Section B: Master of Arts & Master of Science:
Plan A and Plan B

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MASTER’S DEGREE

Projected Time Table

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 work included on the official degree program, including any transfer work.

To maintain active status, graduate students must register in Graduate School Fall and Spring semesters.

Selection of Adviser and Committee

Graduate students are assigned an adviser upon admission into the program; track faculty carefully determine the best fit. Adviser assignments are based on the student’s area of interest and the availability of advisers. Students may choose to change advisers once they become familiar with faculty and their expertise. With the approval of the Director of Graduate Studies, students have the option of changing advisers if the new adviser is available and willing. See “Guidelines for Change of Adviser” for the process. Master’s student advisers must be members of the graduate faculty at the Member/Advising or Senior Member level.

An examining committee is formed by the student in consultation with the adviser. A minimum of three committee members must be selected: two from Design (one of whom is the student’s adviser), and one from the supporting area or minor field. Students should discuss appropriate examining committee members with their advisers, then make an appointment to ask the proposed committee members if they would be willing and available to serve on the examining committee.

Students will be permitted to select another track within the umbrella program as a related field or supporting area of study, but not as a declared minor. Outside examiners must be associated with a track other than the student’s.

Some faculty may be designated for more than one track; in this case, the Director of Graduate Studies will ensure that the external committee member is solely representative of the other track when approving the Official Degree Program.

The members of a student’s examining committee are appointed by the dean of the Graduate School on recommendation of the faculty in the major field at the time the student’s official program is approved.
A degree program approved by the Graduate School must be on file before the student is permitted to schedule the final examination.

**Guidelines for Change of Adviser**

1. Any member of the graduate faculty can refer students interested in changing their advisers to the DGS, or students can approach the DGS directly to discuss a change of adviser.
2. The student meets with the DGS to express interest in changing adviser.
3. The DGS contacts the new adviser to determine adviser availability and willingness to advise.
4. The DGS notifies former adviser of change.
5. The DGS notifies Graduate Program Assistant of change, who then notifies Graduate School.

**Preliminary Examinations**

There are no preliminary written or oral examinations for the Master’s Plan A or Plan B degree in the Design Graduate Program.

**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 program file.

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  ___________

Section B: Master of Arts & Master of Science
Master’s Plan A (with thesis)

The Master’s Plan A degree generally is viewed as a preparatory degree for the Ph.D. It is the link between the undergraduate professional degree and the Ph.D. Coursework is directed at a specialization in an area of interest as well as introductory theory identification, evaluation, and analysis. In addition to the general objectives the specific objectives of the program are to prepare students:

1. to generate research
2. for a research specialization in their chosen field culminating in an analytical thesis
3. for advanced study or career

Coursework Required and Recommended

Each Master’s Plan A student’s degree program must include the following components basic to graduate education:

Major field:
- Theory/Philosophy, 3 credits
- Evaluation and Analysis, 6 credits
- Concentration Area, 8 credits
- Thesis, 10 credits

Related field:
- Minor/Supporting Area, 6 credits

Please note that these credit amounts are the foundation level required; additional coursework may be required.

Program Policies Related to Coursework:

- Core Courses required of all Design graduate students:
  DES 8181 Research Ethics

Select one course from the following to fulfill core + one component:
- DES 8101 Philosophical Foundations
- DES 8102 Quantitative Research Methods
- DES 8103 Qualitative & Mixed Methods Research
- DES 8112 Design Theory and Criticism
- DES 8113 Teaching and Assessment
- DES 8164 Innovation Theory and Analysis
Program Policies Related to Coursework, continued:

- No more than 6 credits of Directed Studies and 6 credits of Readings may appear on a student’s program. Directed Studies and Readings courses require a contract; the student may obtain this contract from the receptionist of the department office. Once the contract has been completed and signed by the faculty adviser, the student returns to the receptionist for the magic number needed for registration.

- The number of 4xxx level credits on the official program of Design graduate students is not to exceed 30% of the program. Not all 4xxx level courses are available for graduate credit.

- Internships are not accepted as coursework in the area of concentration.

- Design 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.

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

Transfer of Credits

Master's degree students are required by the Graduate School to complete at least 60 percent of the coursework for their official degree program (excluding thesis credits) as registered University of Minnesota Graduate School students. With the approval of the adviser, the director of graduate studies in the major (and the director of graduate studies in the minor, if the courses are for a designated minor), and the Graduate School, the transfer of up to 40 percent of the degree program coursework is possible. Restrictions apply.

For more information regarding transfer of credits, consult the Graduate School Catalog.

Possible Minors and Related Fields

Appropriate minors and coursework in related fields should be discussed with your faculty adviser.
Filing Degree Program

By the time students have completed 10 semester credits, they must file with the Graduate School an official program for the degree. Students list all coursework, completed and proposed, that will be completed in fulfillment of degree requirements, including transfer work. Complete instructions appear on the reverse side of the Degree Program Transmittal. The members of a student’s examining committee (the thesis reviewers for Plan A) are appointed by the dean of the Graduate School on recommendation of the department’s graduate faculty at the time the student’s official degree program is approved.

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

Students meet with their advisors 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 Design Graduate Program Web site, are completed in the process of filing the official degree program:

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

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

The Program Approval Form, signed by all Design members of the student’s committee, is submitted with the Official Degree Program when it is forwarded to the Director of Graduate Studies for final approval.

A copy of the Official Degree Program is made for the permanent file, the student, and the adviser. The original is then forwarded to the Graduate School Student Services and Progress, 316 Johnston Hall, for approval.

Program Policy: A hold will be placed on a student’s record if no degree program is filed after 10 semester credits have been completed.
Please note that a hold on the student’s record prevents the student from registering for classes. Registration is required to maintain active status and to hold an assistantship.

**Thesis Completion Procedures**

Graduate students must set up a schedule with the adviser for the completion of the thesis.

**Graduation Packet**

After the Official Degree Program has been filed and approved by Graduate School, the student may obtain a Graduation Packet by visiting the Graduate School website: [http://www.grad.umn.edu/current_students/forms/masters.html](http://www.grad.umn.edu/current_students/forms/masters.html). The downloadable request form is located under the heading “Degree Progress.”

The Graduation Packet contains important information such as graduation instructions, the Application for Degree form, Commencement Attendance Approval Form, and the Thesis Reviewer’s Report form.

**Policies Related to Research**

Policies for expectations related to professional ethics and responsible research conduct are available at the following url: [http://www.grad.umn.edu/ethics/ethics_brochure.html](http://www.grad.umn.edu/ethics/ethics_brochure.html)

For more information about research involving human subjects: [http://www.research.umn.edu/subjects](http://www.research.umn.edu/subjects)

**Changing Approved Program**

Once approved, the degree program must be fulfilled in every detail to meet graduation requirements. Changes in the approved program must be requested by completing a Graduate School Petition (GS 59), downloadable from the Graduate School Website at the following url: [http://www.grad.umn.edu/current_students/forms/masters.html](http://www.grad.umn.edu/current_students/forms/masters.html).
Preparation of Master’s Thesis

To obtain instructions for the preparation of the master’s thesis, visit Graduate School’s Website http://www.grad.umn.edu/current_students/forms/masters.html under the heading “Instructions/Information.”

Program Copies of Master’s Plan A Theses

Program Policy: Program copies of master’s Plan A theses and doctoral dissertations are available for students to check out in open files in 240. Plan B master’s papers may be reviewed only on the premises. See the graduate program assistant. Master’s Plan A theses and doctoral dissertations are also available to be checked out through the University of Minnesota library system.

Thesis Reviewers

The thesis is read by the entire examining committee, which is appointed by the dean of the Graduate School on recommendation of the Design graduate faculty. This examining committee consists of at least three members: two representatives from the major field (Design) and one from the minor or related field.

To allocate sufficient time for faculty to read the thesis and decide whether it is ready for defense, students must notify their adviser and other members of the examining committee at least two weeks in advance that the thesis will be delivered on a particular date. All members of the examining committee must then have at least two weeks to read the thesis after it has been delivered.

The entire examining committee must be unanimous in certifying that the thesis is ready for defense, as indicated by their signatures on the thesis reviewers report form (the student receives this form as part of the Graduation Packet). Once signed, a photocopy of the form is provided the graduate program assistant for the student’s permanent file. When the signed form is returned to the Graduate School, 316 Johnston Hall, the student is provided with the final examination report form.
Changes in the Examining Committee

Substitutions on the examining committee may be necessitated by such circumstances as a faculty member’s temporary absence or leave from the University. The adviser or the Director of Graduate Studies must request the Graduate School’s approval of such substitutions well in advance of the examination. Substitutions for an oral examination that are necessitated by emergency situations must also be approved in advance. In such cases, the adviser should consult with the Graduate School staff by telephone before the start of the examination.

Master's Plan A Final Oral Examination

The final examination covers the major field and the minor or related fields, and may include any work fundamental to these fields. The final oral examination for the master’s degree is conducted as a closed examination, attended by only the student and the examining committee. All committee members must be present; the absence of any member results in an invalid examination.

Program Policy: No food is to be served at oral examinations. Coffee or water may be provided by the adviser.

Thesis Binding

After you have passed your final oral examination, you must submit one unbound copy of your thesis to the Graduate School. In addition, two bound copies of the thesis go to the program: one to your major adviser, one to the graduate program assistant for the program archives.

Contact information for the University of Minnesota Bindery:
phone: 612-626-0507

Adviser and Program Copies of Thesis

Two bound copies of the thesis are provided; one copy goes to the adviser; the other copy goes to the graduate program assistant for the program archives.
Master’s Plan B (without thesis)

The Master’s Plan B degree is designed to build upon undergraduate work and develop an area of specialization. In addition to the general objectives, the specific objectives of the program are to prepare students:

1. to read, understand, evaluate, and use research
2. to develop specialization for practice in their field through completion of a professional project accompanied by a descriptive paper
3. for careers in the practice of Track related fields

Coursework Required and Recommended

Each Master’s Plan B student’s program must include the following components basic to graduate education:

Major field:
- Theory/Philosophy, 3 credits
- Evaluation and Analysis, 6 credits
- Concentration Area, 18 credits

Related field:
- Minor/Supporting Area, 6 credits

Please note that these credit amounts are the foundation level required; additional coursework may be required.

Program Policies Related to Coursework:

- Core Courses required of all Design graduate students:
  DES 8181 Research Ethics

  Select one course from the following to fulfill core + one component:
  DES 8101 Philosophical Foundations
  DES 8102 Quantitative Research Methods
  DES 8103 Qualitative & Mixed Methods Research
  DES 8112 Design Theory and Criticism
  DES 8113 Teaching and Assessment
  DES 8164 Innovation Theory and Analysis
Program Policies Related to Coursework, continued:

- No more than 6 credits of Directed Studies and 6 credits of Readings may appear on a student’s program. Directed Studies and Readings courses require a contract; the student may obtain this contract from the receptionist of the department office. Once the contract has been completed and signed by the faculty adviser, the student returns to the receptionist for the magic number needed for registration.

- The number of 4xxx level credits on the official degree program of Design graduate students is not to exceed 30% of the program. Not all 4xxx level courses are available for graduate credit.

- Internships are not accepted as coursework in the area of concentration.

- Design 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.

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

Transfer of Credits

Master’s degree students are required by the Graduate School to complete at least 60 percent of the coursework for their official degree program (excluding thesis credits) as registered University of Minnesota Graduate School students. With the approval of the adviser, the director of graduate studies in the major (and the director of graduate studies in the minor, if the courses are for a designated minor), and the Graduate School, the transfer of up to 40 percent of the degree program coursework is possible. Restrictions apply.

For more information regarding transfer of credits, consult the Graduate School Catalog.

Possible Minors and Related Fields

Appropriate minors and coursework in related fields should be discussed with your faculty adviser.
Filing Degree Program

By the time students have completed 10 semester credits, they must file with the Graduate School an official program for the degree. Students list all coursework, completed and proposed, that will be completed in fulfillment of degree requirements, including transfer work. Complete instructions appear on the reverse side of the Degree Program Transmittal. The members of a student’s examining committee are appointed by the dean of the Graduate School on recommendation of the department’s graduate faculty at the time the student’s official degree program is approved.

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

Students meet with their advisors 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 Design Graduate Program Web site, are completed in the process of filing the official degree program:

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

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

The Program Approval Form, signed by all Design members of the student’s committee, is submitted with the Official Degree Program when it is forwarded to the Director of Graduate Studies for final approval.

A copy of the Official Degree Program is made for the permanent file, the student, and the adviser. The original is then forwarded to the Graduate School Student Services and Progress, 316 Johnston Hall, for approval.

Program Policy: A hold will be placed on a student’s record if no degree program is filed after 10 semester credits have been completed.
Please note that a hold on the student’s record prevents the student from registering for classes. Registration is required to maintain active status and to hold an assistantship.

Plan B Project and Paper Completion Procedures

Graduate students must set up a schedule with the adviser for the completion of the project and paper, and register for 8222 Plan B Master’s Project with the appropriate Track-specific designator.

Graduation Packet

After the Official Degree Program has been filed and approved by Graduate School, the student may obtain a Graduation Packet by visiting the Graduate School website: http://www.grad.umn.edu/current_students/forms/masters.html. The downloadable request form is located under the heading "Degree Progress."

The Graduation Packet contains important information such as graduation instructions, the Application for Degree form and the Commencement Attendance Approval Form.

Policies Related to Research

Policies for expectations related to professional ethics and responsible research conduct are available at the following url: http://www.grad.umn.edu/ethics/ethics_brochure.html

For more information about research involving human subjects: http://www.research.umn.edu/subjects

Changing Approved Program

Once approved, the degree program must be fulfilled in every detail to meet graduation requirements. Changes in the approved program must be requested by completing a Graduate School Petition (GS 59), in downloadable format from the following url: http://www.grad.umn.edu/current_students/forms/masters.html.
Preparation of Master’s Plan B Paper

Although the Master’s Plan B does not require a thesis, the Plan B Paper format should follow the same guidelines as the Master’s Thesis. Visit Graduate School’s website http://www.grad.umn.edu/current_students/forms/masters.html under Instructions/Information, “Preparation of the Thesis/Project.”

Program Copies of Master’s Plan B Papers

Program Policy: Plan B master's papers may be reviewed only on the premises. See the graduate program assistant.

Plan B Project

Students must demonstrate familiarity with the tools of research or scholarship in their major field, the ability to work independently, and the ability to present the results of their investigation effectively, by completing at least one Plan B project. The graduate faculty in the major field may require as many as three such projects. The Plan B project(s) should involve a combined total of approximately 120 hours (the equivalent of three full-time weeks) of work. The graduate faculty in the major field specifies both the nature and extent of the options available to satisfy this requirement, and whether the requirement is to be satisfied in conjunction with or independent of the courses in the student’s program.

Program Policy: Effective Fall 1999, Design students pursuing the Master’s Plan B are required to register for 8222: Master’s Plan B Project, to be completed the last semester of their program.

Master’s Plan B Final Oral Examination

The final oral examination covers the major field and the minor or related fields, and may include any work fundamental to these fields. Students should make the Plan B project(s) available to the examining committee for its review well in advance of the final examination. The final oral examination is conducted as a closed examination, attended by only the student and the examining committee. All committee members must be present; the absence of any member results in an invalid examination.
Thesis Binding

Two bound copies of your Plan B Paper go to the program: one to your major adviser, one to the graduate program assistant for the program archives.

Contact information for the University of Minnesota Bindery:
phone: 612-626-0507

Adviser and Program Copies of Plan B Paper and Project

Two bound copies of the Plan B Paper and Project are provided; one copy goes to the adviser; the other copy goes to the graduate program assistant for the program archives.
CHANGE OF STATUS/CHANGE OF DEGREE OBJECTIVE

Requests for change of status are made to the Admissions Office at the Graduate School, 309 Johnston Hall, 612-625-8060. The Admissions Office sends the student a form (G.S. Form 72) to complete and return to the Graduate School, who then forwards the file to the department.

In addition to the forms required by the Graduate School, the Design Graduate Program requires the following:

- submission of a revised goal statement for the degree level desired
- submission of 1-2 updated letters of recommendation
- submission of plan for completing master’s degree, signed by the adviser
- writing sample, if change is to Ph.D.

Program Policy: The master’s degree must be completed within one term of the semester for which the change of status takes place.

Please note: Program deadlines for the change of status request are as posted on the Graduate Program website.

A Change of Status packet is available from the graduate program assistant, or via the Graduate Program Website in a pdf file.

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

The Graduate Faculty Program Committee meets to determine what to recommend to the graduate faculty regarding the request for change of status. If they recommend the student request be granted, all members of the Graduate Faculty appraise the file and vote.

Forms are signed by the DGS and returned to the Graduate School indicating the department’s recommendation. The Graduate School notifies the student of the final decision.

Students who wish to change the degree objective must complete Graduate School Form 72 (available from the Graduate School Admissions Office, third floor Johnston Hall). This request is reviewed by the Department and the Graduate School in the same manner as admissions applications.
Change of Track within Design Graduate Program

Change of Track follows the same guidelines as change of status.