Section A: General Information

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INTRODUCTION TO THE HANDBOOK

The Design Graduate Program Handbook is designed to provide both faculty and students with information about the policies and procedures for graduate study in the Design Graduate Program. The Handbook describes the administration of the graduate program, lists the requirements for student progress, and includes resources for financial assistance.

The Handbook is meant to supplement the information provided in the University of Minnesota Graduate School Catalog. **Policies and procedures specific to the Design Graduate Program are enclosed in a text box.** The information in this handbook and other University catalogs, publications, or announcements is subject to change without notice. University offices can provide current information about changes. Advisers and students are responsible for keeping current on updates to policies and procedures. Changes are indicated in the minutes of the meetings of the Graduate Faculty, and are distributed to graduate faculty and students via e-mail.

**Graduate School Website**

The Graduate School website is the central information resource for graduate students and faculty. Policies specific to graduate student progress are located on this site under Current Students. Many downloadable documents may be found in the Forms section. Url: http://www.grad.umn.edu.

**One Stop**

The University of Minnesota’s One Stop student services website is a central information resource for students, faculty, and staff. Information related to registration, finances, and services is available at this site. Url: http://onestop.umn.edu.

**Companion Publications**

The University of Minnesota Graduate School Catalog may be obtained on St. Paul Campus at Books Underground. On Minneapolis Campus, is available from Graduate School, 309 Johnston Hall. Url: http://www.grad.umn.edu/catalog/index.html.

Information for Graduate Assistants, Url: http://www1.umn.edu/ohr/gae/.
University of Minnesota Policies Related to Conduct

Graduate School follows the standards of student conduct enforceable by University agencies, written for the University and available through Student Conduct and Academic Integrity. Url:
http://www1.umn.edu/regents/policies/academic/Student_Conduct_Code.html

Policies for expectations related to professional ethics and responsible research conduct are available in a brochure. Url:
http://www.grad.umn.edu/ethics/ethics_brochure.html

PROGRAM OVERVIEW

The College of Design

The Mission of the College of Design. The College of Design was created in 2006 in response to the University of Minnesota’s Strategic Positioning agenda. The College of Design is comprised of the Department of Design, Housing, and Apparel; the Department of Architecture; and the Department of Landscape Architecture.

Common values infuse the college’s mission, which is to advance the following through research, education, and public engagement:

- Innovation in sustainable, socially responsible design, through a commitment to equity, diversity, and to ecologies both human and natural.
- Engagement with the ongoing and emerging issues, opportunities, and problems that face our world today.
- Creative synergies, through interdisciplinary exploration.
- Speculative, theoretical, and historical inquiry, to expand the critical understanding of design’s past, current, and potential significance within diverse contexts.
- Collaboration and partnerships, within the University, and with communities, institutions, business, and government – locally, regionally, nationally, and globally.

The Department of Design, Housing, and Apparel

The Department of Design, Housing, and Apparel focuses on many dimensions of design, human shelter, and textile and apparel products. These foci offer a historical and theoretical base that supports professional education leading to both undergraduate and graduate degrees. Human needs and behavior are
emphasized. The improvement of the designed environment is a major goal of our teaching, research, and service activities. A multi-disciplinary faculty, state-of-the-art research and teaching facilities, a departmental museum, and stimulating course offerings allow students to approach an interest area from a design, a scientific, or a sociocultural perspective, and to explore the links between perspectives. The department provides graduate students with firm academic foundations in their respective areas as well as opportunities for rich collaboration.

Department Mission. The mission of the Department of Design, Housing, and Apparel is to identify, analyze, and design solutions for problems involving apparel, housing, interiors, and design communication. The focus of the department is the interaction between humans and their environments as it affects the well-being of individuals, families, and the community. Departmental research efforts contribute to knowledge in those areas and provide a basis for undergraduate and graduate education, outreach activities, policy formation, and community service. Our students are prepared for professional careers in related services and industries. Accomplishment of the mission is supported by a broad foundation of art, humanities, science, technology, communication, and history.

Department Organization. The Department of Design, Housing, and Apparel is organized around five undergraduate majors with a total of about 450 students, and a graduate program with about 60 students. The faculty have a range of backgrounds that includes human ecology, design, studio arts, art education, history, social and behavioral sciences, and physical and natural sciences. In addition to resident teaching functions, the department is affiliated with the Minnesota Extension Service, Agricultural Experiment Station, and the College of Continuing Education. The Midwest Universities Radon Consortium is located in the department.

Design Graduate Program: General Description

The Design Graduate Program (formerly Design, Housing, and Apparel) focuses on the study of relationships between humans and their designed environments. This focus is based on the assumption that design and analysis of environments contribute to the improvement of the human condition. The program addresses theory, research, and application, using a shared disciplinary base from the social and behavioral sciences. The goal of the graduate program is for students to analyze, evaluate, and integrate theoretical frameworks related to humans and their designed environments.

A name change to Design from Design, Housing, and Apparel was approved by the Regents of the University of Minnesota February 2009. Also approved at this time were formal tracks: Apparel Studies, Graphic Design, Housing Studies, and Interior Design.
Degrees and Fields of Study

The Design Graduate Program offers four formal tracks: Apparel Studies, Graphic Design, Housing Studies, and Interior Design.

Degree objectives include Master of Arts (M.A.), Master of Science (M.S.), and Doctor of Philosophy (Ph.D.). The Master of Fine Arts (M.F.A.) degree objective is available only in the Graphic Design track.

The difference between the M.A. and the M.S. is the art and science content that is included in the student's program. Plan A for the M.A. or M.S. degree requires a thesis. Plan B for the M.A. or the M.S. degree requires a paper and project that are the culmination of course work. The M.F.A. with an emphasis in interactive design results in a capstone design project. The Ph.D. is a research degree culminating in a dissertation.

Tracks

Apparel Studies. Graduate study in the apparel studies track advances both theoretical knowledge and applications for textile and apparel products related to human behavior. Emphases within this track include Dress, History, and Culture; Product Development; and Retail Merchandising and Consumer Studies.

Graphic Design. For students who choose the graphic design track, graduate work may focus on design theory, design process and methodology, visual communication (design and analysis), and color systems and perception. An emphasis in Interactive Design is available within this track, providing students with experience in designing for the electronic environment. The program integrates theory with practice in the application of emergent and established technologies to digital design solutions. M.F.A. students complete a creative thesis.

Housing Studies. In the housing studies track, graduate study advances both theoretical and applied knowledge in the housing field. Through research, students are prepared to assist people and communities in addressing housing-related issues. Courses emphasize human needs and behavior, analysis of designed environments and technology, policy and community development, and housing for special populations such as the elderly or low-income households.

Interior Design. Graduate study in the interior design track emphasizes the theory, research, and specialized practice components of design as applied to the interior environment, including culture, lighting, sustainability, and issues facing design education. Advances in theoretical knowledge and study of the interactions of humans in interior environments prepare students for teaching and research positions as well as design specializations within the profession.
Opportunities for Interdisciplinary Study and Minor Fields

The faculty of the Design Graduate Program come from a range of backgrounds, including fields in design, the social sciences, and information technology. This diversity in the faculty is reflected in course offerings as well as the teaching and research opportunities available to graduate students in the program.

In addition to the interdisciplinary nature of the program itself, students may choose from a variety of minor fields such as gerontology, museum studies, education, building sciences, human factors/ergonomics, anthropology, and feminist studies.

Students may take advantage of opportunities for international studies and exchanges. Examples include the bi-annual European Design Study Trip that provides students with a three-week tour of study in the major European capitals, and other study tours offered by faculty within the department, and those offered through Study Abroad.

The Committee on Institutional Cooperation (CIC) Traveling Scholar Program allows doctoral students to take advantage of educational opportunities at any CIC university (all “Big Ten” universities, The University of Chicago, the University of Illinois at Chicago, and the University of Wisconsin at Milwaukee). The Graduate School Catalog provides information on CIC. In addition to these regular opportunities for study at other institutions, other opportunities may arise as the result of individual faculty and student interests.

Program Administration

The Design Graduate Program is guided by the Director of Graduate Studies (DGS). The DGS is elected by the Graduate Program Faculty (GPF) to serve for a three-year period, with the opportunity to continue. At the end of the second year of the term of the current DGS, a graduate faculty nominating committee prepares a list of eligible candidates, prepares a ballot, and submits it to the GPF for a vote. The person with the largest number of votes assumes the position of DGS-Elect for one year, with duties and tasks assigned by the DGS. The DGS-Elect then serves a full three-year term as DGS.

Any member of the Design Graduate Program faculty, with a full-time (nine to twelve months) tenure-track appointment in the department, is eligible to serve as DGS. In the absence of the DGS, the Department Head can call meetings.

At a minimum, the graduate faculty meets twice per semester. Additional meetings may be called by the DGS.
The Graduate Program Committee (GPC) is an elected body of faculty members representing the four tracks that serves in an advisory capacity to the DGS and the graduate program faculty. The DGS represents her/his own emphasis area on this committee. Members of the GPC serve two-year staggered terms. Election is made by the graduate program faculty. The GPC serves a range of functions, including appraising student applicants, reviewing and recommending revision of graduate program procedures, and facilitating the preparation of special graduate program reports and documents.

Graduate Faculty Membership

Members of the Graduate Faculty are expected to maintain graduate faculty status in a minimum of four of the following ways:

- Participate in annual reviews of graduate student files and makes recommendations for admittance into Design Graduate Program.
- Participate in graduate faculty meetings
- Be an active scholar (provide evidence of scholarship activity of past 3 years)
- Participate on graduate student committee as adviser or committee member
- Provide service to the graduate program
- Teach graduate level (5000/8000) courses
- Mentoring (includes supervising graduate teaching assistants and research assistants)

Faculty participation is self-reported annually and reviewed every two years by the Director of Graduate Studies. Failure to meet the criteria will result in the DGS convening the Graduate Program Committee to determine whether a formal motion be brought to remove an individual from the Graduate Faculty. If the Committee decides dismissal is warranted, the motion will be voted on by the Graduate Faculty. Dismissal from the Graduate Faculty can be proposed or opposed by the Graduate Program Committee. The final decision is made by the Graduate Faculty.

For readmission to the Graduate Faculty, an individual will be nominated in the manner in which the original nomination for graduate faculty status occurs. There is no time limit for expulsion.

Administrative support for the graduate program consists of one full-time staff member. The responsibilities of the graduate program assistant include prospective student advising, recruitment, communications, application and admissions processing, creating and maintaining data bases, report generation, arranging facilities for examinations, information resource for students and faculty, and University document preparation. Services such as word processing are provided by other department staff.
The Goldstein: A Museum of Design

The Goldstein Museum of Design is a unique teaching museum within the College of Design that serves students, faculty, staff, and the general public. The 1,200 square foot Goldstein Gallery presents interpretive exhibitions on design and designed objects and their historic and cultural significance as well as faculty and student exhibitions. The Gallery opened in 1976, and from 1984 to 2008 presented 110 exhibits.

The Museum's permanent collection of approximately 20,000 objects includes historic dress, 20th century designer fashions, decorative arts, textiles, and graphic design and is maintained as a resource for classroom instruction and research. In 1992 the Gallery received additional climate-controlled storage area and a space to establish a research center, library, and office space.

The largest part of the Goldstein collections is dress, which includes over 14,000 items and consists primarily of Euro-American women's dress from the late 18th century to the present, including post-World War II women's designer fashions. The museum also has sizable holdings of children's clothing, a modest but growing collection of menswear, and some ethnic costume. In fact a highlight of the 4,000-object flat textile collection is handmade ethnic textiles from many different cultures. The textile collection also includes household linens and samples of home furnishings fabrics from industry.

The decorative arts collection of 1,800 items has been meticulously upgraded to include fine representative objects from Europe, American, and several other cultures as well. An adjunct of the decorative arts collection is a modest collection of interior furnishings, including chairs from the 20th century.

The graphic design collection is in a nascent stage but is slowly growing with very carefully considered additions.

RESOURCES

Computers

The College of Design offers computer labs in both McNeal Hall (room 305) and Rapson Hall (room 127). The Rapson Hall lab is available only for students in a College of Design program, while McNeal is available to all University of Minnesota students. Both facilities contain special laser and large-format printing equipment, as well as special software for the various College of Design programs. Printing is paid for by using the GopherGold account on the student's UCard.
A limited number of computers are located in graduate assistant work areas. Departmental computers and printers are to be used only for work related to the students’ research and teaching assistantships, not for personal use such as individual coursework, theses, or dissertations.

Graduate students may obtain special permission to use computer classroom 336 when it is not being used for class. For more information about this opportunity, contact the assistant to the department head.

**Electronic Mail (E-Mail) Accounts**

Your University of Minnesota e-mail account is the official means of communication, and you are held accountable for all information sent to this account. Initiate your e-mail account online at www.umn.edu/initiate. Forwarding your U of MN e-mail to another account is not recommended.

Via the graduate student listserv, which is based on the U of MN e-mail address, DHA graduate students are apprised of scholarship/fellowship opportunities, changes in Graduate School and program policies, course changes, and other relevant information. If you do not receive these e-mail notices, please contact the graduate program assistant.

**The Graduate School**

Administrative offices for the University of Minnesota Graduate School are located on the East Bank of the Minneapolis campus in Johnston Hall, 101 Pleasant Street, S.E., Minneapolis, MN 55455. The Admissions Office is located in 309 Johnston Hall; Graduate School Student Services and Progress is located in 316 Johnston Hall.
STUDENT DEGREE PROGRESS

Registration for Non-Degree Students

Program Policy: DHA’s Graduate Program allows registration for 8 graduate credits in as many as 4 semesters to be completed before application, after which registration will be blocked until the student is accepted into the program.

Students who wish to take DHA courses for graduate credit must contact the graduate program assistant for information about the approval process. The Registration Form for Non-Degree Students is downloadable from the following http://onestop.umn.edu/onestop/forms.html, located under the heading “Registering for Classes—Registration Request for Graduate Credit.”

Admission Requirements

January 15 is the sole application deadline.

The complete application is evaluated by the Design Graduate Program Committee on the basis of the following:

- a strong academic record evidenced through a preferred GPA of 3.0, upper division GPA trend, and grades in prerequisite courses
- clearly stated professional goals and program focus
- preferred scores of 500 in the verbal and quantitative sections, and of 4.0 in the analytical writing portion of the GRE examination
- three strong letters of recommendation
- for non-native English speakers, TOEFL (Test of English as a Foreign Language) scores. Preferred: 550 for the written test, and for the Internet-based TOEFL (IBT), a total score of 79, plus section scores of at least 21 on the writing section and 19 on the reading section. This is considered the operational standard by University of Minnesota Graduate School Admissions.
- portfolio consisting of 15-20 examples of current work, for emphasis in graphic design, interior design, and apparel design.
- for those applying for the Ph.D., a writing sample is required.

Also important in the consideration of the application are the following:

- work experience and professional development
- research experience and publications, especially of doctoral applicants
- the quality and strength of the program of the student’s prior departments/institutions.
Program Policy: New students are not admitted to DHA’s graduate program to pursue a doctoral degree without a master’s degree.

**Process.** Graduate applicants' files are prepared by the graduate program assistant. The files are available for all faculty members to review prior to the admission decision. The applicants' files must be complete before action is taken by the faculty. The Graduate Program Committee reviews each file in terms of admission criteria and prepares a recommendation for the full faculty. The Director of Graduate Studies (DGS) informs the graduate faculty of the applications to be reviewed. After individual faculty review the applications, the track faculty meet to discuss adviser assignments and recommendations for assistantships. These decisions are reported to the full faculty. Although a student may be qualified for admission, if no member of the graduate faculty indicates a willingness to advise the student, the student will not be admitted. Graduate School is informed of the faculty’s recommendation for each student via the official online appraisal process, in the ApplyYourself system. The Graduate School Admissions office notifies the applicants of the program’s decision via e-mail.

**After Admission**

Adviser assignments are determined by the Track faculty at the time the track faculty determine admissibility. The student’s research interests are carefully considered in determining the adviser. Students can change advisers as they become acquainted with faculty. This can be done during or at the end of the first year. Each request is handled individually. While students are informed of the right to change advisers, not all requests may be possible because of faculty work load.

At the beginning of spring semester, students are sent an e-mail message providing them with the Annual Evaluation of Student Progress form. Students meet with their advisers to assess their academic progress, and the completed form is turned in to the Director of Graduate Studies by February 1. This review is not optional. Failure to comply with this assessment results in a registration hold being placed on the student’s record until they do comply. If the student is not making timely progress, further action will be taken.

Please see Timely Progress Guidelines under Student Degree Progress for the program’s guidelines for completion of milestones. Each term, the DGS receives notice of students who have not filed paperwork related to milestones. Students are then notified by letter and provided with the forms.
Program Planning

The Graduate School Catalog lists the requirements for program degrees at both the Master’s and Ph.D. levels. Students should meet with their advisers and committee members to discuss their program of study prior to filing the official degree program. Four forms, all of which are obtainable from the graduate program assistant and on the graduate program website, are completed in the process of filing the official degree program:

• A photocopy of the completed “Coursework Planning & Clearance Sheet” to indicate which courses are being used to fulfill program components.
• “Program Approval Form” (signed by all DHA members of the student’s committee to indicate that all DHA members approve of the proposed coursework)
• “Degree Program Transmittal” (GS 89a)
• “Official Degree Program” (GS 89b)

All committee members must be identified prior to filing the degree program.

Master’s students must file their official program with the Graduate School after completing 10 semester credits. The program form should list all courses to be counted in fulfilling graduation requirements, including transfer credits. Once approved, the degree program must be fulfilled in every detail to meet graduation requirements. Changes in the program require the approval of the student’s committee; a petition is then prepared to amend the program, signed by the adviser and the Director of Graduate Studies, and sent to the Graduate School.

M.F.A. and Ph.D. students are expected to file their degree programs after 20 semester credits, usually during their second year of study. The completed degree program form must be submitted to the Graduate School at least one semester before the term in which they plan to take the preliminary oral examination. (See the Graduate School Catalog.)

Program Policy: The graduate student will develop the degree program in consultation with and in a meeting with DHA members of the committee, who will then sign the Design Program Approval Form.

The Program Approval Form and a copy of the Coursework Planning and Clearance Sheet are submitted with the Official Degree Program when it is forwarded by the graduate program assistant to the Director of Graduate Studies for signature, then to Graduate School Student Services and Progress for final approval.
Registration

Registration. All students are advised to meet with their advisers prior to registering.

Maintaining Active Student Status. All students must register fall and spring semesters in order to maintain active student status.

Program Policy: Effective Fall 2008, registration for Grad 999 will be limited to one time only.

Deadlines. All graduate students must register before the start of classes to avoid a late registration fee. Friday of the second week of the semester is the last day to register during fall and spring semesters. Exceptions to these deadlines will be considered only by written request to the Graduate School; such requests are not routinely granted. For University calendar and registration information and the University-wide policy governing cancel/adds, refer to the One Stop website at onestop.umn.edu, in Academics→Registration.

Late Registration or Cancellation. The dates and requirements for late registration or cancellation of courses are indicated on the One Stop website at onestop.umn.edu under “How to Change Your Registration.”

<table>
<thead>
<tr>
<th>Uniform Cancel/Add Requirements</th>
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<tbody>
<tr>
<td>Week of Class</td>
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<tr>
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</tr>
<tr>
<td>Week 1</td>
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<tr>
<td>Week 2</td>
</tr>
<tr>
<td>Weeks 3-8</td>
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<tr>
<td>Weeks 9-15</td>
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</tbody>
</table>

For cancel/add requirements for seven-week sessions, please consult One Stop.

To obtain “scholastic committee approval,” students complete a form “Registration Exception Request,” obtaining the adviser signature. A photocopy is made for the student’s file, then the student takes it to the Graduate School, 316 Johnston Hall. Graduate School determines whether or not to approve the petition and notifies the student of next steps.
Registration Requirements.

**Master’s Degree.** Master’s degree students are required by the Graduate School to complete at least 60 percent of the coursework for their official degree programs (excluding thesis credits) as registered University of Minnesota Graduate School students. With the approval of the adviser, the director of graduate studies, and the Graduate School, transfer credits may make up the remaining 40 percent (maximum) of the degree coursework. Restrictions apply. Refer to the Transfer of Credits section in the *University of Minnesota Graduate School Catalog* for more information. Master’s students completing the Plan A (with thesis) are required to take 10 thesis credits (DES 8777).

**Doctoral Degree.** Doctoral students are required to register for major program and minor or supporting program coursework. Doctoral students are required to enroll for a minimum of 24 thesis credits (DES 8888) while writing the doctoral thesis. Students may not register for thesis credits until the semester after they have passed their preliminary oral examination. Students who have not yet passed their preliminary oral examination but who need to be registered in the Graduate School to meet requirements for assistantships or of agencies or departments outside the Graduate School (e.g., loan agencies) may register for doctoral pre-thesis credits (DES 8666).

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**Departmental Policy: Effective Fall 1998, departmental support of pre-dissertation credits will be limited to 6 credits.**

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Doctoral Pre-Thesis Credits (8666) are available for doctoral students who have not yet passed their preliminary oral examination but who need to be registered in the Graduate School to meet requirements of agencies or departments outside the Graduate School (e.g., loan agencies). Doctoral pre-thesis credits are not graded. Registration for doctoral pre-thesis credits cannot be used to meet any Graduate School degree requirements.

**Transfer of Credits for the Doctoral Degree.** Students may request from the Graduate School the transfer of course credits from other graduate schools. Restrictions apply. See the section entitled “Doctor of Philosophy Degree” in the University of Minnesota *Graduate School Catalog* for a detailed description of acceptable transfer credits.

Most graduate students are enrolled full time every semester. In addition, the following requirements apply as appropriate:

1. To maintain their active status, graduate students must at minimum register in graduate school once each term. Those who do not register in the Graduate School are considered to have withdrawn; their Graduate
School records are deactivated. Deactivated students may not register for courses, take examinations, submit degree program or thesis proposal forms, file for graduation, or otherwise participate in the University community as Graduate School students. Those who wish to resume graduate work must apply for readmission to the Graduate School (see Graduate School Catalog, “Readmission and Other Changes.”)

Effective Fall 2002, Grad 999, a zero-credit, zero-fee, non-graded registration option, is now an option for those Graduate School students who must register solely to meet the Graduate School's registration requirement. This applies to students who have only the final examination remaining. The Graduate Program restricts registration to one time only.

Program Policy: Effective Fall 2008, registration for Grad 999 will be limited to one time only.

2. Graduate students holding appointments as teaching assistants, research assistants, or administrative fellows must be registered each semester of their appointment; this applies to appointments of any percentage or any number of hours. Graduate assistants and fellows must register for at least 6 graduate course credits.

3. Students receiving other types of financial aid from the University or from other agencies, international students with certain types of visas, and students who wish to use various University services and facilities may have specific registration requirements; these students are responsible for obtaining information about such requirements from the appropriate offices.

Registration Procedures

Course Permission. If the course for which you wish to register indicates that instructor’s permission must be obtained, a “permission number” must be obtained from the instructor prior to registration.

Holds. Students who maintain active registration are reminded by the graduate program assistant to file official degree programs and thesis proposal forms at times defined by the faculty of their major field. In Design, this is 10 semester credits for master’s students, and 20 semester credits for M.F.A. and Ph.D. students.
Program Policy: Students who do not file the official degree program (10 semester credits for master’s students, 20 semester credits for M.F.A. and Ph.D. students) will have holds placed on their registration by the Director of Graduate Studies.

Registration holds will be placed for non-compliance with completion of Annual Evaluation of Academic Progress, and may be placed on students who do not meet the standards for academic achievement and degree progress.

Registration holds also can be placed by other University units, such as the University Libraries and Student Accounts Receivable. Students must contact the specific unit for instructions on how to clear such holds.

In order to register, students must clear any outstanding registration holds before the end of the regular registration period for that term. After the regular registration period, even when holds are cleared, requests to register are not routinely granted.

Thesis Credit Registration. All students are required to register for thesis credits before receiving a Plan A Master’s (10 semester credits of DES 8777 required) or a Ph.D. (24 semester credits of DES 8888 required). Doctoral students may not register for thesis credits until after they have passed their preliminary oral examinations. If you are taking your preliminary oral within the first two weeks of the semester, contact the Graduate School for registration instructions. You must register for all thesis credits under DES.

Minimum Credit Requirements, Grade Requirements, and Incompletes

Minimum credit requirements for Masters Plan A, Masters Plan B, M.F.A., and Ph.D. are listed in the sections for each of those degrees.

The Design Graduate Program does not have grade level requirements beyond that of the Graduate School; grades on the official degree program must be C- or better. For Master’s students, the Graduate School requires a minimum GPA of 2.8 for courses included on the official degree program. There is no minimum GPA for Ph.D. students.
Program Policies Related to the Official Degree Program:

- The minimum credit requirements on the official degree program must be taken A/F unless the course is only offered S/N. Courses beyond the minimum credit requirements may be taken S/N if approved by the student’s program committee.
- DHA graduate students may have no more than 8 credits of incompletes on the official degree program at one time. The student is expected to meet with the adviser to discuss a plan to complete the incomplete credits. If the incompletes have not been removed within one year, a hold will be placed on the student’s record.
- The number of 4xxx level credits on the official program of DHA graduate students is not to exceed 30% of the program.

For more information about filing the Official Degree Program, consult the section for the degree objective.

Academic Progress Annual Evaluation for Graduate Students

Each academic year graduate students are evaluated in terms of their academic performance and progress toward obtaining a graduate degree. While Graduate School will notify the Director of Graduate Studies and the academic advisor if the student’s grade point average falls below the minimum required (2.8), Graduate School requires that additional feedback be given to graduate students concerning their academic performance. The purpose of the evaluation is to provide students with timely feedback concerning their academic progress, and, in cases where the graduate students’ academic progress is unsatisfactory, to initiate a process by which students can be assisted in making progress toward obtaining their degrees.

In cases where students may need to reapply to the graduate school in order to progress on their degree work, additional coursework may be required or adjustments may need to be made to their research project to reflect the changing nature of the field. Lack of academic progress jeopardizes a student’s status in Graduate School.

Students are evaluated by their academic adviser(s). Once the student has conferred with the adviser, the evaluation form is to be completed and forwarded to the Director of Graduate Studies. Students who are informed that they are not making academic progress will meet with adviser(s) and submit an action plan for successful completion of their degrees.
Procedure:

Students will be sent the evaluation document via e-mail in early January and will make an appointment to meet with their adviser before February 1. **It is the student’s responsibility to set up this appointment.**

Once the student has met with the adviser, the form will be completed and signed. The original document will be filed in the student’s permanent department file, in 250 McNeal Hall.

All students will be notified whether they are or are not making academic progress.

Student who are notified that they are not making academic progress will:

1. Schedule an appointment within 2 weeks of the notification with their academic advisor.

2. Present a plan for making academic progress on their degree during that appointment.

The form follows.
All Evaluations must be completed and submitted to the DGS by February 1.

Academic Progress Annual Evaluation for Graduate Students
Design Graduate Program

Evaluation Criteria:

- Grade Point Average (3.0 in program courses)
- Confers regularly with academic advisor
  - Planning: degree program
  - Meeting degree milestones (e.g., filing degree programs, passing written exams)
  - Goals: Setting and meeting
  - On-going communication with academic advisors (e.g., degree progress, needs)
- Registering for degree program coursework
  (to accomplish degree in recommended time frame, full-time graduate students should be registered for 6-9 degree program credits per semester.)
- Making progress on Thesis/Dissertation while registering for credit

Other comments:

Student signature ______________________________
Advisor signature ______________________________  Date ___________


**Timely Progress Guidelines**

**Program Policy:** Timely Progress Guidelines

**Timely Progress to Complete the Degree** for students registered full-time, at a minimum of 6 credits.

- **Master’s:** 2 years
- **M.F.A.:** 3 years
- **Ph.D.:** 4 years

**Milestones.**

**Master’s:**
- Filing of Degree Program -- after 10 semester credits
- Final Oral Examination -- the year coursework is completed

**M.F.A.:**
- Filing of Degree Program -- after 20 semester credits
- Final Oral Examination -- following completion of Project

**Ph.D.:**
- Filing of Degree Program -- after 20 semester credits
- Preliminary Written Examination -- the semester after the degree program coursework is completed
- Preliminary Oral Examination – recommended at the end of the semester the preliminary written examination is completed
- Final Oral Examination -- no later than two years after the date of the oral prelims

**Readmission**

Active status as a graduate student terminates when a student has not registered for one term. In order to complete the degree, the student must apply for readmission.

Forms for readmission are available online:
- [http://www.grad.umn.edu/current_students/forms/cos.pdf](http://www.grad.umn.edu/current_students/forms/cos.pdf)
- and via the ApplyYourself system: [https://app.applyyourself.com/?id=UMTC-COS](https://app.applyyourself.com/?id=UMTC-COS).
If the student has not registered for several years and has not been in contact with the adviser, in addition to the forms and fee required by the Graduate School for readmission, the Design Graduate Program requires the following:

- submission of a revised goal statement, if goals have changed
- submission of 1-2 updated letters of recommendation

Once the forms have been completed and submitted to Graduate School, Graduate School sends the department an Admission Appraisal Form (GS25) to be completed and returned.

If the student has registered within the past year and has been in contact with the adviser, an Express Readmission is possible without the revised goal statement or letters of recommendation.

The Director of Graduate Studies confers with the student’s faculty adviser to determine if the student may be readmitted without a formal review process.

If the adviser and Director of Graduate Studies determine that the student may be readmitted without the formal review process, the Director of Graduate Studies signs the Express Readmission paperwork, which is photocopied for the student’s file and forwarded to Graduate School for processing.

If the adviser and Director of Graduate Studies determine that additional information or deliberation is required, the application for readmission is reviewed at the next application appraisal meeting of the Graduate Program Committee. The Graduate Program Committee meets to determine whether or not to recommend the graduate faculty approve request for readmission. If they recommend the student request be granted, all members of the Graduate Faculty review the file and vote.

Forms are signed by the DGS, photocopies are made for the student’s file, and the original forms are returned to the Graduate School indicating the department’s recommendation. The Graduate School notifies the student of the final decision.

**Graduation**

Degrees are awarded at the end of each month. To qualify for graduation for a particular month, students must submit the Application for Degree form before the first workday of that month and must complete the examination and all other requirements (including necessary forms and fees) by the last workday of that month.
One Graduate School commencement ceremonies is held each year in late spring. Graduates are encouraged, but not required, to attend, and must submit the Commencement Attendance form, signed by the adviser and DGS, by March 1st. To make sure their names appear in the program distributed at the commencement ceremony, graduates must submit the Application for Degree form by the deadline specified on the Graduate School website under Current Students/Degree Completion Procedures.

Program Policy: Graduate students attend commencement with the approval of the DGS. Approval is contingent upon: (1) successful completion of the thesis defense by the due date for the application for attendance at commencement established by the graduate school, or (2) submission of an explanation by the major adviser of the need for an exception. The approval by the DGS and the major adviser should be submitted to the Graduate School on the Commencement Attendance Approval Form (GS 54), which may be obtained from Graduate School, 316 Johnston Hall, or the departmental graduate program assistant. Deadlines for the submission of this form are posted on the Graduate School website.

Preparing Future Faculty

The Preparing Future Faculty (PFF) program provides a teaching and learning forum for graduate students and post-doctoral fellows at the University of Minnesota. Program participants discuss learning theory and strategies, develop teaching and assessment skills, create classroom and job search materials, and work with faculty from regional institutions.

If you are interested in participating in this program, contact your faculty adviser or the Director of Graduate Studies. For more information, visit the PPF website at http://www1.umn.edu/ohr/teachlearn/graduate/pff/index.html.

Student Records

Program copies of graduate student records are located in the office of the graduate program assistant. Students may obtain access to the information in their departmental files by written request to the Director of Graduate Studies. In compliance with the Family Educational Rights and Privacy Act (FERPA), faculty and staff have access to student files on a need-to-know basis.
Publishing

Students are encouraged to submit articles based upon their research to journals appropriate to their field of study. It is not necessary to wait until the completion of the degree.

Graduate study is a cooperative process between faculty and students. In light of this, articles written from master’s theses and doctoral dissertations are commonly co-authored with adviser(s). Students should discuss this with their adviser(s).