# 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 supplemental to the information provided on the University of Minnesota Graduate School Website: http://www.grad.umn.edu/.

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 a central information resource for graduate students and faculty. Many downloadable documents may be found in the Students section. 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. http://onestop.umn.edu.

University of Minnesota Policies Related to Conduct and Ethics

Graduate School follows the standards of student conduct enforceable by University agencies, written for the University and available through Student Conduct and Academic Integrity. Student Conduct Code links directly to this policy.
Research Education and Oversight Program, a unit in the Office of the Vice President for Research, provides independent oversight and monitoring of research compliance activities at the University of Minnesota. Specific functions of REO include:

- Educating employees in policies and procedures related to research compliance
- Facilitating the development and enforcement of research policies
- Coordinating university-wide research integrity and compliance functions
- Maintaining a program that aligns with the strategic vision of university leadership

More information:
http://www.research.umn.edu/reo/index.html#.UbtjQHeH_To

Core Curriculum:
http://www.research.umn.edu/reo/education/core.html#.Ubte93eH_Tp

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 600 students, and a graduate program with about 70 students. The faculty have a range of backgrounds, including 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 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. results in a capstone design project. The Ph.D. is a research degree culminating in a dissertation.

Tracks

**Apparel Studies.** The Apparel Studies Track of the Design Graduate Program is grounded in theoretical knowledge with an understanding of the design, production, merchandising, and use of textile and apparel products. Concentrations within this track include Dress, History, and Culture; Product Development; and Retail Merchandising and Consumer Studies.

**Graphic Design.** The track in Graphic Design focuses on design theory, process, and methods related to design practice and research. Potential areas of study include multicultural communication, visual representation of information, human interaction with designed objects, social and cultural implications of design, color systems and perception, design history, and design education.

**Housing Studies.** In the Housing Studies Track, graduate study advances both theoretical and practical knowledge in the field. Course offerings emphasize human needs and behavior, policy and community development, analysis of designed environments, and housing for special populations. Students are prepared to assist people in their shelter-related problems through research.

**Interior Design.** Graduate study in interior design emphasizes the theory, research, and specialized practice components of design as applied to people’s
health, safety, and welfare in the interior environment, including culture, 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 product design, 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). In addition to these regular opportunities for study at other institutions, other opportunities may arise as the result of individual faculty and student interests. For more information, visit the CIC website: http://www.cic.net/projects/shared-courses/traveling-scholar-program/introduction

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. 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**

Graduate faculty membership is conferred upon individuals hired to tenure/tenure-track positions in the Tracks; advising graduate students and teaching graduate level courses are responsibilities stated in the contracts.

Faculty from outside the Tracks may be nominated by a member of the Design graduate faculty. Curriculum Vitae are distributed for review, and a graduate faculty vote is taken.

Graduate faculty hold Senior status, enabling them to advise students pursuing any degree in the program.

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.

**RESOURCES**

**The Goldstein Museum of Design**

**Mission**
The Goldstein Museum of Design of the University of Minnesota is an educational and cultural institution that advances the understanding and appreciation of design and cultivates an awareness that designed objects can contribute to quality of life through effective solutions to human challenges and aesthetic satisfaction.

**Vision**
The Goldstein Museum of Design (GMD) affirms that knowledge of the past informs and shapes an understanding of the present. GMD will be a leader in the exploration of design regionally and nationally through collection, preservation, exhibition and interpretation. Through these activities, GMD will support the College of Design’s goal of educating thoughtful designers and design consumers.

**Values**

*Learning:* GMD is committed to life-long learning through experiences with designed objects.

*Professionalism:* GMD maintains high standards of professional integrity, honesty, and respect.
Service: GMD provides high quality service to students, scholars, donors, and the community.

Collaboration: GMD develops and promote collaborative mission-related activities.

Inclusiveness: GMD supports diversity of program, thought, and action.

For more information about the museum:  [http://goldstein.design.umn.edu/](http://goldstein.design.umn.edu/)

Computers

The College of Design offers computer labs in the 305 suite of McNeal Hall and in 127 Rapson Hall. These labs are available only for students in a College of Design program. 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.

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](http://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, Design 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.

University of Minnesota Libraries

[https://www.lib.umn.edu/](https://www.lib.umn.edu/)

Workshops, Tutorials, and Guides:  [https://www.lib.umn.edu/instruction/tutorials](https://www.lib.umn.edu/instruction/tutorials)
Topics include Tutorials and Recorded Workshops, Finding and Evaluating Information, Research Tools, Reading Scholarly Articles, Organizing and Citing Research, Communicating Research, Tutorials for Grant Funding.

**Office of Information Technology**

http://it.umn.edu/

Walk-In Locations provide face-to-face technology consultations, support and training. For locations and hours: http://it.umn.edu/help/walk-in
Locations include 90 Blegen Hall, West Bank; 101 Coffman Memorial Union, East Bank; and 50 Coffey Hall, St. Paul Campus.

**Technology Training and Usability Services**

*Technology Training* offers in-person & online technology training opportunities for University of Minnesota students, faculty, & staff. http://it.umn.edu/technology-training Of particular interest to students is *Lynda.com*, a library of online training videos, available at no cost to current University of Minnesota students, faculty, and staff systemwide on all campuses. It provides access to nearly 2,000 courses for all skill levels in more than 140 specialties. http://it.umn.edu/technology-training

*Usability Services* is a common good service offered by the Office of Information Technology; work done for the University of Minnesota comes at no or minimal cost. The labs are located in B-18 Walter Library. To reserve facilities, please contact the department well in advance. http://it.umn.edu/usability-services

**Human Dimensioning Lab, College of Design**

The Human Dimensioning© Laboratory (HDL) is one of the lab/studios in the Wearable Product Design Center. Researchers in the HDL focus on measuring and analyzing the shapes and dimensions of the human body to develop wearable products that provide good fit and function. HDL body analysis equipment includes a 3D topical body scanner that can scan a human body in 8 seconds-- from top of head to tips of toes. The system captures surfaces of the human body and produces a precise 3-D representation within the computer—a “digital twin” of the person. A digital tape measure can then automatically extract approximately 100 surface measurements from the scan. Cross sections, profiles and volumes can also be analyzed. The scanner can be used to analyze body shape and size of one person or to compare shapes and sizes of many people. http://dha.design.umn.edu/research/Human_Dimensioning_Lab.html
Wearable Technology Center, College of Design

Research in the Wearable Technology Center focuses on the intersection between apparel and new technology: for instance, in expanding garment functionality through dynamic aesthetics and new sensing functions; in improving the way we use, manage, and consume clothing; and in streamlining the design and manufacturing processes of smart clothing. Many projects deal with translating technological potential into the real, everyday world: understanding human physical and emotional comfort and balancing these variables with tradeoffs of performance variables in a smart system design. The WTL is managed by Dr. Lucy Dunne, and is part of the Wearable Product Design Center http://faculty.design.umn.edu/dunne/

Career and Internship Services

Located in 198 McNeal Hall, St. Paul Campus, Career and Internship Services provides career-related information via online workshops (resumes, curriculum vitae, cover letters, interviewing, job search strategies, job offers and salary negotiation).
Website: http://www.careerhelp.umn.edu/index.html
email: careerhelp@umn.edu
St. Paul: 198 McNeal Hall
Minneapolis: 411 ST&SS Building
(612)624-2710

STUDENT DEGREE PROGRESS

Registration for Non-Degree Students

Program Policy: The Design 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 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/forms/index.html, under "Registration Forms → Registration Request for Graduate Credit."
Admission Requirements

January 15 is the sole application deadline, for admission for the next Fall semester. Incomplete applications are not reviewed. There is no Spring semester admission.

Applications are reviewed by Track faculty 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 GRE scores of 153 verbal, 144 quantitative, and of 4.0 analytical writing.
- 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 students pursuing degrees in graphic design, interior design, and the product development focus of apparel studies.
- for those applying for the Ph.D., a writing sample is required.

Also considered in reviewing 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 the Design 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 reviewed by appropriate Track faculty only, who then meet to discuss adviser assignments and recommendations for assistantships. These decisions are reported to the graduate program assistant. 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.

Newly admitted students are sent a welcome message from the graduate program assistant, including information about initiating their e-mail accounts, contact information for their advisers, and a coursework planning and clearance sheet relevant to their research interests. Advisers typically send a welcome message to encourage the newly admitted student to contact them about registration for Fall. New students are encouraged to schedule a visit to campus.

New Graduate Student Orientation takes place the week before classes begin. Newly admitted students are notified of this and other events via e-mail during the summer.

Program Planning

Students meet with their advisers and committee members to discuss their program of study prior to filing the Graduate Degree Plan. Three forms, obtainable from the Design Graduate Program track websites, are completed in the process of filing the official degree program:

- The completed “Coursework Planning & Clearance Sheet” to indicate which courses are being used to fulfill program components.
- “Program Approval Form” (signed by all Design members of the student’s committee to indicate that all committee members approve of the proposed coursework)
- “Graduate Degree Plan”, an interactive form: [http://policy.umn.edu/forms/otr/otr198.pdf](http://policy.umn.edu/forms/otr/otr198.pdf)

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

Master’s students must file their Graduate Degree Plan after completing 10 semester credits. M.F.A. and Ph.D. students are expected to file their Graduate
Degree Plans after 20 semester credits, usually during their second year of study.

The program form lists all courses to be counted in fulfilling graduation requirements, including transfer credits. Once approved, the degree plan must be fulfilled in every detail to meet graduation requirements. Changes in the degree plan 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 submitted to the Graduate School.

Program Policy: The graduate student will develop the degree plan in consultation with and in a meeting with 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 Graduate Degree Program forms when forwarded by the graduate program assistant to the Director of Graduate Studies for signature, then to Graduate Student Services and Progress for final approval. Students and their advisers receive .pdf files of the signed documents.

Registration

Registration. Students 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 Spring 2014, registration for Grad 999 approved for extenuating circumstances 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 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 “Registration Changes”:
http://onestop.umn.edu/registration/change/index.html
Uniform Cancel/Add Requirements

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<th>Week of Class</th>
<th>Required to Cancel</th>
<th>Required to Add</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>No approval required.</td>
<td>No approval required.</td>
</tr>
<tr>
<td>Week 2</td>
<td>No approval required.</td>
<td>Instructor approval.</td>
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<tr>
<td>Weeks 3-8</td>
<td>No approval required.</td>
<td>Instructor approval and College Scholastic Committee approval.</td>
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<tr>
<td></td>
<td>(&quot;W&quot; recorded on transcript)</td>
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<tr>
<td>Weeks 9-15</td>
<td>College Scholastic Committee approval.</td>
<td>Instructor approval and College Scholastic Committee approval.</td>
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For cancel/add requirements for seven-week sessions, please consult One Stop.

To obtain “scholastic committee approval,” students complete an online “Registration Exception Request,” which is then routed electronically through an approval process. The approved electronic form is forwarded to the Office of the Registrar. Students will be contacted with further instructions if the request is not approved.

Registration Requirements.

From the University of Minnesota Policy, “Application of Credits to Degree Requirements”:

**For master’s degrees** – A minimum of 60% of total course credits (not including thesis credits) required for a specific master’s degree must be taken at the University. Transferred credits can include a maximum of 12 graduate course credits taken as non-degree seeking or non-admitted status. Transfer of thesis credits is not allowed.

**For doctoral degrees** – Individual programs may determine, on a case-by-case basis, how many transfer course credits doctoral students may apply toward their degree requirement. However, doctoral students must take a minimum of 12 course credits at the University. Transferred credits can include a maximum of 12 graduate course credits taken as non-degree seeking or non-admitted status. Transfer of thesis credits is not allowed.

This information has been copied from the University Policy Library: http://www.policy.umn.edu/Policies/Education/Education/GRADCREDITDEGREE.html

Departmental Policy: Effective Fall 1998, departmental support of pre-dissertation credits will be limited to 6 credits.
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 to meet requirements of agencies or departments outside the University of Minnesota (e.g., loan agencies). Doctoral pre-thesis credits are not graded. Registration for doctoral pre-thesis credits cannot be used to meet any degree requirements. Students should meet with their advisers to discuss the possibility of taking Dissertation Credits (8888) instead.

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

1. To maintain active status, graduate students must at minimum register as a graduate student once each term. Those who do not register are considered to have withdrawn; their 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.

Students with extenuating circumstances may apply for a Leave of Absence. The policy, leave of absence request form, and reinstatement request form are located here: [http://www.policy.umn.edu/Policies/Education/Education/GRADSTUDENT_LEAVE.html](http://www.policy.umn.edu/Policies/Education/Education/GRADSTUDENT_LEAVE.html)

Effective Fall 2002, Grad 999, a zero-credit, zero-fee, non-graded registration option, is now an option for those graduate students who must register solely to meet the 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 the Design Graduate Program, 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.

Thesis Credit Registration. Students pursuing a Plan A Master’s are required to take 10 semester credits of DES 8777. Students pursuing a Ph.D. are required to take 24 semester credits of DES 8888. Doctoral students may register for a maximum of 8 thesis credits before they pass their preliminary oral examinations, with the approval of their advisers. 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 University of Minnesota; grades on the official degree program must
be C- or better. For Master’s students, the University of Minnesota requires a minimum GPA of 2.8 for courses included on the Graduate Degree Plan. For Ph.D. students, the University of Minnesota requires a minimum GPA of 3.0 for courses included on the Graduate Degree Plan.

Program Policies Related to the Graduate Degree Plan:

- The minimum credit requirements on the Graduate Degree Plan 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.
- 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.
- The number of 4xxx level credits on the official program is not to exceed nine credits.

For more information about filing the Graduate Degree Plan, 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 for Master’s students; 3.0 for Doctoral students), 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.**

Students bring the following to the meeting:
- Current Transcript
- Degree Completion Checklist

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.

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.

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 plan, 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

☐ Publications, Presentations, and Exhibitions:

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.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s</td>
<td>2 years</td>
</tr>
<tr>
<td>M.F.A.</td>
<td>3 years</td>
</tr>
<tr>
<td>Ph.D.</td>
<td>4 years</td>
</tr>
</tbody>
</table>

**Milestones.**

**Master’s:**
- Filing of Degree Plan – by end of second semester
- Final Oral Examination -- the year coursework is completed

**M.F.A.:**
- Filing of Degree Plan – by middle of third semester
- Final Oral Examination -- following completion of Project

**Ph.D.:**
- Filing of Degree Plan – by middle of third semester
- 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.

Readmission site: [http://www.grad.umn.edu/admissions/readmission](http://www.grad.umn.edu/admissions/readmission)
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

Students applying for readmission should contact their advisers and the graduate program assistant to inform them of the decision. Readmission application deadlines:

For Spring semester: October 1
For Fall semester: April 1

**Express Readmission**

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 the Graduate Admissions Office 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 Admissions Office indicating the department’s recommendation. The Graduate Admissions Office 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.

**Commencement**

Commencement ceremonies are managed by the College of Design, and commencement occurs each year in May. Graduates are encouraged, but not required, to attend. In March, the College of Design’s Registrar sends an e-mail message to students who are likely to graduate, with instructions for participating in the ceremony.

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.

**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).