:

<http://www.grad.umn.edu/current-students/forms>

Master’s Degree: Performance Standards and Progress Policy

Students admitted and matriculated prior to spring 2013 have the option to continue under the policies in place at the time they were admitted and matriculated, or to complete under the new Master’s Degree: Performance Standards and Progress Policy (link above).

Time Limit to Complete Degree

- 7-year Time Limit for Earning the Master’s Degree (admitted and matriculated prior to spring 2013). All requirements for the master’s degree must be completed and the degree awarded within seven years. The seven-year period begins with the earliest coursework included on the official Graduate Degree Plan form, including any transfer work. The graduate faculty in a specific program may set more stringent time requirements.
- 5-year Time Limit for Earning the Master’s Degree (admitted and matriculated spring 2013 and beyond). All requirements for the master’s degree must be completed and the degree awarded

within five years after admission and matriculation in the graduate program or a more restrictive time frame specified by the program.

The following sample timeline assumes completion of the M.S. in two years. Several deadlines can be pushed back if it takes more than two years to complete the program, as indicated. Graduate students must be registered every semester (see Registration After Completion of Formal Course Work for details).

STANDARD TIMELINE FOR COMPLETION OF THE M.S.			
Year	Fall Semester	Spring Semester	Summer
1	<ul style="list-style-type: none"> • Coursework • Research • Begin thesis proposal 	<ul style="list-style-type: none"> • Coursework • Research • Begin Graduate Degree Plan • Form Exam Committee 	<ul style="list-style-type: none"> • Research • File Graduate Degree Plan
2	<ul style="list-style-type: none"> • Coursework • Research 	<ul style="list-style-type: none"> • Coursework • Research • Thesis Seminar and Defense 	<ul style="list-style-type: none"> • Research (If degree/exam not completed)
3	<ul style="list-style-type: none"> • Research (If degree / exam not completed) 	<ul style="list-style-type: none"> • Research (If degree/exam not completed) 	<ul style="list-style-type: none"> • Research (If degree/exam not completed)

Fall Semester Year 1

- Before registering, ALWAYS consult with advisor.
 - If Advisor is unavailable, consult with the DGS or Associate DGS.
- Register before second week of each semester. Failure will result in placement on inactive status, resulting in the loss of Graduate Teaching/Research Assistantship. No exceptions.
- Begin thesis research.
- Begin writing thesis proposal.

Spring Semester Year 1

- Continue thesis research.
- Finish writing thesis proposal.
- Select Examination Committee/Hold first committee meeting/Complete GDP.
 1. Consult with Advisor and DGS on the selection of Examining Committee members (student’s Advisor will serve as the Chair).
 2. Review the [Eligibility to Serve on Graduate Examination Committees Policy](#)
 - a. Review the [Master’s Degree: Completion Policy](#)
 - b. [Master’s Degree: Completion FAQ](#)
 3. [Choose proposed Examining Committee.](#) This should include contacting proposed Examining Committee members to discuss their interest and availability to serve on student’s committee.
 - a. Note: Committee members can only be changed prior to final oral defense.
 4. Meet with Advisor and proposed Examining Committee members to review proposed Graduate Degree Plan and proposed Examining Committee for compliance with IBS Program and Graduate

School requirements. At this meeting, provide a written description of student's research plans (thesis proposal) and discuss student's intended coursework (GDP).

5. Complete the [Graduate Degree Plan](#) listing all intended coursework (ideally after 10-14 credits completed).
 - a. Return Graduate Degree Plan to the Program Coordinator, 251 SSB
 - b. The Graduate School must receive student's Graduate Degree Plan at least one term prior to the anticipated degree completion.
 - c. The Graduate School must approve the Graduate Degree Plan before student can obtain a Graduation Packet and defend.
6. Electronically assign Examining Committee – [Assign/Update Master's Final Committee](#) – under Instructions, click on link to launch the electronic form done through your MyU account.

Fall Semester Year 2

- Project status: provide Examining Committee periodic written updates with any changes in project from the initial research description. Regular communication with Examining Committee is required.
- Consult with Examining Committee about scheduling thesis seminar the following semester.
- Contact the Program Coordinator for final seminar arrangements, announcement, and presentation needs (minimum 3 weeks' notice).
- Continue thesis research.

Spring Semester Year 2

- Set up appointment with the IBS Office in 251 SSB at least 60 days prior to the anticipated graduation to discuss the process of graduation.
- [Request a Graduation Packet](#) (done online through your MyU account) to receive all necessary forms and instructions at least two months before anticipated graduation.
 - The packet will include the Graduate Application for Degree form, Reviewers' Report form, Final Examination Report form and Deposit Agreement.
 - If completing after 2 years, wait until two months prior to anticipated graduation to submit.
- Electronically submit the Graduate Application for Degree (done through your MyU account) **no later than the first business day** of the intended month of degree completion.
- During the 2nd or 3rd week of the month you have applied to graduate, as indicated on the Graduate Application for Degree form, student will receive an email communication from the Graduate School to their U of M email address. The email will do one of the following:
 - Alert student to remaining degree requirements that must be completed in order for degree to be awarded.
 - Confirm that student has completed all degree requirements, and inform them of the date upon which their degree will be awarded.
- Review Graduate Degree Plan against unofficial transcript for any discrepancies.
- Present thesis seminar (ensure Examining Committee will be in attendance)
- [Prepare final master's thesis](#) for review by Examining Committee.
 - Review policy for copyright information.
- Notify Examining Committee at least two weeks in advance of when the thesis will be delivered. All members must have at least two weeks (preferably three) to read the thesis upon receipt. The entire committee must be unanimous in certifying that the thesis is ready for defense, by signing the Reviewers' Report Form (included in Graduation Packet).
 - Note: Committee members can elect to sign the Reviewers' Report Form when they are satisfied with thesis or after the Final Examination.
- Take the Oral Final Examination.

- For room scheduling assistance, contact the Program Coordinator (minimum 2 week notice)
- Return Thesis Reviewers Report form and Final Examination Report form to the Program Coordinator, 251 SSB, for submission to Graduate School.
- [Submit Master's Thesis](#) by the last business day of anticipated month of graduation. Failure to submit thesis in a timely fashion may delay the month in which degree is officially granted.
- Schedule a Graduate Student Exit Evaluation with the DGS through the Program Coordinator (mandatory).
 - IBS Exit Evaluation Form should be completed and returned to the Program Coordinator prior to interview with DGS. Form can be requested by emailing: ibs@d.umn.edu.

Maintaining Active Status

Active status must be maintained until student's degree has cleared.

This can be achieved via two means:

- If a student has an assistantship (GTA or GRA), they can apply for Advanced Master's Status (form found on the IBS website or on the Graduate School's website).
- If a student does not have an assistantship, they should contact the IBS Program office to ask about registering for GRAD 999, a zero-credit placeholder for maintaining active status. Refer to the FAQ section for more information about the GRAD 999 option

For a complete list of registration options - [CLICK HERE](#).

DOCTOR OF PHILOSOPHY (PH.D.)

Introduction

The Ph.D. is a research degree that represents the highest level of academic accomplishment in any field. Persons with this degree are expected to have demonstrated the ability to conduct independent research and also should have the level and breadth of knowledge about their field that one could reasonably expect of someone who has attained the highest academic degree in their field. Research performance, evidenced by preparation of a dissertation on an independently pursued research topic, is the primary requirement for the Ph.D. degree. Each program is designed in consultation with a faculty advisor to meet the special needs of the student, and must be approved by the DGS.

Greater depth of scholarship is required for Ph.D. students than Masters students. Students in the Ph.D. program must obtain the equivalent of the M.S. coursework in terms of breadth. The areas of emphasis in the Ph.D. program are the same to those at the M.S. level, but more flexibility within the areas is available because of the opportunity to take additional course work. Course work is tailored to student's needs and interests, consistent with the objectives and goals of the program.

The Graduate School does not set a minimum number of graduate course credits for the Ph.D., but the IBS program has established a guideline that the Ph.D. program should include a minimum of 26 formal classroom credits, in addition to the required 24 thesis credits. All Ph.D. students will be required to take 13 credits of IBS Core Curriculum. An additional 13 credits of elective coursework will be required for all Ph.D. students. Only in rare circumstances would a Ph.D. program include fewer course credits than this guideline. A minor may have additional requirements as defined by the department or program in which it is given. A supporting program may draw from several disciplines, but must comprise a coherent pattern of courses. The Director of Graduate Studies can assist students in judging that coherent pattern. Ph.D. students are also required to meet the ethics requirements (see Program section for details).

Additionally, on the Duluth campus all IBS graduate students are encouraged to attend IBS 8020 – Colloquia (when offered), as well as seminars in affiliated units such as [Biology](#) and [Chemistry](#).

The IBS program does not have a rigid criterion regarding the number of credits of 8000-level coursework appropriate for Ph.D. programs because the availability of such courses varies widely among academic areas. Nonetheless, students should be aware that the Ph.D. represents the highest level of scholarly achievement; Ph.D. programs should thus include a strong representation of advanced-level courses in students' major field.

Graduate School Website

The Graduate School website for doctoral students, which contain links to all forms and degree requirements, can be found directly at: <http://www.grad.umn.edu/students/doctoral/index.html>

Rotations

Incoming Ph.D. students on a full academic year fellowship/scholarship *may* have the option of completing three rotations (IBS 8094, 1 elective credit) in faculty labs during the Fall semester to assist them in the selection of an advisor.

The Director of Graduate Studies must approve rotations prior to a student being admitted, and this approval is dependent on many factors, including mutual advisor interest and future funding opportunities/commitments.

Ph.D. students who are approved for rotations must take an active role in the selection of a permanent advisor. The DGS and Associate DGSs are available to help with the selection of an appropriate advisor in their chosen area; however, it is not the DGS's responsibility to choose permanent advisors.

While students are serving their rotations, the DGS will advise the student in consultation with the appropriate Emphasis Coordinator. During the rotations, the student may have a tentative assignment to an advisor for a trial period of one semester. During the rotation period, students will request assignment to an advisor in consultation with the DGS.

The DGS has final approval on all advisor assignments after he or she has consulted with the student and the program faculty. All advisor assignments will be finalized by the end of Fall semester of the first year.

Selection of an Advisement Committee

During the student's second semester they should choose the members of their Advisement Committee. A student's major advisor typically assists students in course selection and planning, and unless otherwise approved, it is expected that the student's Advisement Committee will serve as the committee assigned the task of reading the student's dissertation and of administering the student's written and oral examinations.

The committee assignment workflow is a student-initiated process used to assign a committee for the first time or update existing committee information.

- o [Assign Examination Committee](#)
- o [Quick Start Guide](#)

Advisor and Committee Updates:

Advisor assignments and updates are initiated by graduate program staff, whereas committee assignments and updates are initiated by the student. Updates to advisor and/or committee should be submitted at least two weeks prior to any examination to allow time for processing and updates to the record.

- To request an update to your advisor (or co-advisor) of record contact the IBS Program Coordinator.
 - o You will be sent a confirmation email upon approval.
 - o After receiving confirmation of your advisor change, please be sure to update any examination committees on record.
 - To update your committee members:
 - o [Update Examination Committee](#)
 - o [Quick Start Guide](#)

Doctoral Committees

The IBS program requires that committee members have Graduate Education Responsibilities (GER) in the field they represent (major field or minor/outside of the major field). Advisors and committee members must also meet college-specific requirements to carry out graduate education responsibilities.

- [Check here to verify which faculty members have GER in the major field and/or minor/outside of the major field.](#)
- [Click here to use a quick start guide for assigning committees –
<http://www.grad.umn.edu/current-students-graduate-student-services-progress/doctoral>](#)

Prelim oral examination committee:

The doctoral preliminary oral committee must consist of at least four members, including the adviser/s. All members of the committee and the candidate must participate in the preliminary oral examination.

- At least three members (including the adviser) must be from the student's major field (IBS faculty).
- At least one member must represent a field outside the major – this member CAN BE an IBS faculty member, but MUST ALSO BE a member of another graduate degree program.
- If the student has declared a minor, at least one member must represent the minor field.
- Members cannot satisfy the requirement with respect to more than one field.

Final oral examination committee:

The doctoral final oral committee must consist of at least four members, including the adviser/s. All members of the committee and the candidate must participate in the final oral examination.

- At least three members (including the adviser) must be from the student's major field (IBS faculty).
- At least one member must represent a field outside the major – this member CAN BE an IBS faculty member, but MUST ALSO BE a member of another graduate degree program.
- If the student has declared a minor, at least one member must represent the minor field.
- Members cannot satisfy the requirement with respect to more than one field.
- Committee is not required to include the same members who served on the prelim oral committee.

Thesis Reviewers for final oral examination:

- A minimum of 2 major field reviewers and 1 minor/outside reviewer are required. In the case of multiple minors, there must be a reviewer to represent each minor.
- The adviser must serve as a reviewer.
- Every designated reviewer on the doctoral dissertation reviewer's report must certify that the dissertation is ready for defense before the doctoral final oral examination may take place.

Adviser:

- Must represent the major on the preliminary oral and final oral committees.
- May serve as chair for the preliminary oral examination.
- May not serve as chair for the final examination

Co-adviser (if any):

- May represent the major or the minor/outside field on the preliminary oral and final oral committees.
- May serve as chair for the preliminary oral examination.
- May not serve as chair for the final examination

IBS Policy Regarding Non-University/External Committee Members

To request the inclusion of a non-University committee member for a one-time, student-specific membership, the student's advisor must email the DGS the following information and documents:

- The name of the proposed external member, the student's name, and a brief justification for the appointment.

IBS Graduate Program Handbook

- A letter from the proposed committee member stating they are willing to serve on the student's committee and a current copy of their CV.
- The DGS will be responsible to judge the person to be capable and willing to execute the appointment.
- Final approval must be granted by the UMD Graduate School.
- The IBS Graduate Program will provide students with the ID number for approved external committee members. This ID number is entered when the student completes the committee assignment form.

Coursework Requirements for the Ph.D. Degree

In the IBS program, all Ph.D. students are required to take 13 credits of IBS Core Curriculum, 13 credits of elective coursework and 24 thesis credits (IBS 8888) for 50 credits total.

OVERVIEW OF PH.D. CREDIT REQUIREMENTS	Summary
Required Core IBS Courses	13 cr
Elective Coursework	13 cr
Thesis Credits	24 cr
TOTAL	50 cr

Required Core Coursework

Required core IBS courses are generally completed in the first 2 years, with students entering the IBS program in the Fall of any given year taking this coursework as a cohort across all emphasis areas (CB, CMP, and EOP).

<i>REQUIRED CORE IBS COURSES FOR THE PH.D.</i>		
Course #	Title	Credits
IBS 8011	Integrated Biological Systems I	2 cr
IBS 8013	Integrate Biological Systems II	2 cr
IBS 8012	Integrated Evolutionary Processes	2 cr
IBS 8099	The Biological Practitioner	1 cr
Statistics Course Options:	STAT 5411 (3 cr), OR STAT 4060 (3 cr), OR STAT 5511 (3 cr), OR BIOL 5809 (3 cr), OR PUBH 6450 (4 cr)	3 cr
IBS 8030	IBS Research Club (Methods)	1 cr

IBS 8980 or 8993	Special Topics in IBS or IBS Graduate Seminar	2 cr
	TOTAL	13 cr

Elective Coursework

An additional 13 credits of elective coursework are required for IBS Ph.D. students, for a total of a minimum of 26 formal classroom credits. Elective credits can be from IBS elective coursework, another graduate program or programs, in supporting/related program coursework, or for a minor in one particular field such as Applied and Computational Mathematics. Students may choose the courses outside the IBS major in consultation with their advisor to build a supporting program. Elective courses should be at the 5xxx or 8xxx level and related to the field of study/emphasis area (i.e., CB, CMP, or EOP), or supporting field and need to be approved by student's advisor, committee, and Graduate School (through inclusion on the Graduate Degree Plan). IBS courses that could fulfill this requirement are listed below. Pre-approved non-IBS courses may also be used to fulfill the elective credit requirement.

For a listing of examples of non-IBS courses that are acceptable for elective credit please see Appendix A.

Please note that IBS elective courses and non-IBS courses (see Appendix A) are not offered every year and frequency and semester (fall/spring) varies depending on faculty availability and student enrollment.

<i>IBS COURSES AVAILABLE FOR ELECTIVE CREDIT</i>		
Course #	Title	Credits
IBS 8020	Colloquia	1 cr
IBS 8094	Rotations (approval required prior to admittance)	1 cr
IBS 8102	Cell, Molecular and Developmental Biology	3 cr
IBS 8103	Comparative Animal Physiology	3 cr
IBS 8201	Ecological Processes	2 cr
IBS 8101	Cellular Biochemistry	3 cr
IBS 8202	Chemical Biology	3 cr
IBS 8203	Methods in Molecular Biosciences	2 cr

Early Thesis Credit Registration

IBS policy is to allow registration for IBS 8888 after: 1) completion of the first year of core courses, 2) having a GDP on file with the Graduate School, 3) formation of the examining committee, and 4) submission of a 1 page summary of the proposed research to IBS.

Eight Year Time Limit

IBS aims for all Ph.D. students to complete their degrees within five years (see table below); however, delays in completing research and/or writing the dissertation writing do happen. Per University guidelines, all requirements for the doctoral degree must be completed and the degree awarded within eight calendar years after initial enrollment in the graduate program. For complete policy information - [click here](#).

For information regarding leave of absence and reinstatement from a leave - [click here](#).

If the student is unable to complete the degree by the deadline, he or she may petition the Graduate School for an extension of the seven-year time limit. To insure timely consideration by the Graduate School, petitions should be filed no later than early in the term in which the time limit will expire.

An extension may be requested for a period of one additional term or one additional year. A special Graduate School Dean's Committee will review all petitions.

An extension of one term should be requested if the degree could reasonably be completed within that period of time. Such a request would be appropriate if, for example, the final oral examination has been scheduled for that term, or if final revisions to the text of the thesis are in progress. An extension of one year should be requested in most other cases.

For information regarding leave of absence and reinstatement from a leave - [click here](#).

Steps for Completion of the Doctoral Degree

Set up an appointment with the IBS office at least 60 days prior to the anticipated graduation month to discuss process.

Unless stated otherwise, students should submit all forms through the Program Coordinator (Room 251 SSB) for DGS review and submission.

For an overview of degree completion steps - [click here](#)

- Most Graduate School Forms are available online:
<http://www.grad.umn.edu/students/doctoral/index.html>
- Review the [Doctoral Degree: Completion policy](#)
- [Doctoral Degree: Completion - FAQ](#)
- In addition to completing the curriculum for the major, students are required to pass both written and oral preliminary examinations prior to becoming a formal Ph.D. candidate. Per Graduate School guidelines, the advisor can serve as Chair for the Preliminary Examination Committee, but cannot serve as Chair of the Final Examination Committee (see: *Selection of an Advisement Committee*).

1) File a Graduate Degree Plan with the Graduate School

- The Graduate Degree Plan is a listing of all coursework to be taken to fulfill degree requirements. Students are encouraged to file degree programs Graduate Degree Plan as early as possible, and no later than the beginning of their second year of study.
- Graduate Degree Plan submission is based on program requirements, but must be filed with The Graduate School no later than one term prior to student's Preliminary Oral Exam.

2) Assign the Preliminary Oral Examination Committee

- Complete at least one semester prior to exam via:
www.grad.umn.edu/students/forms/doctoral/index.html
- Updates to advisor and/or committee should be submitted at least one month prior to any examination to allow time for processing and updates to the record.
- Committee Composition
 - The doctoral preliminary oral committee must consist of at least four members, including the advisor/s. All members of the committee and the candidate must participate in the preliminary oral examination.
 - At least three members (including the advisor) must be from the student's major field.
 - At least one member must represent a field outside the major
 - If the student has declared a minor, at least one member must represent the minor field.
 - Members cannot satisfy the requirement with respect to more than one field.

3) Complete Written Preliminary Examination

- The preliminary written examination will be administered once the student has completed a majority of the required coursework. This will typically occur after the student has completed approximately two years of graduate study.
- The written proposal will be evaluated by the Preliminary Oral Examination Committee, which will likely serve as the student's Final Oral Examination Committee to provide continuity of advice during the length of the student's research program.
- The written examination will consist of a NIH or NSF-style grant proposal directly related to the student's proposed research project. Notes and general policies include:
 - Ancillary portions typical of most proposals (e.g., budget, facilities, etc.) are generally not required; however, the Preliminary Oral Examination Committee has the option to request the inclusion of ancillary sections in the proposal.
 - It is acceptable for the student's advisor to provide a general framework for the proposed research *prior* to its writing; however, when writing the proposal, students are expected to receive no input from their advisor or Examining Committee.
 - The mechanics of proposal writing is covered in IBS Research Club (IBS 8030).
- The doctoral preliminary written examination will be graded as either pass, pass with reservations, or fail in accordance with program standards.
 - For students who pass with reservations, conditions to be met must be given in writing to the student within ten working days, including a timeline for completion.
 - Each Committee member will provide the student with a written critique of the proposal within one month of submission to the Committee.

- After completion of the Preliminary Written Exam, and at least one week before the Preliminary Oral Exam, the advisor and/or chair must inform the IBS Program Coordinator of the examination outcome via email. The IBS Program Coordinator will report the results to GSSP.

4) **Schedule Oral Preliminary Examination**

All doctoral students are required to pass an oral examination in the major field. The oral preliminary examination must be administered within two months of the successful completion of the preliminary written examination. The preliminary oral examination covers the major field, the minor field or supporting program, and any work fundamental to these areas, including possible plans for thesis research. Unlike the final oral examination, the preliminary oral examination is conducted as a closed examination, attended by only the student and the examining committee.

The oral exam consists of two parts: (1) a seminar-like presentation to your committee on your proposed dissertation research, and (2) questioning by the committee, which begins with issues raised by the presentation but extends fairly broadly across your areas of expertise. The exam must be scheduled with the Graduate School at least one week in advance. The seminar presentation should include a description of the proposed work, the scientific basis and need for the work, and the progress made to date. The presentation should be scheduled to last about 30 minutes or less, but because the committee may ask questions during the presentation, it may last longer. The question-answer phase may last for several additional hours. Oral exams usually take most of an afternoon; a minimum of three hours should be reserved for this exam." The Preliminary Oral Exam must take place at least one academic term (15 weeks) before the Final Oral Defense.

- Schedule the Preliminary Oral Examination. The student should [schedule the Preliminary Oral Examination](#) with The Graduate School GSSP at gssp@umn.edu as soon as a date is set, but *no later than one week* prior to the examination and notify the Program Coordinator of planned date.
- The Preliminary Oral Examination Committee, according to Graduate School guidelines, will administer the examination. All students will be required to pass the oral examination to continue in the Ph.D. program.
- The student is expected to give a presentation to the Preliminary Oral Examination Committee outlining the work detailed in the written proposal. A public presentation is not required.
- The Preliminary Oral Examination Committee may decide to ask questions during the presentation, or save them for after the talk.
- Questions may pertain directly to the proposed research, or more broadly to subjects covered in coursework and related field(s).
- The doctoral preliminary oral examination will be graded as either pass, pass with reservations, or fail.
 - If a student fails the exam, he or she may retake the examination once. All committee members, or all committee members save one must approve this option.
 - The second attempt to pass the preliminary oral examination must use the same committee members unless an emergency situation necessitates a substitution.
 - If the committee does not approve a retake, or if the student fails the second attempt, the student will be terminated from the program.

Within one working day of completion of the Preliminary Oral Examination, the student must submit the signed Preliminary Oral Examination Report form to the IBS Program Coordinator.

Request a Graduation Packet

When a student is nearing completion of their degree (a minimum of one semester prior to anticipated graduation) the student must request a [Doctoral Graduation Packet](#) (done online through your MyU account), which contains information and forms including:

- Graduate Application for Degree
- Reviewers' Report Form
- Commencement Attendance Approval Form
- Dates, deadlines, and important information included

The graduate faculty according to Graduate School guidelines will conduct the final oral defense. It will consist of a public seminar presented by the student, followed by a closed examination with the student's Examining Committee.

- Submit the Reviewers' Report Form to the Program Coordinator at least two weeks prior to the Final Oral Defense.
- Return the signed Final Oral Examination Report form no later than one working day following completion of the Final Oral Defense.
- The dissertation, forms and fees must be completed/submitted by the last working day of the intended month of graduation
 - **Students are encouraged to submit the dissertation electronically.** The electronic dissertation submission process provides students with the opportunity to include multi-media formats such as music files, video files, etc. with their dissertations.
- **Sample Dissertation titles:**
 - "Sensitivity of the Anterior Lateral Line to Complex Stimuli in the Oyster Toadfish, *Opsanus tau*"
 - "Proteomic and NMR Analysis of Molecular Changes in the Brain of a Hibernating Mammal"
 - "Characterization of Monocarboxylic Acid Transporters Spanning the Blood-Brain Barrier"

Assign Members to Final Exam Committee

Students will use the process as designed on the Graduate School website at <http://grad.umn.edu/students/assigndocfinalcommittee/index.html>

Doctoral Final Oral Exam Scheduling

The student must [schedule the Final Oral Examination](#) with the Graduate School online as soon as a date is set, but no later than one week prior to the examination.

- Once the student schedules the examination online, a confirmation email will be sent to the student's UMN email account.
 - To schedule: [CLICK HERE](#)
 - To cancel/reschedule, send an email to gssp@umn.edu
 - Review the policy about canceling or recessing the Preliminary or Final Oral Exam: [CLICK HERE](#)

IBS Graduate Program Handbook

- At least one week prior to the exam, an email will be sent to the student's UMN email account that will include information regarding outstanding requirements and/or the status of the Final Oral Examination form.

Please note that the student is responsible for scheduling and confirming the time and place of the examination with all committee members and for following their program's internal scheduling procedures. In certain health science fields the faculty requires 30 days' notice of the date of the final oral examination.

Submit Graduation Application for Degree

- Form found inside the Graduation Packet
- Electronically submit the Graduate Application for Degree (done through your MyU account) **no later than the first business day** of the intended month of degree completion.
- Other information will be in the degree application packet

Submit the Reviewers' Report Form

- Form found inside the Graduation Packet
- Submit to GSSP at least two weeks prior to Final Oral Defense

Submit Doctoral Final Exam Report

- The Graduate School, upon receipt of the Reviewers' Report form, will send the form to the advisor.
- Submit to IBS office immediately following the Final Oral Examination. Form must be received by GSSP **no later than the last business day** of the anticipated month of graduation.

Submit Dissertation/Project

- Submit **no later than the last business day** of anticipated month of graduation. Consult Graduation Packet for formatting guidelines.
- Click here for guidelines: <http://www.grad.umn.edu/students/ThesisSubmission/index.html>

Maintaining Active Status

Active status must be maintained until student's degree has cleared.

This can be achieved via two approaches:

- If a student has an assistantship with their advisor, then they can apply for Advanced Doctoral Status (form found on the IBS website or on the Graduate School's website).
- If a student does not have an assistantship, then they should contact the IBS Program office to ask about registering for GRAD 999, a zero-credit placeholder for maintaining active status. Refer to the FAQ section for more information about the GRAD 999 option

For a complete list of registration options - [CLICK HERE](#).

USEFUL CONTACTS

Bookstores

Duluth

UMD Stores
Kirby Student Center
1120 Kirby Drive
Duluth, MN 55812
Phone: (218) 726-7286

<http://umdstores.com/>

Twin Cities

Minneapolis Campus

Coffman Memorial Union Store
300 Washington Ave. SE
Minneapolis, MN 55455
Phone: (612) 625-6000

<http://www.bookstore.umn.edu/>

St. Paul Campus

St. Paul Student Center
2017 Buford Ave.
St. Paul, MN 55108
Phone: (612) 624-9200

Career Services

UMD Career Services: (218) 726-7985; <http://www.d.umn.edu/careers/>

Minneapolis Career Center: <http://career.umn.edu/>

St. Paul Career Center: (612) 624-2710; <http://www.stpaulcareers.umn.edu/>

Computer Facilities and Wireless Access

Duluth

Phone: (218) 726-8782
<http://www.d.umn.edu/itss/>

Twin Cities

<http://www1.umn.edu/adcs/info/publabs.html>

Computer Help Line

Duluth

Phone: (218) 726-8847

Twin Cities

Phone: (612) 301-4357 (301-HELP)

Copy Centers

Duluth Campus

The Print Shop
125 Kirby Plaza
Duluth, MN 55812
Phone: (218) 726-7114

<http://www.d.umn.edu/print/>

Minneapolis Campus

Coffman Union Digital Print Center, G 14
300 Washington Avenue SE
Minneapolis, MN 55455
Phone: (612) 625-1092

West Bank Digital Print Center
267 19th Avenue S
Minneapolis, MN 55455
Phone: (612) 625-9047

St. Paul Campus

St. Paul Student Union Digital Print Center, Rm. 8
2017 Buford Avenue
St. Paul, MN 55108
Phone: (612) 625-4771

<http://www.printing.umn.edu/copycenters/home.htm>

General Campus Information

Duluth

Phone: (218) 726-8000

<http://www.d.umn.edu/>

Minneapolis

Phone: (612) 625-4177

St. Paul

Phone: (612) 625-9794

<http://www1.umn.edu/twincities/>

Graduate Assistant Employment Office

545 West Bank Office Building
1300 South Second Street
Minneapolis, MN 55455
(612) 624-7070

<http://www1.umn.edu/ohr/gae>

Graduate Assistant Health Insurance Office

Boynton Health
410 Church Street SE, N323
Minneapolis, MN 55455
Phone: (612) 624-0627
<http://www.shb.umn.edu/index.htm>

Health Services/Counseling/Mental Health Services

Duluth
UMD Health Services Building
615 Niagara Court
Duluth, MN 55812
Phone: (218) 726-8155

<http://www.d.umn.edu/hlthserv/>
<http://www.d.umn.edu/hlthserv/counseling/>

Minneapolis
Boynton Health – East Bank Clinic
410 Church St. SE
Minneapolis, MN 55455
Phone: (612) 625-8400

<http://www.bhs.umn.edu/east-bank-clinic/index.htm>
<http://www.mentalhealth.umn.edu/>

St. Paul
Boynton Health – St. Paul Clinic
109 Coffey Hall
1420 Eckles Avenue
St. Paul, MN 55108
Phone: (612) 624-7700

<http://www.uccs.umn.edu/index.html>

Housing Services

Duluth

On-Campus Housing
<http://www.d.umn.edu/housing/>

Twin Cities

Comstock Hall East (612) 624-2994
<http://www.housing.umn.edu/>

One Stop Student Services/MyU

Registration, Finances, Grades & Transcripts, Degree Planning, U Resources, Forms, Calendars

Duluth Campus

One Stop Student Services Center
23 Solon Campus Center
Duluth, MN 55812
Phone: (218) 726-8000

<http://d.umn.edu/onestop/>

Minneapolis Campus

One Stop Student Services Center – East Bank
333 Robert H. Bruininks Hall
222 Pleasant Street SE
Minneapolis, MN 55455
Phone: (612) 624-1111

One Stop Student Services Center – West Bank
130 West Bank Skyway
219 19th Avenue South
Minneapolis, MN 55455
Phone: (612) 624-1111

St. Paul Campus

One Stop Student Services Center
130 Coffey Hall
1420 Eckles Avenue
St. Paul, MN 55108
Phone: (612) 624-1111

<http://www.onestop.umn.edu/>

GRADUATE SCHOOL FAQ'S (ALWAYS REFER TO IBS PROGRAM REQUIREMENTS)

General

- [How do I apply for Graduate School?](#)
- [How do I get information about specific programs, program requirements and course descriptions?](#)
- [How do I get to the Graduate School?](#)
- How can I find out what courses are being offered? – [on myu.umn.edu](#)
- How do I view my current enrollment summary? – [on myu.umn.edu](#)
- [Where can I find a list of graduate education policies?](#)

Funding/Tuition/Finances

- [What types of financial aid are available? Where do I apply?](#)
- [Where can I find a list of fellowship/grant application deadlines?](#)
- [What are the credit requirements for financial aid?](#)
- [How do I pay my tuition?](#)

Registration/Scheduling

- [How do I get a hold removed from my record?](#)
- [How do I request a time extension?](#)
- [How do I request a leave of absence?](#)
- [How do I apply for a change of status?](#)
- [How do I apply for readmission?](#)

Record Maintenance

- [How do I change or withdraw from a course?](#)
- [How do I obtain a transcript of my grades?](#)

Graduation

- [How do I request a graduation packet?](#)

Opportunities, Events & Resources

- [Where can I find out about events, workshops & resources offered by the Graduate School?](#)
- [How can I get involved in interdisciplinary studies?](#)

Registration

What is the registration requirement for graduate students?

As a graduate student you are required to register every fall and spring term to maintain active status up through and including the term in which you will officially complete your degree. Failure to maintain your active status will result in the discontinuation of your student status and require applying for readmission.

What is full time status?

Full time status is 6 or more credits. Some University benefits are reliant upon the registration of at least 6 credits. Students should contact the office providing the benefit to inquire about minimum registration requirements.

What is the maximum credit load the Graduate School allows?

Students are allowed registration for up to 18 credits; however, most offices providing tuition benefits will not pay for more than 14 credits. Check with the office providing the tuition benefit to determine the number of credits that will be covered.

I am a doctoral student who has completed all of my coursework, but I have not yet passed my preliminary oral examination and need to maintain my full-time status. What should I register for?

You may register for doctoral pre-thesis credits (xxxx 8666); however, this is limited to 6 credits in any fall, spring, or summer term. You are also limited to 2 instances of 8666 registration totaling 12 credits. With graduate program consent, you may register for 8666 up to 4 times, for a total accumulation of 24 credits (of 8666). Programs have the option to restrict 8666 enrollment. If you get the following message "Class NOT added. All requirements not met" when trying to register for 8666, you will need to contact your program office for advising.

I am done with my coursework and thesis credits (if applicable) and need to maintain full-time status. What should I do?

You have the option to register as an advanced status student by applying for the full time equivalent (FTE) credit (xxxx 8333 (masters) or xxxx 8444 (doctoral). You must apply for this status each term you wish to hold this benefit.

What is active status?

Graduate students maintain active status by registering every fall and spring term (for any credit amount or course type).

What happens if I don't maintain active status?

Graduate students who do not maintain active status are considered to have withdrawn, and their student status is deactivated. Inactive students may not take examinations, submit degree progress paperwork, apply for graduation, or complete their degrees. Inactive students who wish to resume graduate work must apply for readmission.

I am done with my coursework and thesis credits (if applicable) and only need to maintain my active status. What should I do?

Graduate students must register every fall and spring term to maintain active status. Grad 999, a zero credit, zero-tuition, non-graded registration option is available for those graduate students who must register solely to meet the registration requirement. You should not register for Grad 999 if you hold an assistantship, need to maintain legal visa status, defer loans, receive financial aid, or for any reason other than to meet the registration requirement.

What is Grad 999?

GRAD 999 is intended for graduate students who have completed all coursework and thesis credit requirements (if applicable) and must maintain registration to meet the registration requirement. GRAD 999 will only maintain a student's active status; GRAD 999 does not meet any other University or external agency's requirements. Students who must maintain full-time status to hold an assistantship, defer loans, receive financial aid, etc. should not register for GRAD 999. You should confer with your graduate program before registering for this option to ensure that they do not have restrictions regarding GRAD 999 registration.

If I am registered for GRAD 999 or less than 6 credits, do I still get library, recreation center, email privileges, etc.?

You will want to contact the office providing the service you are seeking to inquire about minimum registration requirements. Questions regarding email can be made to the technology help-line at 612-301-4357.

I didn't register last term and now my status is inactive. What should I do?

You must apply for re-admission through the Graduate Office of Admissions by completing a Change of Status/Readmission Application.

I'm not currently accepted or enrolled in a graduate program. How do I make sure classes I take at the U of M can be used towards a future graduate degree?

You may be able to register for graduate credit (coursework appears on a graduate level transcript) when not admitted to a graduate program. You must work with the graduate program offering the course to gain admission to non-degree status and complete the Request for Graduate Credit form to obtain permission. Once completed this form is processed by One Stop (333 Science Teaching and Student Services).

Where do I go to get a permission number?

During the first two weeks of the term, you should contact the program offering the course (as indicated by the course designator) to obtain a permission number. Students being prompted for a permission number for the following courses: GRAD 999, xxxx-8666, xxxx-8888, xxxx-8777 should contact their graduate program. Permission for xxxx-8444 and xxxx-8333 should be obtained through the Graduate School at 612-625-3490.

My permission number isn't working. What should I do?

You should check with the program from which you obtained the permission number if it is still within the first two weeks of the term. If it is beyond the first two weeks of the term, the permission number will no longer suffice and you must complete a Registration Exception Request.

I have audited a course. How does this affect my tuition and enrollment?

As an auditor, you register for, pay tuition and fees for, and attend classes, but do not complete assignments or take examinations. You receive no credit for the course, but the course will be placed on your transcript with the symbol V (Visitor) to indicate your special registration status. Though you do not

receive credit for audited courses, be aware that the credit value for the course counts in determining the credit total for the student services fee. Audited courses do not count toward full-time enrollment for international students.

I want to drop a course and get a complete refund. What should I do?

A Registration Exception Request must be approved by your graduate program to drop courses if it is past the established deadlines set by the Office of the Registrar. The Office of the Registrar sets the tuition refund policy and handles requests for exceptions to the policy by way of a Tuition Refund Appeal.

I want to add/drop a course and it is past the add/drop deadline. What should I do?

You should complete a Registration Exception Request for your graduate program to review.

When will I be eligible to take doctoral thesis credits (xxxx-8888)?

Graduate programs have the discretion to determine when it is academically appropriate for students to take these credits.

When will I be eligible to take master's thesis credits (xxxx-8777)?

Confer with your graduate program and/or advisor to determine when it is academically appropriate to begin thesis credits.

Holds

I have a hold on my record and can't register. What should I do?

Contact the office that placed the hold to see what needs to be done to have the hold removed.

The hold on my record is due to a transcript needing to be submitted. What should I do?

An official copy of the transcript must be sent directly from the previous institution to the Graduate Office of Admissions in 309 Johnston Hall.

How do I get a transcript waiver so that I can register?

Waiver requests are available on the Graduate School's website at <http://www.grad.umn.edu/admissions/forms/>. The completed waiver form must be submitted to the Graduate Office of Admissions in 309 Johnston Hall.

Degree Progress

Graduate Degree Plan

What is the Graduate Degree Plan?

The Graduate Degree Plan is used for masters, certificate, and doctoral students. It is considered to be a contract between the student, graduate program, and the Graduate School. On the Graduate Degree Plan

you will indicate the coursework you are using to meet your graduate program's coursework requirements as well as the University's graduate education minimum credit requirements.

Should I submit the Graduate Degree Plan?

The Graduate School recommends that master's and certificate students submit the Graduate Degree Plan after completing 10 credits, but no later than 1 semester (term) before they intend to complete their degrees (including final exams). Doctoral students are recommended to submit the Graduate Degree Plan after completing 10 credits, but no later than 1 semester (term) before they plan to take the Preliminary Oral Exam.

Who needs to sign the Graduate Degree Plan?

The Graduate Degree Plan should first be reviewed and signed by your advisor(s) and Director of Graduate Studies (DGS). If you are pursuing a minor, you will also need to obtain the signature of the DGS in the minor field.

How do I know when my Graduate Degree Plan is approved?

An approved copy will be emailed to you at your U of M (@umn.edu) email account.

Do I need to take all my courses before submitting the Graduate Degree Plan?

No, the Graduate Degree Plan must be submitted at least one semester before degree completion.

Do I need to list all of the courses I have taken on my Graduate Degree Plan?

No, you should only list the coursework that is being taken to fulfill graduate program coursework requirements and University graduate education minimum credit requirements.

Can I include audited or withdrawn coursework on my Graduate Degree Plan?

No, students should only include coursework graded a C- or better.

Can I include coursework graded S/N on the Graduate Degree Plan?

Yes, students must earn a grade of "S" in order to include that course on the program.

How many S/N classes can I include on the Graduate Degree Plan?

Graduate education policy allows students to use up to 1/3 of the coursework on an S/N grading basis. The remaining 2/3 must be completed on the A-F grading basis. Note that individual graduate programs may have more stringent requirements.

Can I include coursework that I received an incomplete ("I") for on my Graduate Degree Plan?

Yes, masters students must have a grade assigned for any incomplete coursework before the degree can be awarded. Doctoral students must have a grade assigned for any incomplete coursework before they are eligible to proceed with the final oral examination.

There is a maximum amount of 3 incomplete credits allowed on a student's record at any one time.

- If the course in which the incomplete credit occurs is taught annually, students have one year from the end of the course to complete the remaining work.
- If the course is not taught annually, students must present a plan for timely completion of the remaining work that is agreeable to the instructor of that course.

How do I add a minor?

A minor can be added by including the minor and related coursework on the Graduate Degree Plan. The Director of Graduate Studies (DGS) in the minor field must sign the Graduate Degree Plan. If you already have an approved Graduate Degree Plan on file, you will need to submit a Petition form to add the minor and any additional coursework necessary. Note: Master's degree students must declare a minor prior to their final exam. Doctoral degree students must declare a minor prior to passing the preliminary oral exam.

How do I transfer coursework in from another institution?

Coursework from another recognized graduate school, or another UMN department, which is approved by advisor and DGS may be used to fulfill degree requirements. Transferred courses should be included on the Graduate Degree Plan and an official transcript should be attached to the form unless a transcript showing that coursework is already on file at the Graduate School. If your Graduate Degree Plan is already approved, you must submit a petition along with an official transcript of the other institution.

Master's degree students can transfer up to 40% of the coursework included on the Graduate Degree Plan. The remaining 60% must be taken as a registered U of M Graduate School student. Doctoral students can transfer credits from another institution at the discretion of their graduate program. Doctoral and master's students who have taken non-degree seeking coursework for graduate credit at the U of M can only transfer in up to 12 of those credits. Note that individual graduate programs may have more stringent requirements.

Work to be transferred must be post-baccalaureate, graduate level, 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.

Courses taken before the awarding of a baccalaureate degree cannot be transferred.

Courses transferred at 5xxx level or below may not be counted toward graduate degrees except when allowed by Graduate School policy.

<http://www.policy.umn.edu/Policies/Education/Education/GRADCREDITDEGREE.html>

[Please also review the Graduate School's policy on Transfer credit.](#)

Will the transfer coursework and credits appear on my University of Minnesota transcript?

No, the transfer work only appears on the approved Graduate Degree Plan.

What should I do if the coursework I included on my Graduate Degree Plan has changed?

The Graduate School expects that students will change the coursework on the Graduate Degree Plan. If the changes are minor, you should submit a Petition form. The Petition form must be signed by your advisor(s) and Director of Graduate Studies (DGS). If you have a minor, the minor field DGS must also sign. If the changes in coursework are significant, the Graduate School recommends filing a revised Graduate Degree Plan, which also requires signatures.

Exam Forms/Scheduling Exams

I am a master's student. Do I need to schedule my final exam with the Graduate School?

No, the Graduate School does not require master's student to schedule their exams with our office; confer with your graduate program regarding scheduling.

I am a master's Plan A student. How do I get my Final Exam form?

The Final Exam form is issued when you submit the Thesis Reviewers Report (TRR) form to 160 Williamson Hall. The TRR form is issued in the graduation packet.

Do I need to schedule my doctoral preliminary written exam with the Graduate School?

No, this is done solely within your individual graduate program. Upon completion of the exam the Preliminary Written Exam Report form must be submitted to Graduate Student Services and Progress, 160 Williamson Hall.

Do I need to schedule my doctoral preliminary oral exam with Graduate Student Services and Progress?

Yes, you must schedule your exam online. You are encouraged to schedule once a date is set with your committee, but no later than 1 week prior to the exam.

How do I get the exam form for the doctoral preliminary oral exam?

The Preliminary Oral Exam form is mailed to the chair of the committee (as designated on the Degree Program). If there is not sufficient time to mail the exam form, Graduate Student Services and Progress will contact you via email to pick up the exam form.

When should I submit the Preliminary Oral Exam form?

The exam form should be submitted to the Graduate Student Services and Progress in 160 Williamson Hall once all signatures are obtained. For questions, please contact the GSSP (gradssp@umn.edu).

Do I need to schedule my doctoral final oral exam with Graduate Student Services and Progress?

Yes, you must schedule your exam online. You are encouraged to schedule once a date is set with your committee, but no later than 1 week prior to the exam.

Not all of my committee members are listed on my Doctoral Thesis Reviewer's Report Form. Is this an error?

Only those committee members who are designated as official reviewers are listed on the Reviewer's Report form. The minimum number of reviewers required is 3 (Advisor, one other inside examiner and an outside/minor examiner). Although all members of your committee should read your thesis, only those designated as reviewers need sign the Reviewer's Report form.

When should I submit the Doctoral Thesis Reviewers Report form to Graduate Student Services and Progress?

The Thesis Reviewers Report form must be submitted prior to the final exam date in 160 Williamson Hall.

How do I get the exam form for the doctoral final oral exam?

The Final Oral Exam form is mailed to the chair of the committee (as designated on the Thesis Proposal). If there is not sufficient time to mail the exam form, Graduate Student Services and Progress will contact you via email to pick up the exam form.

When should I submit the doctoral Final Oral Exam form?

The exam form should be submitted to Graduate Student Services and Progress in 160 Williamson Hall once all signatures are obtained. For questions, please contact the GSSP (gssp@umn.edu).

Miscellaneous

When/how do I apply to graduate?

Degrees are awarded on a monthly basis. To apply to graduate you must submit the Graduate Application for Degree included in the graduation packet. This form is submitted to the One Stop Office on or before the first working day of the month you intend to complete all requirements (coursework, exams, etc.).

How do I know when all my requirements to graduate are completed?

Master's degree, specialist certificate, and post-baccalaureate certificate students will be sent an email from GSSP to their "@umn.edu" email account during the middle of the month they applied to graduate informing them of any outstanding requirements or confirming degree completion. Doctoral students will be notified of any outstanding requirements at the time of dissertation submission.

What is the minimum GPA required to graduate?

- Masters GPA
 - Masters students must have a minimum GPA of 2.80 (on a 4.00 scale) on the Graduate Degree Plan coursework in order to graduate. Individual graduate programs may require a higher GPA.
- Doctoral GPA
 - Individual graduate programs establish their own minimum GPA requirements for doctoral students.

How do I withdraw from my Graduate School program?

You should put your request to withdraw in writing and direct the email to your graduate program and copy the student services office: gssp@umn.edu

Examining Committee/Committee Substitutions

How many individuals need to serve on my master's final exam committee?

A minimum of 3 members are required for the master's final exam committee; 2 members must be from your major and 1 must be from your minor or related field.

How many individuals need to serve on my doctoral preliminary oral and final oral exam committee?

A minimum of 4 members are required for the doctoral preliminary oral exam committee; 3 members must be from your major and 1 from your minor or supporting program.

How do I update my examining committee once approved?

You can request updates to your committee by emailing your program coordinator. Requests should be submitted at least two weeks before an exam. A confirmation email will be sent to you upon approval.

Why do I need to assign both a doctoral preliminary oral and final oral examining committee?

These committees represent different milestones and are recorded separately; the committees may comprise different faculty members.

How do I find out what appointments faculty members have?

Faculty information is available on the List of Faculty with Graduate Education Responsibilities.

What do I need to do to add an external (not at the U of M) faculty member to my committee?

Your graduate program must follow collegiate guidelines established for appointing external faculty members. More information is available online.

Can my advisor serve as the chair of my doctoral preliminary oral and doctoral final oral committee?

Your advisor may serve as the chair for preliminary oral exam only; however, this is not allowed by some graduate programs so be sure to check with your graduate program first before assigning your committee chair. Your advisor cannot serve as chair for the final oral exam committee.

Thesis/Dissertation Preparation and Submission

How do I format my thesis dissertation?

Thesis/dissertation formatting guidelines are available in 160 Williamson Hall or online.

How soon after my final exam do I need to submit the thesis/dissertation?

The thesis/dissertation is due on or before the last working day of the month you intend to graduate. You are encouraged to submit your thesis/dissertation before the last working day of the month to ensure time for review and for you to make formatting revisions as requested.

Should I register a copyright for my thesis/dissertation?

This is optional for students. If you choose to register your copyright, you must include a copyright page in the thesis/dissertation. It is to your benefit to include a copyright page regardless. You have the option of having ProQuest register the copyright on your behalf. There is a \$55 fee associated with this process.

Where can I have extra copies of my thesis/dissertation bound?

Graduate Student Services and Progress does not endorse any one binding service. There are several options available to students, such as University of Minnesota Bindery Kinko's.

What happens to the copies of my thesis/dissertation that are given to GSSP?

Electronic copies are available in the University Digital Conservancy and/or available online through ProQuest.

Diploma

I haven't received my diploma yet. When will I get it?

The diploma typically takes 4-6 weeks to receive after the degree has been conferred. If it has been longer than that verify with the Master's/Doctoral Clearance Coordinator to confirm that the degree was actually conferred. gssp@umn.edu

I need to change the address to which my diploma will be mailed. What should I do?

Contact the One Stop office at 612-624-1111 or onestop@umn.edu.

My diploma does not indicate my major. Is this a mistake?

The diploma only indicates what type of degree was awarded (MA, MS, PhD, EdD, etc), and not the major or minor field. If you need documentation showing the degree and major, contact the Office of the Registrar to obtain an official copy of the transcript (the university's most official record of the degree).

My name has changed. How do I make sure it is right on the diploma?

Contact the One Stop office at 612-624-1111 or onestop@umn.edu.

Assistantships

How many credits do I need to be registered for to maintain my Assistantship?

You will want to check with the Assistantship office, located in 200 Donhowe, or check the Assistantship office website.

I'm done with all my coursework and thesis credits. How do I maintain my full time status for my Assistantship?

Graduate students who have completed all their coursework and need to maintain full time status may be eligible to register for the Full Time Equivalent credit (xxxx-8333 and xxxx-8444). In addition, you should check with the Assistantship office, located in 200 Donhowe, or check the Assistantship office website.

I have questions about my health benefits or tuition benefits. Who can help me?

Check with the Assistantship office, located in 200 Donhowe, or check the Assistantship office website or by calling 612-624-7070. For Assistantship Health Insurance questions, call 612-625-6936.

Change of Status

I am in a master's program and I want to pursue a PhD. What do I need to do?

You must file the Change of Status Application with the Graduate Office of Admissions (309 Johnston Hall). When completing the form, be sure to indicate if you plan to complete your current degree.

I am in a PhD program and I want to get the master's (same major) along the way. What do I need to do?

File a Graduate Degree Plan form specifically for the master's degree (signed by advisor(s) and DGS) with the GSSP Office.

I want to drop from the PhD and just get my master's. What should I do?

File a Change of Status Application with the Graduate Office of Admissions (309 Johnston Hall). Be sure to indicate that you are no longer wishing to pursue the PhD. You must also file a Graduate Degree Plan for the master's if you haven't done so already.

How do I change from a Plan A to a Plan B master's program?

You must submit a Petition form that requests the Plan change, or submit a revised Graduate Degree Plan with the new Plan type. You may also need to add/remove coursework from your existing Graduate

Degree Plan to conform to the requirements for a Plan A or Plan B. Any coursework changes must be indicated on the Petition or revised Graduate Degree Plan. The Petition or Graduate Degree Plan must be signed by the advisor(s) and DGS and submitted to GSSP for approval.

Changing Personal Information

Where do I go to change my address?

To officially change the address throughout the University system (not just in the directory), you must contact the Office of the Registrar (onestop@umn.edu, 612-624-1111).

How do I change my name in the system?

To officially change your name throughout the University system (not just in the directory), student must contact the Office of the Registrar (onestop@umn.edu, 612-624-1111).

DEFINITIONS AND DESCRIPTIONS

Graduate Assistants

Students with appointments that require service in return for financial support, such as Research Assistant (RA) and Teaching Assistant (TA). Titles and compensation vary.

Graduate Fellows

Students who hold appointments (i.e., receive monetary stipends) that do not require any services. Titles and stipends of graduate fellows vary. Examples: Graduate School Fellows, and Graduate Fellows. It is expected that graduate fellows carry out research toward the completion of a Plan A Master's thesis or a Ph.D.

Academic Year

Two academic terms: fall and spring semesters (early-September to mid-May). The University also has a summer session divided into two equal periods.

Full-time and Part-time Graduate Student

Students registered for six or more course or thesis credits (or a combination thereof) are full-time students. Students registered for fewer than six course or thesis credits are part-time students. Tuition is the same for students registering for 6-14 credits and is calculated per credit for 1-5 credits or credits exceeding 14 in a semester.

Thesis Research

Research to satisfy requirements for a Plan A master's degree or a doctorate. Students should be registered for thesis credits during this time (minimum total of 10 for master's)

International Student

These are any student who is not a citizen or permanent resident of the United States. International students usually hold a passport bearing a student entry visa to the United States. This definition is the same as that used by the

IBS Graduate Program Handbook

International Student and Scholar Services Office (612/626-7100), which should be consulted in any question of international student status.

Resident

Residents of Minnesota pay fees at the in-state rate. Graduate Assistants who have at least 25%-time appointments and their spouses are counted as residents with regard to payment of fees. If students have questions about student's residency status, consult the residency officer at the Office of Undergraduate Admissions at (612/625-6330). Under terms of reciprocity agreements, residents of Wisconsin, North Dakota, South Dakota, and Manitoba may attend public educational institutions in Minnesota at the resident tuition rate.

Director of Graduate Studies (DGS)

The Director of Graduate studies is responsible for the operation of the graduate programs and chair the Executive Committee.

Associate Director of Graduate Studies

The Associate Director of Graduate Studies provides advice for students and makes recommendations regarding programs, committees, etc.

Program Coordinator

Provides support to the Director, Associate Director, faculty and students.

Executive Committee

General oversight responsibility for academic matters pertaining to IBS graduate programs, as well as issues related to the status and well-being of IBS graduate students.

Graduate School registration requirement

As a Graduate School student, registration is required every fall and spring term to maintain active status up through and including the term in which the student will officially complete their degree. Failure to maintain active status will result in the discontinuation of active student status and require application for readmission.

Deficiencies

The prompt completion of any course deficiencies indicated to student in student's acceptance letter.

APPENDIX A - EXAMPLES OF NON-IBS ELECTIVE COURSES

Some options for non-IBS courses suitable for elective credit are listed below. Courses not listed below and graduate seminar courses may also be available for electives. All electives should be at the 5xxx or 8xxx-level and related to the field of study/emphasis area (i.e., CB, CMP, EOP), or supporting field and need to be approved by student’s advisor, committee, and Graduate School (through inclusion on the Graduate Degree Plan).

Except for proposed courses (as indicated), all courses listed below are currently offered, with varying frequency and semester (fall/spring) depending on faculty availability. There are numerous electives on the Twin Cities campus that parallel this list of electives on the Duluth campus; consult with the Twin Cities faculty regarding the eligibility of specific elective courses on the Twin Cities campus as needed.

Number	Title	Credits	Ave. Enrollment	Frequency
--------	-------	---------	-----------------	-----------

Systems Biology

Biol 5401	Coevolution	3 cr	12	Annual
Biol 5805	Fisheries Ecology	3 cr	6	Yearly
Biol 5833	Stream Ecology	4 cr	17	Biannual
Biol 5839	Coral Reef Field Studies	3 cr	15	Biannual
Biol 5861	Lake Ecology	3 cr	32	Annual
Biol 5862	Advanced Lake Ecology	3 cr	6	Biannual
Biol 5863	Ecosystems Ecology	3 cr	22	Biannual
Biol 5864	Ecosystems Ecology Laboratory	1 cr	8	Biannual
Biol 5865	Conservation Biology	2 cr	27	Biannual
Biol 5867	Managing Lakes and Streams	3 cr	15	Biannual
Biol 5868	Ecotoxicology	3 cr		Biannual
Biol 5870	Wetland Ecology	3 cr		Biannual
Biol 8899	Seminar in Ecology	1 cr	6	Annual
Lim 5001, 5002	Limnology Sequence	3 cr	14	Annual

Microbial Biology

Biol 5801	Microbial Ecology	2 cr	11	Biannual
-----------	-------------------	------	----	----------

Biol 5802	Microbial Ecology Laboratory	2 cr	3	Biannual
-----------	------------------------------	------	---	----------

Animal Biology

Biol 5513	Experimental Immunology	4 cr	12	Biannual
Biol 5760	Fish Physiology	3 cr	7	Biannual
Biol 5772	Neural Mechanisms of Behavior	3 cr	16	Biannual
Biol 5990	Current Topics in Neurobiology	1 cr	5	Biannual
MicB 5545	Immunobiology	3 cr	15	Annual
MicB 8554	Advanced Immunobiology	3 cr	6	Annual
Phsl 5601	Physiology of Organ Systems I	4 cr	26	Annual
Phsl 5602	Physiology of Organ Systems II	2 cr	14	Annual
Phsl 8410	Sensory systems (proposed)	2 cr		
Txcl 5011	Principles of Toxicology	2 cr	3	Annual

Plant Biology

Biol 5121	Plant Biochemistry & Molecular Biology	4 cr	10	Biannual
Biol 5602	Plant Physiology Laboratory	2 cr	8	Annual
Biol 5811	Plant Autecology	3 cr	4	Annual
Biol 5831	Plant Population & Community Ecology	4 cr	5	Annual

Biochemistry, Cell and Molecular Biology

Biol 4231	Molecular Genetics	3 cr	26	Annual
Biol/Chem 5232	Molecular Biology Laboratory	2 cr	20	Annual
Biol 5233	Genomics	3 cr	24	Annual
Chem 8224	Advanced Analytical Chemistry	5 cr	2	Biannual
Phcl 8101	Signal Transduction (proposed)	2 cr		
Phsl 8441	Transport Processes	2 cr	3	Annual
MdBC 5501	Neurobiochemistry	2 cr	4	Annual

Mathematics and Statistics

Math 5260	Dynamical Systems	3 cr	14	Biannual
Math 5270	Modeling with Dynamical Systems	3 cr	10	Biannual
Biol 5807	Mathematical Ecology	3 cr	8	Biannual
Stat 5511	Regression Analysis	3 cr	27	Annual
Stat 5515	Multivariate Statistics	3 cr	10	Annual

These electives will be expanded by generating one new 8000 level course each year for the first ten years of the doctoral program.

Examples of Twin Cities-based electives include the following:

- Biochemistry 8216 (Signal Transduction and Gene Expression)
- Child Psychology 8301 (Developmental Psychology: Cognitive Processes)
- Child Psychology 8302 (Developmental Psychology: Social and Emotional Processes)
- Child Psychology 8311 (Landmark Issues in Child Psychology)
- Clinical Pharmacology 8220 (Experimental and Clinical Pharmacology)
- Clinical Pharmacology 8400 (Pharmacometrics)
- Clinical Pharmacology 8410 (Population Pharmacokinetic Modeling)
- Cognitive Science 8040 (Cognitive Neuroscience)
- Comparative and Molecular Biosciences 8201 (Mechanisms of Animal Health and Disease I)
- Comparative and Molecular Biosciences 8202 (Mechanisms of Animal Health and Disease II)
- Comparative and Molecular Biosciences 8335 (Molecular Biological Techniques)
- Comparative and Molecular Biosciences 8344 (Mechanism of Hormone Action)
- Comparative and Molecular Biosciences 8371 (Mucosal Immunobiology)
- Comparative and Molecular Biosciences 8481 (Advanced Neuropharmaceutics)
- Comparative and Molecular Biosciences 8550 (Comparative and Molecular Biosciences)
- Conservation Biology 8004 (Economic and Social Aspects of Conservation)
- Ecology Evolution and Behavior 8051 (Empirical Ecology)
- Ecology Evolution and Behavior 8601 (Introduction to Stream Restoration)
- Ecology Evolution and Behavior 8602 (Stream Restoration)
- Ecology Evolution and Behavior 8641 (Spatial Ecology)
- Entomology 8041 (Advanced Insect Genetics)
- Entomology 8051 (Toxicology)
- Experimental and Clinical Pharmacology 8210 (Clinical Therapeutics)
- Fisheries and Wildlife 8448 (Fishery Science)
- Fisheries and Wildlife 8452 (Conservation Biology)

IBS Graduate Program Handbook

Fisheries and Wildlife 8459 (Stream and River Ecology)
Fisheries and Wildlife 8576 (Biology and Management of Large Animals)
Forest Resources 8207 (Economic Analysis of Natural Resource Projects).
Genetics Cell Biology and Development 8008 (Mammalian Gene Transfer and Expression)
Genetics Cell Biology and Development 8073 (Advanced Human Genetics)
Genetics Cell Biology and Development 8103 (Human Histology)
Genetics Cell Biology and Development 8131 (Advanced Genetics)
Genetics Cell Biology and Development 8151 (Cell Structure and Function)
Genetics Cell Biology and Development 8161 (Advanced Developmental Biology)
Genetics Cell Biology and Development 8913 (Psychosocial Issues in Genetic Counseling)
Genetics Cell Biology and Development 8914 (Ethical and Legal Issues in Genetic Counseling)
Microbiology 8002 (Structure, Function and Genetics of Bacteria)
Microbiology 8003 (Immunity and Immunopathology)
Microbiology 8004 (Cellular and Cancer Biology)
Microbiology 8007 (Cell Biology and Biochemistry of the Extracellular Matrix)
Microbiology 8009 (Biochemical Aspects of Normal and Abnormal Cell Growth and Cell Death)
Microbiology 8010 (Microbial Pathogenesis)
Microbiology 8012 (Integrated Topics in Microbiology, Immunology and Cancer Biology)
Microbiology 8371 (Mucosal Immunobiology)
Neuroscience 8026 (Neuro-Immune Interactions)
Neuroscience 8211 (Developmental Neuroscience)
Neuroscience 8216 (Selected Topics in Autonomic and Neuroendocrine Regulation)
Neuroscience 8217 (Systems and Computational Neuroscience)
Neuroscience 8221 (Neurobiology of Pain and Analgesia)
Neuroscience 8222 (Central Regulation of Autonomic Function)
Neuroscience 8247 (Anatomy and Physiology of Hearing and Balance)
Neuroscience 8481 (Advanced Neuropharmacotics)
Nutrition 8613 (Advances in Nutrition: Lipoproteins, Cholesterol and Atherosclerosis)
Nutrition 8614 (Advances in Nutrition: Advanced Energy Balance)
Nutrition 8615 (advances in Nutrition: Exercise Metabolism)
Nutrition 8616 (Advances in Nutrition: Free Radicals, Trace Elements and other Micronutrients)
Nutrition 8617 (Chemical Carcinogenesis and Chemoprevention)
Nutrition 8618 (Neuroregulation of Energy Metabolism)
Pharmacology 8208 (Neuropsychopharmacology)
Pharmacology 8217 (Problems in Investigative Pharmacology)
Pharmacology 8221 (Neurobiology of Pain and Analgesia)
Pharmacology 8222 (Transdisciplinary Tobacco Research)
Pharmacy 8411 (Stabilization of Pharmaceuticals)
Pharmacy 8421 (Advanced Pharmacokinetics)

IBS Graduate Program Handbook

Pharmacy 8431 (Controlled Release: Materials, Mechanisms and Models)
Pharmacy 8441 (Solubility and Solid-state Properties of Drugs)
Physiology 8216 (Selected Topics in Autonomic and Neuroendocrine Regulation)
Physiology 8222 (Central Regulation of Autonomic Function)
Physiology 8310 (Advanced Topics in Cellular Physiology)
Plant Pathology 8101 (Causal Organisms of Plant Disease)
Plant Pathology 8102 (Epidemiology and Genetics of Host-Parasite Interactions)
Plant Pathology 8103 (Plant Microbe Interactions)
Plant Pathology 8302 (Genomics of Plant Associated Microbes)
Soil Water and Climate 8252 (Advanced Soil Physics)
Soil Water and Climate 8282 (Modeling Water, Carbon and Nitrogen Dynamics in the Soil-Plant-Air System)
Soil Water and Climate 8541 (Aquatic and Soil Chemistry)
Statistics 5021 (Statistical Analysis)
Statistics 8111 (Mathematical Statistics I)
Statistics 8112 (Mathematical Statistics II)
Statistics 8141 (Probability Assessment)
Statistics 8311 (Linear Models)
Statistics 8312 (Linear and Nonlinear Regression)
Toxicology 8012 (Advanced Toxicology I)
Toxicology 8013 (Advanced Toxicology II)
Toxicology 8100 (Investigative Toxicology)

FORMS FOR MASTER'S STUDENTS

Degree Progress:

- [Assign/Update Advisor](#) (program staff only, sign-in required)
- [Graduate Degree Plan](#)
- [Assign/Update Examination Committee](#)
 - [Quick Start Guide](#)
- [Petition Form](#)
- [Time Extension Request Form](#)
- **Foreign Language Certification:**
 - [Language Certification by Language Department](#)
 - [Language Certification by Graduate Department](#)
- [Thesis Formatting and Submission](#)

Special Purpose:

- [Application for Advanced Master's Status](#)
- [Letter of Certification Request](#)
- [Deposit Agreement](#)
- [Thesis or Dissertation Hold Request](#)
- [Leave of Absence \(policy and forms\)](#)

FORMS FOR DOCTORAL STUDENTS

Degree Progress:

- [Assign/Update Advisor](#) (program staff only, sign-in required)
- [Graduate Degree Plan](#)
- [Petition Form](#)
- [Time Extension Request Form](#)
- **Preliminary Examination Information**
 - [Record Preliminary Written Exam Results](#) (program staff only, sign-in required)
 - [Assign/Update Preliminary Oral Examination Committee](#)
 - [Quick Start Guide](#)
 - [Preliminary Oral Examination Scheduling](#)
- **Final Examination Information**
 - [Assign/Update Final Oral Examination Committee](#)
 - [Quick Start Guide](#)
 - [Final Oral Examination Scheduling](#)
- **Foreign Language Certification:**
 - [Language Certification by Language Department](#)
 - [Language Certification by Graduate Department](#)
- [Thesis Formatting and Submission](#)

Special Purpose:

- [Application for Advanced Doctoral Status](#) (Departmental use only)
- [Letter of Certification Request](#)
- [Thesis or Dissertation Hold Request](#)
- [Deposit Agreement](#)
- [Leave of Absence \(policy and forms\)](#)

POLICIES & GOVERNANCE

Policies Governing Graduate Education

In 2010, the University Senate Committee on Educational Policy (SCEP) charged a [Graduate School Policy Review Committee](#) to review and update existing graduate education policies that were previously found in a variety of formats, including the Graduate School catalog and constitution. The committee completed its work in spring 2012. Graduate education policies will continue to be developed and reviewed under the purview of the vice provost and dean of graduate education, in consultation with faculty, staff and student stakeholders. Please contact gepolicy@umn.edu with questions or for more information.

New or Revised University-wide Graduate Education Policies:

[Adding, Changing, or Discontinuing Academic Plans](#)

[Admission for Master's and Doctoral Degrees](#)

[Application of Graduate Credits to Degree Requirements](#)

[Appointments to Graduate Examination Committees](#)

[Appointments as Director of Graduate Studies](#)

Course Numbering -- under revision

[Credit Requirements for Master's and Doctoral Degrees](#)

[Doctoral Degree: Performance Standards and Progress](#)

[Doctoral Degree: Completion](#)

Grading and Transcripts -- under revision

[Leave of Absence and Reinstatement](#)

[Master's Degree: Performance Standards and Progress](#)

[Master's Degree: Completion](#)

[Post-baccalaureate Certificate Plans Approved by the Board of Regents](#)

[Readmission or Changes to Doctoral or Master's Degree Objectives](#)

[University-Administered Graduate Student Fellowships and Traineeships](#)