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

Table of Contents

Master’s Degree ................................................................................................... 3
Projected Time Table ......................................................................................... 3
Selection of Adviser and Committee ................................................................ 3
Guidelines for Change of Adviser .................................................................. 4
Online Submission of Committee Members ................................................. 4
Preliminary Examinations .............................................................................. 4
Academic Progress Annual Evaluation ....................................................... 4

Master’s Plan A (with thesis) ........................................................................ 7
Coursework Required and Recommended .................................................... 7
Program Policies Related to Coursework ....................................................... 7
Preparing Future Faculty .............................................................................. 8
Transfer of Credits ......................................................................................... 9
Possible Minors and Related Fields ............................................................... 9
Filing the Graduate Degree Plan .................................................................... 9
Online Submission of Committee Members ................................................. 10
Thesis Completion Procedures ...................................................................... 10
Graduation Packet ........................................................................................ 10
Policies Related to Research ......................................................................... 11
Changing Approved Program ....................................................................... 11
Preparation of Master’s Thesis ..................................................................... 11
Program Copies of Master’s Plan A Theses ................................................ 11
Thesis Reviewers .......................................................................................... 11
Changes in the Examining Committee ......................................................... 12
Master’s Plan A Final Oral Examination ..................................................... 12
Thesis Binding ................................................................................................ 12
Adviser and Program Copies of Thesis ....................................................... 13

Master’s Plan B (without thesis) ................................................................. 14
Coursework Required and Recommended .................................................. 14
Program Policies Related to Coursework ..................................................... 14
Preparing Future Faculty .............................................................................. 15
Transfer of Credits ......................................................................................... 16
Possible Minors and Related Fields ............................................................... 16
Filing the Graduate Degree Plan .................................................................... 16
Online Submission of Committee Members ................................................. 17
Plan B Project and Paper Completion Procedures ..................................... 17
Graduation Packet ........................................................................................ 17
Policies Related to Research ......................................................................... 18
Changing Approved Program ....................................................................... 18
Preparation of Master’s Plan B Paper ......................................................... 18
Program Copies of Master’s Plan B Papers........................................18
Plan B Project..................................................................................18
Changes in the Examining Committee..............................................19
Master’s Plan B Final Oral Examination..........................................19
Thesis Binding..................................................................................19
Adviser and Program Copies of Plan B Paper & Project.................20

Change of Status/Change of Degree Objective.................................21

Change of Track in Design Graduate Program.................................21
MASTER’S DEGREE

Projected Time Table

All requirements for the master’s degree must be completed and the degree awarded within five years. The five-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 Fall and Spring semesters until the degree has been conferred.

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.

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.

An approved degree program 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 submits appropriate forms to document the change.

Change in Committee Members form is on the Design Graduate Program Forms and Links page:  http://dha.design.umn.edu/programs/grad/FormsandLinks.html

Online Submission of Committee Members

Effective Fall 2012, students are responsible for submitting the committee information online. Internal approval processes and guidelines must be followed prior to the online submission.
http://www.grad.umn.edu/students/examiningcommitteesnew/index.html

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.

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 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
  □ Degree plan filed?
  If not, file by this date: ___________________
  □ 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

☐ Publications, Presentations, and Exhibitions

Other comments:

Student signature ______________________________

Advisor signature ______________________________  Date  ___________
**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 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 Design Graduate Program website. Once the contract has been completed and signed by the faculty adviser, the student submits the contract to the graduate program assistant, who provides the permission number.

- 4xxx level credits on the degree program of Design graduate students are not to exceed 9 credits. 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 Spring 2014, registration for Grad 999 will be permitted for extenuating circumstances only.

- Master’s students are required by Graduate School to maintain a graduate GPA of 2.8 or better. If a student’s graduate GPA falls below 2.8, the student will have one semester to bring the graduate GPA up to 2.8 or above and maintain it at that level thereafter. A registration hold will be placed on the student’s record; the student and adviser will be notified of this hold placement. If the grades for the next semester do not bring the GPA up to 2.8 or the cumulative GPA falls below 2.8 a second time, the student will not be eligible to continue in the program.

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/

Transfer of Credits

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.

Possible Minors and Related Fields

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

Filing Degree Program

By the end of the second semester, students file their degree plans. Students list all coursework, completed and proposed, to be completed in fulfillment of degree requirements, including transfer work. For complete instructions, see “Filing Your Degree Program” on the Design Graduate Program Track pages of the website.

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 advisers and committee members to discuss their program of study prior to filing the degree program. Four forms, obtainable from the Design Graduate Program Track pages of the website, 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

All committee members must be identified prior to filing the degree program.
The Program Approval Form signed by the committee and a copy of the Coursework Planning and Clearance Sheet are submitted with the Graduate Degree Plan to the graduate program assistant, who reviews the documents for compliance with University and program policies. The Director of Graduate Studies signs the Graduate Degree Plan, and students and their advisers are sent .pdf files of the signed documents. The graduate program assistant then forwards the documents to Graduate Student Services and Progress.

Program Policy: A hold will be placed on a student’s record if no degree program is filed by the end of the second semester.

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.

Online Submission of Committee Members

Effective Fall 2012, students are responsible for submitting the committee information online. Internal approval processes and guidelines must be followed prior to the online submission. http://www.grad.umn.edu/students/examiningcommitteesnew/index.html

Thesis Completion Procedures

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

Graduation Packet

After the Degree Program has been filed and approved by Graduate School, the student may request a Graduation Packet online: http://www.grad.umn.edu/current-students-graduate-student-services-progress/masters

Select “Graduation Packet Request”.

The Graduation Packet contains important information such as graduation instructions, the Application for Degree form, and the Reviewer’s Report form.
Policies Related to Research

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 with an online interactive form, Petition (GS 59): http://policy.umn.edu/forms/otr/otr190.pdf

Preparation of Master's Thesis

To obtain instructions for the preparation of the master's thesis, here is a .pdf file: Thesis Formatting and Submission

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 through the University of Minnesota library system.

Thesis Reviewers

The thesis is read by the entire examining committee. The 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, 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. Internal approval processes and guidelines must be followed prior to the online submission. Change in Committee Members form is on the Design Graduate Program Forms and Links page: http://dha.design.umn.edu/programs/grad/FormsandLinks.html

Once approved, the student is responsible for entering the committee changes via an online system: http://www.grad.umn.edu/students/examiningcommitteesnew/index.html

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: http://www.bindery.umn.edu/thesis.htm
phone: 612-626-0507
Adviser and Program Copies of Thesis

Two bound copies of the thesis are provided to the program; 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 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 Design Graduate Program website. Once the contract has been completed and signed by the faculty adviser, the student submits the contract to the graduate program assistant, who provides the permission number.

- 4xxx level credits on the degree program of Design graduate students are not to exceed 9 credits. 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.

- Master’s students are required by Graduate School to maintain a graduate GPA of 2.8 or better. If a student’s graduate GPA falls below 2.8, the student will have one semester to bring the graduate GPA up to 2.8 or above and maintain it at that level thereafter. A registration hold will be placed on the student’s record; the student and adviser will be notified of this hold placement. If the grades for the next semester do not bring the GPA up to 2.8 or the cumulative GPA falls below 2.8 a second time, the student will not be eligible to continue in the program.

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/](http://www1.umn.edu/ohr/teachlearn/graduate/pff/).

**Transfer of Credits**

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.

**Possible Minors and Related Fields**

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

**Filing the Graduate Degree Plan**

Upon completing 10 semester credits, students file the Graduate Degree Plans. Students list all coursework, completed and proposed, to be completed in fulfillment of degree requirements, including transfer work. For complete instructions, see “Filing Your Degree Plan” on the Design Graduate Program Track pages.

Program Policy: The graduate student will develop the degree plan 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 advisers and committee members to discuss their program of study prior to filing the degree plan. Four forms, obtainable from the Design Graduate Program Track pages of the website, 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.

The Program Approval Form signed by the committee and a copy of the Coursework Planning and Clearance Sheet are submitted with the Graduate Degree Plan to the graduate program assistant, who reviews the documents for compliance with University and program policies. The Director of Graduate Studies signs the Graduate Degree Plan, and students and their advisers are sent .pdf files of the signed documents. The graduate program assistant then forwards the documents to Graduate Student Services and Progress.

Program Policy: A hold will be placed on a student’s record if no degree program is filed by the end of the second semester.

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.

**Online Submission of Committee Members**

Effective Fall 2012, students are responsible for submitting the committee information online. Internal approval processes and guidelines must be followed prior to the online submission.

[http://www.grad.umn.edu/students/examiningcommitteesnew/index.html](http://www.grad.umn.edu/students/examiningcommitteesnew/index.html)

**Plan B Project and Paper Completion Procedures**

Graduate students 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 Degree Program has been filed and approved by Graduate School, the student may request a Graduation Packet online:

[http://www.grad.umn.edu/current-students-graduate-student-services-progress/masters](http://www.grad.umn.edu/current-students-graduate-student-services-progress/masters)

Select “Graduation Packet Request”.

The Graduation Packet contains important information such as graduation instructions and the Application for Degree form.
Policies Related to Research

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 with an online active form, Petition (GS 59): http://policy.umn.edu/forms/otr/otr190.pdf

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. Thesis Formatting and Submission

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.

See program policy.
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.

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. Internal approval processes and guidelines must be followed prior to the online submission. Change in Committee Members form is on the Design Graduate Program Forms and Links page: http://dha.design.umn.edu/programs/grad/FormsandLinks.html

Once approved, the student is responsible for entering the committee changes via an online system: http://www.grad.umn.edu/students/examiningcommitteesnew/index.html

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.

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

Graduate Student Admissions Change of Status information is located here: http://www.grad.umn.edu/admissions/cos

In addition to the forms required by Graduate Student Admissions, 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
- portfolio, if appropriate for the track
- 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 Design Graduate Program website.

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

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

The Track faculty meet to discuss the request for change of status and notify the graduate program assistant of the results.

Forms are signed by the DGS and returned to the Graduate Student Admissions Office indicating the program’s recommendation. The Graduate Student Admissions Office notifies the student of the final decision.

Change of Degree Objective.

Use the same document as change of status and follow the same guidelines.

Change of Track within Design Graduate Program

Use the same document as change of status and follow the same guidelines.