

# **Design Graduate Program Handbook**

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## Introduction to 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/>.

The information in this handbook and other University catalogues, 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 email.

**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 Student 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>.

**Graduate Student Services and Progress (GSSP):** The GSSP office serves as the primary contact point for graduate students after admission and initial registration.  
<https://onestop.umn.edu/academics/graduate-student-services-and-progress-gssp>

**Program Website:** The Design Graduate Program maintains a website that provides some of the information found in this handbook, along with access to department forms, detailed instructions, and convenient links to relevant websites.

**Email Accounts:** Your University of Minnesota email account is the official means of communication, and you are held accountable for all information sent to this account. Initiate your email account online at [www.umn.edu/initiate](http://www.umn.edu/initiate).

Via the graduate student listserv, which is based on the U of MN email 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 email notices, please contact the graduate program coordinator.

## **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. A link to the policy is located on the University of Minnesota Board of Regents Policy Index page: <http://regents.umn.edu/policies/index>.

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 is available online:

<http://www.research.umn.edu/reo/index.html#.UbtjQHeH>

To ensure the ethical and safe conduct of research and to meet regulatory requirements, the University of Minnesota requires faculty, staff, and students who serve on research projects to complete Responsible Conduct of Research (RCR) training. See the Core Curriculum:

[http://www.research.umn.edu/reo/education/core.html#.Ubte93eH\\_Tp](http://www.research.umn.edu/reo/education/core.html#.Ubte93eH_Tp)

# 1. Program Overview

## 1.1 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 School 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 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.

### College of Design Diversity Statement

In pursuit of a fully inclusive community, the College of Design and Design Program are committed to supporting diverse people and ways of knowing. We seek to understand and meet the needs of all types of people and to create culturally and socially responsive prototypes, projects, and environments. To achieve this, we foster inquiry and responsiveness within our own college by welcoming, affirming, and empowering all students, faculty, and staff.

We welcome people who are innovative thinkers, who are creative, and who are willing to challenge the status quo. Through this commitment we seek to increase diversity within our professions and advocate for true social change via our teaching, research, creative scholarship, and engagement. We know that change is oftentimes an iterative process that requires brainstorming, experimentation, prototyping, successes, and failures. With this understanding in mind, we pledge to continually engage in the process of enhancing diversity in the College of Design, and to learn from each other as we do so. Also see <https://dha.design.umn.edu/programs/grad/current/Diversity.html>

## 1.2 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 graphic design/visual 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 9900 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, and Agricultural Experiment Station. The Wearable Products Design Center is located in the department.

### **Sexual Harassment, Sexual Assault, Stalking and Relationship Violence Administrative Policy**

The College of Design and Design Graduate Program are committed to creating a welcoming and respectful work and educational environment that is free from sexual harassment, and the University provides comprehensive support, education, and reporting mechanisms to all members of the University community. For additional information related to this policy, including reporting and additional support, please visit:

<https://policy.umn.edu/hr/sexharassassault>

## 1.3. Design Graduate Program

The Design Graduate Program is housed in the department of Design, Housing, and Apparel. The program 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.

### 1.3.1. Degrees and Fields of Study

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 Design Graduate Program also offers a post baccalaureate certificate in Advanced Wearable Products.

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.

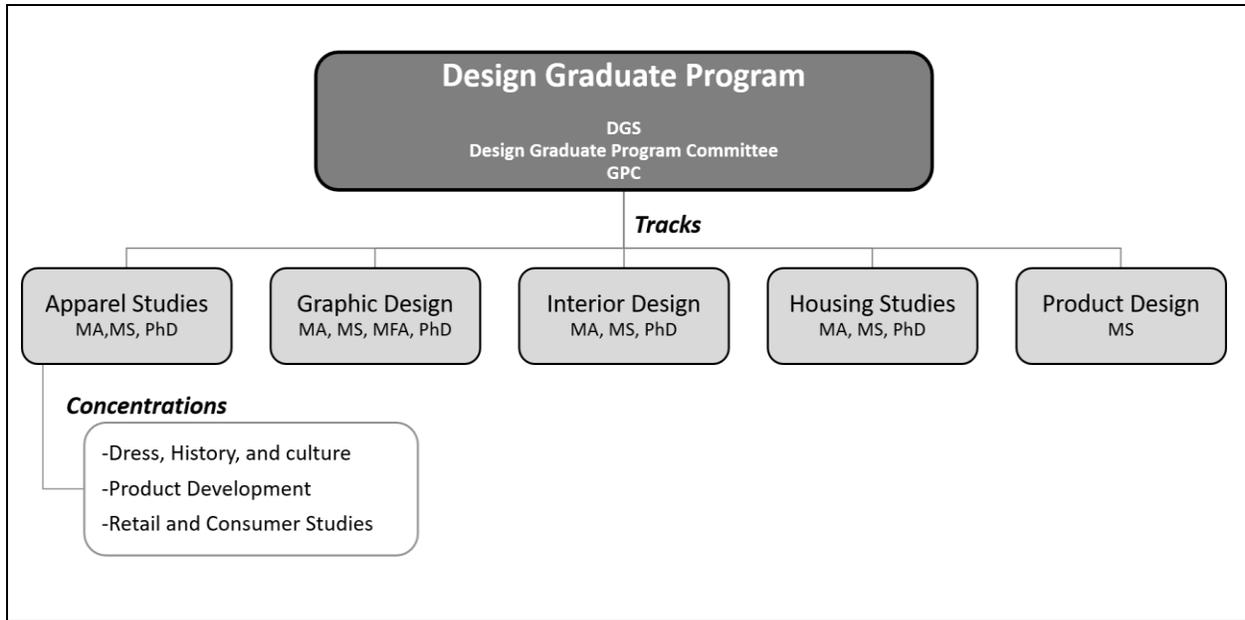
The Design Graduate Program offers **four formal tracks**:

***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 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.

***Interior Design.*** Graduate study in Interior Design Track 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.

**Product Design.** The Product Design Track is a creative, interdisciplinary program that blends elements of industrial design, engineering, business, and humanities. Combining these disciplines gives students the tools and methods to design products and services, both physical and digital, that are functional, marketable, and human-centered. The product design track has two program plans, thesis-based plan A and course-based plan C, that students may follow.



### 1.3.2. Program Administration

The Design Graduate Program is guided by the Director of Graduate Studies (DGS). The DGS is elected by the Graduate Program Faculty to serve for a three-year period, with the opportunity to continue for a consecutive term.

The Graduate Program Faculty are full-time faculty who have met the requirements to advise graduate students and guide student research. A list of graduate program faculty is available from the graduate program coordinator or online at <https://faculty-roles.umn.edu/>.

The Graduate Program Committee is an elected body of faculty members representing all tracks of the program. The committee serves in an advisory capacity to the DGS and the graduate program faculty.

The Graduate Program Coordinator (GPC) supports the administration of the Design Graduate Program.

## 1.4. Academic Resources

### Goldstein Museum of Design

Goldstein Museum of Design is Minnesota's design museum and offers two unique opportunities to faculty and graduate students: to enhance coursework and research with collection objects and to propose topics for exhibitions showcasing research and innovation.

GMD's collection contains over 34,000 objects of apparel, textiles, decorative arts, furniture, graphic design, and product design. GMD staff can bring collection objects to classes in McNeal Hall or arrange individual study in the Collection Research Center. Search the collection online for ideas and make an appointment one to two weeks in advance for viewing by calling 612-625-2737 or email [gmd@umn.edu](mailto:gmd@umn.edu).

GMD's exhibitions explore designers, design history, and design innovation. Exhibitions are scheduled approximately 18- 24 months in advance. Object-based exhibitions are presented in Gallery 241, McNeal Hall. Panel exhibitions are presented in the HGA Gallery, Rapson Hall. Submit exhibition proposals here. <http://goldstein.design.umn.edu/exhibitions/> For more information about the museum: <http://goldstein.design.umn.edu/>

### Human Dimensioning Lab (HDL)

The Human Dimensioning© Laboratory 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](http://dha.design.umn.edu/research/Human_Dimensioning_Lab.html)

### Wearable Technology Lab (WTL)

Research in the Wearable Technology Lab 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 co-directed by Dr. Lucy Dunne and Dr. Brad Holschuh, and is part of the Wearable Product Design Center <http://faculty.design.umn.edu/dunne/>

**University of Minnesota Libraries** <https://www.lib.umn.edu/>

In addition to Magrath Library on the St. Paul campus, two other main libraries are located on the Minneapolis Campus -- Wilson Library, West Bank and Walter Library, East Bank. Another library often of interest to Design students is the Architecture Library, 210 Rapson Hall, on Minneapolis Campus East Bank. For more information:

<https://www.lib.umn.edu/about/collections>

The library information system, MNCAT, is an online catalog system. Subject-specific database and research methods classes are offered each term. One-on-one training for this system is available. For more information, you may contact Magrath Library Reference, 612-624-1212. Also available is a chat service, "ASK US!" for e-mail questions or a chat service related to searching for resources. The url for that site is <http://infopoint.lib.umn.edu/>.

Workshops, Tutorials, and Guides: <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.

**Computers, Technology, and Usability Services**

The College of Design offers computer labs in the McNeal Hall and Rapson Hall. These labs are available only for students in the College of Design program. Both facilities include 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, thesis, or dissertations.

*Computers.* Macintosh and IBM computers as well as a variety of printers are available in the McNeal Hall Computer Labs. Statistical software packages (SPSS, AMOS, and NVivo) are available in McNeal Computer labs. Other St. Paul Campus computer lab locations are B50 Central Library, 27-31 Classroom Office Building, and 135 Classroom Office Building. See website for instructions: <https://design.umn.edu/about/offices/it/labs/about.html>

**Please note:** The computers and printers within the department are for use in preparation of teaching materials and/or for research appointments only; they are not to be used for the printing of your personal papers, theses, or dissertations.

## 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>

*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 LinkedIn Learning is an online educational platform that helps you discover and develop business, technology-related, and creative skills through expert-led course videos. With more than 13,000 courses and personalized recommendations, you can discover, complete, and track courses related to your field and interests. You can also choose to add these courses and related skills to your LinkedIn profile once you've completed them (<https://it.umn.edu/technology/linkedin-learning>).

*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. <https://it.umn.edu/include-user-experience-in-your>

## Department Resources

*Orientation.* The program schedules orientation the week prior to the beginning of Fall Semester. New students meet the director of graduate studies, faculty advisers, new and continuing graduate students, and the program support staff at this meeting.

*Department Student Organizations.* Design Graduate Student Association (DGSA) is an organization of graduate students that sponsors diverse activities.

*Department Mail.* Graduate students are issued mailboxes or hanging folders in 240K McNeal Hall. Please check your mail on a regular basis.

*Paychecks.* Pay schedules are posted in the department's mail room. Direct Deposit pay statements are paperless; view your pay documents via your MyU portal.

*Keys and After Hours Building Access.* The deposit for keys to offices and other secured rooms is \$20, refundable when all keys are returned at the end of your appointment. Keys are distributed by the department's receptionist. There is no charge for card access offices. Building and department access after hours is via a card swipe device. Students with assistantships are automatically granted access; other students who wish to have access must bring their U-Cards to the Department Administrator.

*Offices.* Graduate students with appointments are assigned shared offices by the Department Administrator. Office assignments are subject to change each year. Each part-time (PT) instructor and graduate student with an appointment in DHA will be assigned a hotel-style office. Shared computers are available in each office. There are no assigned desks and the space should be shared fairly. Part time instructors and graduate students with teaching appointments may

reserve a locker (first come, first serve). Research assistants may reserve a locker as space permits. Reserve the locker through the DHA Service Desk. You provide your own lock.

*Office Telephones.* University of Minnesota phone numbers may be dialed by using the last five digits of the phone number. Messages taken for you by the DHA office staff will be placed in your mailbox/mail folder. Please do not forward your phones to the main phone number for the department. Please do not use the phones in the main office of the department to make your calls. Harassing telephone calls should be reported immediately to the Department Administrator, 612-624-7721.

*Supplies, Photocopying, and Mailing Privileges.* Office supplies for use in your appointment are available from the supply closet in the main office. These supplies are not for personal use. An inventory supply form must be completed to indicate which materials have been taken for which courses or research appointments. Please contact the front office supervisor regarding procedures for obtaining special supplies. Photocopying for course materials is done by the front office staff; we suggest you use double sided copies to conserve paper. A work slip must be completed and attached to the materials to be copied. Please allow a minimum turnaround time of three days for photocopy jobs. Postage is available for mailings related to your appointment; in addition to the U.S. mail, other overnight services are available. Letters or packages to be mailed are submitted to the departmental receptionist with a postage request form (also available from the receptionist).

*Recycling.* Recycling containers for office paper, newspaper, and cans and bottles are located throughout McNeal Hall. Each container has clear instructions in the lid, indicating which materials are and are not acceptable to the University of Minnesota Recycling Program. Please help us protect the environment and conserve resources by participating in the recycling program.

*Smoking Policy.* The University of Minnesota, Crookston, Duluth, Rochester, and Twin Cities are smoke-and tobacco-free campuses. All students, staff, faculty, and visitors are prohibited from smoking and using, selling, free-distributing, and advertising tobacco products and electronic cigarettes in all facilities and on all University property.

*Change of Address.* Changes in your address or telephone number should be reported to the departmental receptionist and the graduate program coordinator. Some materials are mailed directly to your home address.

*Coffee, Water Cooler Club, Microwave, Refrigerator.* Regular coffee is available during office hours in 240C McNeal. Please feel free to relax in 240B, our new lounge area. If you are an occasional coffee drinker, please contribute 25¢ per cup. If you drink coffee regularly, we ask that you contribute one 3-pound can of regular coffee each semester. You are encouraged to bring your own cup. If you empty the pot, you are expected to make a new one.

You are invited to join the Water Cooler Club. Membership fee is \$20 per academic year. The cooler provides both cold and hot drinking water.

A microwave and refrigerator are available in 240C for your use. Please label any food you leave in the refrigerator or it may be discarded. Please wipe up any spills that may occur when using the microwave.

*Security.* A few incidents of theft have occurred in McNeal Hall. Secure your personal belongings, and keep your office doors locked. It is recommended you do not work alone at night in the building. [Escort service](#) is available evenings by calling 612-624-WALK (612-624-9255).

*Student Records.* Program copies of graduate student records are located in the office of the graduate program coordinator. 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.

### **University Services and Resources**

*Bookstores.* University of Minnesota Bookstores are located in the St. Paul Student Center (2017 Buford Ave, St. Paul, 612-624-9200) and the ground floor of Coffman Memorial Union (300 Washington Ave SE, Minneapolis, 612-625-6000). Books for classes taken on Minneapolis Campus are purchased at the Coffman location; books for classes taken on the St. Paul campus are purchased at the St. Paul Student Center location. If a course is offered on more than one campus, the textbooks will likely be available in both locations. You may order your books from the bookstores and have them delivered to you. <https://bookstores.umn.edu/>

*Health Care.* The Graduate Assistant Insurance Office is located in N-323 Boynton Health Service (phone: 612-624-0627). Upon signing up for health insurance, packets regarding the health care program are provided. For the most current information about health insurance, please visit their website at <https://shb.umn.edu/health-plans/gahp-home>

*Housing.* Information regarding housing: <https://housing.umn.edu/>

*Parking.* Parking maps: <https://campusmaps.umn.edu/>. The officer in charge of patrolling St. Paul Campus for parking violations is extremely dedicated. Do not park in contract lots.

*Transportation.* Intercampus bus service is provided free of charge campus-to-campus. <https://www.pts.umn.edu/bus/campus-connectors>

*Graduate Assistant Employment Program Office.* The Graduate Assistant Employment Program Office provides information related to graduate assistantships, such as appointments, workloads and compensation, tuition benefits, and grievances. You may contact them by phone 612-624-7070, e-mail [gaesinfo@umn.edu](mailto:gaesinfo@umn.edu), or may stop by the office: Suite 100 Donhowe, 319 - 15th Avenue S.E., Minneapolis Campus. Graduate Assistant Employment Services: <http://www1.umn.edu/ohr/gae/>

## 1.5. Where to Get Help

**Disability Resource Center.** The University’s mission is to provide optimal educational opportunities for all students, including those with disabilities. In general, accommodations are made on an individualized and flexible basis.

It is the responsibility of students to seek assistance at the University and to make their needs known. Disability Resource Center provides direct assistance such as information, referral, advocacy, support, and academic accommodations (e.g., interpreters, readers) for enrolled and prospective students. For more information, contact Disability Services, University of Minnesota, 180 McNamara Center (The Gateway), 200 Oak Street S.E., Minneapolis, MN 55455 612- 626-1333, voice or TTY. <https://diversity.umn.edu/disability/>

**International Student and Scholar Services.** Counseling, advising, and educational services are provided for students and scholars from other countries by International Student and Scholar Services (ISSS). Staff members offer counseling and advising services regarding visa requirements and other immigration issues; social, personal, and financial matters; international and intercultural educational opportunities; academic issues; and English language requirements. For more information: <http://www.iss.umn.edu/>

**Statistics Help.** See your adviser.

**Writing Help.** The Center for Writing is located in 10 Nicholson Hall, Minneapolis Campus. The Center offers workshops each semester that range from one to five sessions. Topics vary each term. For more information: <http://writing.umn.edu/>

**Grievance Resolution.** An all-University grievance policy exists “to provide just, efficient, and final resolution of grievances between members of the University community regarding the application of University rules and procedures.” The Student Conflict Resolution Center is located in 254 Appleby Hall, Minneapolis Campus. The phone number is 612-624-7272. <http://www.sos.umn.edu/>

**Sexual Harassment Policy.** Sexual harassment by or toward a member of the University community is prohibited. Individuals who suspect sexual harassment should report it to the Office of Equal Opportunity and Affirmative Action, 419 Morrill Hall or online at <http://eoaa.umn.edu/report-misconduct>. E-mail: eoaa@umn.edu. All inquiries will be held in strictest confidence.

**Counseling Services.** Student Counseling Services (SCS) offers counseling for academic, career, personal, or relationship concerns. Besides counseling, SCS features a variety of services. The Career Development Center and the Learning and Academic Skills Center offer workshops, courses, and materials for career development or academic skills improvement. The Organizational Development Program offers consultation, assessment, team building, conflict mediation, training, and workshops. SCS’s Measurement Services office administers tests; scores exams, surveys, and research instruments for University faculty; and operates the

Minnesota Statewide Testing Program for Minnesota elementary and secondary schools. The Testing Center administers admissions, placement, and national tests.

Student Counseling Services has two offices: the Minneapolis Campus office 340 Appleby Hall, and on St. Paul Campus, 100 Coffey Hall. To make an appointment to speak with a counselor, call 624-3323. <http://www.uccs.umn.edu/>

**Equal Opportunity Statement:** The University of Minnesota shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. Inquiries regarding compliance may be directed to the Director, Office of Equal Opportunity and Affirmative Action, University of Minnesota, 274 McNamara Alumni Center, 200 Oak Street S.E., Minneapolis, MN 55455, (612) 624-9547, [eoaa@umn.edu](mailto:eoaa@umn.edu). Website at [www.eoaa.umn.edu](http://www.eoaa.umn.edu).

## 2. Admissions

### 2.1. Admission Requirements and Deadlines

The following is required to apply for degrees in the Design Graduate Program.

	TRACK					
	Apparel studies			Graphic design	Interior design	Product design
	History, culture, and dress	Product development	Retail and consumer studies			
CV	●	●	●	●	●	●
Statement of purpose	●	●	●	●	●	●
Transcripts	●	●	●	●	●	●
Diversity statement	●	●	●	●	●	●
Letters of recommendation	●	●	●	●	●	●
Portfolio*	X	●	X	●	●	▲
GRE	●	●	●	X	●	X
TOEFL/IELTS**	●	●	●	●	●	●
Writing Sample***	●	●	●	●	●	X

● = Required ▲ = Recommended X = Not required

\*Portfolio: 15-20 examples of current work. Please provide short captions for your pieces that describe the medium, the context, the role you had in producing it (solo or group, independent or under supervision, etc.), and whether the work was student work (including internships) or professional work.

\*\*TOEFL/IEFLTS are required for **non-native speakers of English only**. TOEFL or IELTS scores sent to the University of Minnesota Graduate School - Twin Cities. Test scores are valid for two years from the date the test was taken. In some cases, post-secondary coursework in an English-speaking institution may be used as evidence of English proficiency, but restrictions apply. Students from some English-speaking countries may also be required to submit TOEFL scores. For more info, see: [Test of English as a Foreign Language](#) or contact Graduate Admissions.

\*\*\*A writing sample is required for **Ph.D. applicants only**. The writing sample should demonstrate the applicant’s writing skills and ability to analyze information and develop an argument and/or conclusion based on the analysis. It must be written solely by the applicant, not to exceed 5,000 words (e.g., class term paper, a chapter from the thesis, or a proposal).

There are two deadlines for application for admission:

- **December 15:** For applicants who wish to be considered for assistantships and fellowships or would like an early decision. Decisions are usually emailed to applicants by early March.
- **April 1:** Applications received December 16 through April 1 will be reviewed but may not be considered for assistantships.

Both deadlines are for admission to the graduate program beginning the following fall semester. Incomplete applications are not reviewed. There is no Spring semester admission.

Applicants who wish to be considered for the Diversity of View & Experience (DOVE) Fellowship must apply by the December 15 deadline. Applicants indicate their interest in the fellowship in the Diversity Statement and should outline why the applicant believes they would be a good candidate (see the **DOVE** page for more information). If an application is considered for nomination, the applicant will be contacted directly by the department prior to the fellowship deadline.

## 2.2. Admission Review Process

Applications are reviewed by track faculty on the basis of the following:

- CV
- 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 (1-2 pages)
- Quality of diversity statement (1 page, maybe longer if applying for the DOVE)
- Strengths of recommendation
- GRE scores (for Apparel studies and Interior design applicants)
- English proficiency (for non-native speakers of English only)
- Quality of portfolio (for graphic design, interior design, product design, or the product development concentration of apparel studies)
- Quality of the writing sample (for Ph.D. applicants only)

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 coordinator. The files are reviewed by appropriate track faculty only, who then meet to discuss qualification of the applicants, adviser assignments, and assistantship/fellowship recommendations. Track faculty shortlist the applicants after reviewing the applications and conduct online interviews to finalize the admission decisions. These decisions are reported to the graduate program coordinator. 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. A second faculty member also must be willing to serve as a back-up adviser in the event the first adviser is unable to continue advising. If no second faculty member is willing to serve as back-up, the student will not be admitted. Graduate School Admissions is informed of the faculty's recommendation for each student via the official online appraisal process. After a final review, Graduate School Admissions notifies each applicant of the program's decision via email.

**Assistantships/Fellowships**

The Department reviews recommendations from the track faculty and determines assistantships and fellowships on a competitive basis. The funding offers are made around the end of March with the national deadline of April 15 for accepting the offer.

**After Admission (New Students)**

Newly admitted students are sent a welcome message from the graduate program coordinator, including information about initiating their email 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.

**2.3. 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>

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 coordinator to inform them of the decision as soon as possible.

### **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 School Admissions Office indicating the department's recommendation. The Graduate School Admissions Office notifies the student of the final decision.

## **2.4. Change of Degree Objective or Major**

Current (active) graduate students who wish to change their graduate major and/or degree level must submit an application to the Office of Graduate Admissions. Read below to determine which type of application you should submit.

**Complete the [Online Application](#) if you want to:**

- Add a new (concurrent) program at the same degree level,
- Change to a different major, add or change a track, or
- Change from a masters to doctoral degree level (with or without completing the current Master's degree).

**Complete the [Change of Status](#) form if you want to:**

- Change from a Ph.D. to a Master's only *in the same program*.
- Add, Remove or Change a track in your current degree program.

For students who apply for Change of Status, evidence of consultation with the academic adviser(s) is required. An email from the adviser(s) to the DGS to support the application is sufficient.

More information is located here: <https://grad.umn.edu/change-add>

Program Policy: When a student who is completing a master's program is accepted into a doctoral program, the master's degree must be completed within one term of the semester for which the student is accepted.

## 3. Degree Program Planning

### 3.1. Selection of Adviser and Committee

#### 3.1.1. Adviser

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. This can be done during or at the end of the first year. While students are informed of the right to change advisers, not all requests may be possible because of faculty workload.

#### 3.1.2. Change of Adviser

With the approval of the Director of Graduate Studies, students have the option of changing advisers if the new adviser is available and willing. Advisers must be members of the Design graduate faculty.

*Process of 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 works with the student to identify the new adviser and facilitate the change.
4. The student fills out the change of adviser form found on the program website and obtains the signatures of the current and new adviser.
5. The student submits the form to the Graduate Program Coordinator, then enters the change via a Workflow process. The student will receive a confirmation of the change from GSSP once it is approved.

#### 3.1.3. Examining Committee

An examining committee is formed by the student in consultation with the adviser. 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. The examining committee advises students to select appropriate courses and supports the student thesis project.

Students are permitted to select another track within the Design Graduate 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 own track.

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 degree program in the Graduate Planning & Audit System (GPAS). An approved degree program and committee assignment must be submitted before the student is permitted to schedule the final examination.

The Graduate School determines the following criteria for graduate student committees.

- **Master's Committee:** 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\*.
- **MFA Committee:** 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\*.
- **Doctoral Committee:** A minimum of four committee members must be selected: three from Design (one of whom is the student's adviser), and one from the supporting area or minor field\*.

\* When the student declares a minor, a faculty member from the minor program must be part of the examining committee.

### 3.1.4. Online Submission of Committee Members

Students are responsible for submitting the committee information online. Internal approval processes and guidelines must be followed prior to the online submission.

<https://onestop.umn.edu/academics/examination-committees>

*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 website. Once approved, the student is responsible for entering the committee changes via an online system: <https://onestop.umn.edu/academics/examination-committees>

## 3.2. Policies Related to Coursework

**Grading Basis:** 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.

**Directed Studies/Readings:** 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 Coordinator, who provides the permission number.

**4xxx Level Coursework:** University policy continues to restrict the number of S/N course credits and the number of 4000-level course credits. 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:** Internships are not accepted as coursework in the area of concentration.

**Incompletes:** Incompletes require a signed contract between the instructor and student. 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.

**Grad 999:** Registration for Grad 999 approved for extenuating circumstances only.

**Minimum GPA:** 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.

If a student's graduate GPA falls below the required minimum GPA, a registration hold will be placed on the student's record; the student and adviser will be notified of this hold placement. The student will have one semester to bring the graduate GPA up to the minimum GPA and maintain it at that level thereafter. If the grades for the next semester do not bring the GPA up or the cumulative GPA falls below the minimum GPA a second time, the student will not be eligible to continue in the program.

**University Policy Effective Fall 2018:** Graduate credits taken before the award of a baccalaureate degree may be applied toward a graduate degree if:

- the graduate program/college approves inclusion of pre-baccalaureate credits -- from the U or other accredited institution -- toward their students' graduate degree requirements
- the pre-baccalaureate courses were not used to meet either credit or degree requirements for the baccalaureate degree (i.e., no double-counting)

*Note.* Regents-approved integrated undergraduate/master's degree programs cannot apply pre-baccalaureate coursework taken from other institutions to meet master's degree requirements.

The most up-to-date information can be found in the University Policy Library at:  
<http://www.policy.umn.edu/Policies/Education/Education/GRADCREDITDEGREE.html>

### 3.3. Degree Requirements

#### 3.3.1. Degree objectives

**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: to generate research; for a research specialization in their chosen field culminating in an analytical thesis; for advanced study or career.

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

**Master’s Plan C (Product Design):** The Master’s Plan C degree is designed to strengthen students' background and experience in a design or non-design field through extensive coursework that emphasizes a hands-on advanced product design experience. Students learn through the core product design foundation courses and a wide range of electives in engineering, business, and humanities. Students in Plan C participate in a year-long multi-disciplinary project-based experience that involves working with local industry representatives on a real-world challenge to develop a new product concept with a functional physical prototype and an extensive business plan.

**Master of Fine Arts (Graphic Design):** The MFA focuses on design theory, process, and methods related to design practice and research. Potential areas of study include cross-cultural 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. Students develop designed objects, experiences, and information resources that will enhance people’s lives. The program integrates theory with practice in the application of emergent and established technologies to design solutions.

The objectives of the M.F.A. degree are:

- to provide students with coursework, projects, and experiences that prepare them for teaching and professional careers in graphic and interactive design.
- to provide students with the opportunity to work under the direction of faculty in the development of graphic and interactive design projects.
- to develop an educational format for the integration of creative production with analytical and critical thinking skills.

**Doctoral Degree (Ph.D.):** The Ph.D. degree is a research degree. Substantial preliminary course work in evaluation and analysis is built upon with emphasis on acquiring knowledge in a specific topic or issue. The objectives of the program are to prepare students: to generate research; to develop a research specialization in their chosen field through which they add to the body of knowledge and develop theory; for careers in research and higher education.

### 3.3.2. Minimum Requirements

All graduate students in the Design Graduate Program must complete the degree requirements determined by the Graduate School. All degrees are composed of the following components:

Major field:

- Theory/Philosophy
- Evaluation and Analysis
- Concentration Area
- Thesis/Dissertation

Related field:

- Minor/Supporting Area

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

Degree	Minimum Requirements	U Policy on Credits
Master’s Plan A	Major field (minimum 27 credits): <ul style="list-style-type: none"> <li>● Theory/Philosophy, 3 credits</li> <li>● Evaluation and Analysis, 6 credits</li> <li>● Concentration Area, 8 credits</li> <li>● Thesis, 10 credits</li> </ul> Related field (minimum 6 credits): <ul style="list-style-type: none"> <li>● Minor/Supporting Area, 6 credits</li> </ul>	<ul style="list-style-type: none"> <li>● At least 12 university graduate course credits must be taken while enrolled as a degree-seeking student in that graduate program.</li> <li>● Those 12 credits cannot be applied to any other graduate program’s degree requirements.</li> </ul>
Master’s Plan B	Major field (minimum 27 credits): <ul style="list-style-type: none"> <li>● Theory/Philosophy, 3 credits</li> <li>● Evaluation and Analysis, 6 credits</li> <li>● Concentration Area, 18 credits</li> </ul> Related field (6 credits): <ul style="list-style-type: none"> <li>● Minor/Supporting Area, 6 credits</li> </ul>	<ul style="list-style-type: none"> <li>● At least 20 University graduate course credits must be taken while enrolled as a degree-seeking student in that graduate program.</li> <li>● Those 20 credits cannot be applied to any other</li> </ul>

Master's Plan C	<p>Major field (minimum 27 credits):</p> <ul style="list-style-type: none"> <li>● Theory/Philosophy, 3 credits</li> <li>● Evaluation and Analysis, 3 credits</li> <li>● Concentration Area, 21 credits</li> </ul> <p>Related field (minimum 6 credits):</p> <ul style="list-style-type: none"> <li>● Minor/Supporting Area, 6 credits</li> </ul>	graduate program's degree requirements.
MFA	<p>Major field (minimum 40 credits):</p> <ul style="list-style-type: none"> <li>● Theory/ Philosophy, 6 credits</li> <li>● Evaluation and Analysis, 6 credits</li> <li>● Concentration Area, 28 credits</li> <li>● Capstone Project, 12 credits</li> </ul> <p>Related field (minimum 8 credits):</p> <ul style="list-style-type: none"> <li>● Minor/Supporting Area, 8 credits</li> </ul>	
PhD	<p>Major field (minimum 51 credits):</p> <ul style="list-style-type: none"> <li>● Theory/ Philosophy, 6 credits</li> <li>● Evaluation and Analysis, 9 credits <ul style="list-style-type: none"> <li>○ A minimum of one statistics course required.</li> </ul> </li> <li>● Concentration Area, 12 credits</li> <li>● Thesis, 24 credits</li> </ul> <p>Related field (minimum 12 credits):</p> <ul style="list-style-type: none"> <li>● Minor/Supporting Area, 12 credits</li> </ul>	<ul style="list-style-type: none"> <li>● At least 12 U graduate course credits must be taken while enrolled as a degree-seeking student in that graduate program.</li> <li>● Those 12 credits cannot be applied to any other graduate program's degree requirements.</li> </ul>

*Note.*

- The credit amounts shown above are the foundation level required; additional coursework may be required.
- There are no transfer limits.
- Double-counting restrictions between graduate-level degrees no longer apply.
- Transfer of thesis credits is not allowed.
- Students earning a master's and a doctoral degree from the same or a related U program, or who have been approved for a change of degree objective within the same or related program, may apply as many graduate course credits toward both degree objectives as allowed by the program.
- [University policy regarding credit requirement](#)

### 3.4. Coursework/Degree Program

Students determine the courses that satisfy the above components in consultation with the faculty adviser and the committee. The courses are determined to reflect individual student's research interests and goals.

### 3.4.1. Required Core Courses

Two core courses are required for all Design Graduate Students.

DES 8181 Research Ethics

*AND one elected course from the following to fulfil 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

### 3.4.2. Possible Minors and Related Fields

Suggested fields include Architecture, Art, Art History, Computer Science, Curriculum & Instruction, Educational Psychology, Journalism & Mass Communication, Philosophy, Psychology, Rhetoric, and Speech Communication. Appropriate minors and coursework in related fields should be discussed with your faculty adviser. If a minor is declared, the student contacts the Director of Graduate Studies of the minor program for information regarding requirements. A faculty member from the minor must be part of the examining committee.

### 3.4.3. Add or Remove Graduate Minor

Request to add or remove a graduate education minor with the online form (<https://onestop.umn.edu/add-or-remove-graduate-minor>). If you need to move a course for a declared minor, you must contact the Director of Graduate Studies or Graduate Program Coordinator of the minor program.

### 3.4.4. Degree Program Worksheet

Students are advised to use [Degree planning worksheets](#) to ensure that program requirements are met. The forms are available on the Program website.

## 3.5. Approval and Submission of Graduate Degree Program/Degree Plan

### 3.5.1. Timeline for Degree Plan Approval

For timely progress of students, the following timeline is recommended for submission of degree plan.

<b>Master's students:</b>	File by the end of the second semester.
<b>MFA and Doctoral students:</b>	File by the middle of the third semester.

Students meet with their advisers and committee members to discuss their program of study and finalize their degree plans. Thus, students should form their committee prior to submitting their degree plan in the GPAS system. All committee members must be identified and must sign the Design Program Approval Form prior to submitting the plan in GPAS.

### 3.5.2. Process of Degree Plan Submission

Students who entered the program Fall 2016 or after will use the automated Graduate Planning and Audit System or [GPAS](#). Students must follow the steps described below and submit the required program forms to the graduate program coordinator prior to making any changes in GPAS. Forms can be found on the program website:

<http://dha.design.umn.edu/programs/grad/CurrentStudents.html>

#### Step 1. Prepare the required documents.

The following documents are required for the committee meeting:

1. The completed "[Degree Planning](#)" worksheet, also known as "Degree Planning Worksheet," to indicate which courses are being used to fulfil program components. Planning sheets are in Word and can be edited directly. Be sure to save a copy for future changes. Include transfer credits in the worksheet.
2. The signed "[Transfer Credit Approval](#)" form, where applicable. **Transfer coursework** must be approved by the student's advisor and committee. Students need to also prepare a copy of course syllabus and/or catalog description for each transfer course and a copy of unofficial transcript. Coursework from international institutions need additional approval from the Graduate Admissions Office, which the Graduate Program Coordinator will obtain. **GPAS students should NOT use the transfer credit function in GPAS.** All students should use the Transfer Credit Approval form.
3. "[Course Allocation and Substitution Approval](#)" form, where applicable. Coursework appearing in the "Courses Not Allocated" section of your GPAS record need approval to move them to the correct requirement. Please submit the form to the Graduate Program Coordinator. If you need to move a course for a declared minor, you must contact the Director of Graduate Studies or the Graduate Program Coordinator of the minor program.
4. "[Program Approval Form](#)" (signed by all members of the student's committee to indicate that all committee members approve of the proposed coursework).

#### Step 2. Meet with your committee.

Students meet with their advisers and committee members to discuss their program of study and receive signatures of the committee members on the Design Program Approval Form.

#### Step 3. Submit your forms to GPC.

After meeting with your advisor and committee, submit completed forms to the Graduate Program Coordinator. Electronic copies of the forms are acceptable.

#### Step 4. Submit your degree plan in GPAS.

After all completed forms are submitted to the GPC, you will receive an email letting you know you can submit your degree plan in the GPAS system.

1. Log into MyU and select the Academics tab, and then the degree progress sub-tab.
2. Click on the **Grad Planning & Audit System** link. You do not have to use the "plan by my requirements" button. Scroll to the bottom of the page and click the "submit" button for advisor and program approval. You will see the confirmation that your plan was successfully submitted.

- If a student chooses to use “plan by my requirements” students should include only future coursework necessary to complete the degree requirements. If you have already taken all the coursework or are currently enrolled, you can submit the planner without any courses added to it. After the GPAS is approved by the advisor and graduate program, students will receive a confirmation email from GSSP that the plan is approved in the system.

#### Step 5. Approval of the Degree Plan.

The Graduate Planner is returned to the student for updates if not approved. If approved by the advisor and program, the GPAS goes to GSSP for final approval. The student is notified by email when the GPAS is approved.

#### **3.5.3. Changes to Approved Degree Plan**

Changes in the degree plan once the Graduate Planner in GPAS has been approved are not necessary as long as all degree requirements are satisfied. Exceptions (courses not listed on the program planning document), transfer courses (courses taken from another program or university), and re-allocation (courses moved to fulfill a different requirement in a student’s plan) requests, require the approval of the adviser (who approves on behalf of the faculty). All exceptions, transfer, and re-allocation requests must be submitted to the GPC. Please complete the [Course Allocation and Substitution Approval](#) form, If the course was completed at an outside university/college include a copy of your transcript.

All completed forms can be e-mailed, or hand delivered to the Graduate Program Coordinator unless specified differently on the form.

*Note.*

**For Students Entering the Program PRIOR to Fall 2016:** If you need to make changes to an existing graduate degree plan, please contact the Graduate Program Coordinator. Once approved, paperwork should be submitted to the Graduate Program Coordinator.

### **3.6. Timely Progress Guidelines and Time Limits**

#### **3.6.1. University Policy on Time Limits for Degrees**

The University policy states the following time limit for students to complete a degree program.

<b>Degree</b>	<b>Time limit</b>
MA/MS	5 years from the earliest work included on the official degree program, including any transfer work.
MFA	5 years from the earliest work included on the official degree program, including any transfer work.
Ph.D.	8 years from the earliest work included on the official degree program, including any transfer work.

### 3.6.2. Program Policy: Timely Progress Guidelines

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

Master's	2 years
M.F.A.	3 years
Ph.D.	4 years

**Milestones:** The Design Graduate Program also uses several milestones to determine if a student is making timely progress in the program.

Degree	Milestones	Timely progress deadline
Master's	Submitting Degree Plan in GPAS	By end of the 2 <sup>nd</sup> semester (or 10 cr.)
	Final Oral Examination	The year coursework is completed
MFA	Submitting Degree Plan in GPAS	By middle of third semester (or 18 cr.)
	Final Oral Examination	Following completion of Project
PhD	Submitting Degree Plan in GPAS	By middle of the 3 <sup>rd</sup> semester (or 18 cr.)
	Preliminary Written Examination	By week 4 of the semester after the degree program coursework is completed
	Preliminary Oral Examination	By the end of the semester the preliminary written examination is completed
	Final Oral Examination	By the end of the 8 <sup>th</sup> semester

### 3.6.3. Annual Evaluation of Academic Progress for Graduate Students

Each academic year, graduate students are evaluated in terms of their academic performance and progress toward obtaining a graduate degree. All students must participate in this review of academic progress. 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 the spring semester and will make an appointment to meet with their adviser early spring semester. Students can also download the current form from the program website. **It is the student's responsibility to set up this appointment.**

Students bring the following to the meeting:

- Current Transcript
- Updated CV
- Annual academic progress review form (Part 1 should be filled before the meeting)

Once the student has met with the adviser, the form will be completed and signed. Student scans the signed form and e-mails the electronic file to the Graduate Program Coordinator by February 15. Students keep the original document for their record.

Students 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.

### **3.7. Registration**

Students meet with their advisers prior to registering. All students must register fall and spring semesters in order to maintain active student status.

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.
2. 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: <https://policy.umn.edu/education/gradstudentleave>.
3. Graduate students holding appointments as teaching assistants, research assistants, or administrative fellows must be registered each semester of their appointment for at least 6 graduate course credits; 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.

4. 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.

*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](http://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](http://onestop.umn.edu) under “Registration Changes”: <https://onestop.umn.edu/dates-and-deadlines/canceladd-deadlines>

Uniform Cancel/Add Requirements		
Week of Class	Required to Cancel	Required to Add
Week 1	No approval required.	No approval required.
Week 2	No approval required.	Instructor approval.
Weeks 3-8	No approval required. (“W” recorded on transcript)	Instructor approval <b>and</b> College Scholastic Committee approval.
Weeks 9-15	College Scholastic Committee approval.	Instructor approval <b>and</b> College Scholastic Committee approval.

*Note.* 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.

### 3.7.1. Registration Procedures and Policies

#### 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.

#### Registration Holds

Registration holds can be placed in several cases. 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.

*Degree program.* Students who maintain active registration are reminded by the graduate program coordinator 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 (complete and in process) for master's students, and 18 semester credits (complete and in process) 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, 18 semester credits for M.F.A. and Ph.D. students) will have holds placed on their registration by the Graduate Program Coordinator.

*Academic progress.* 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.

*University.* Registration holds can also 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 10 thesis credits before they pass their preliminary oral examinations, with the approval of their advisers. You must register for all thesis credits under DES.

**Program Policy (Effective Spring 2014):**

With the approval of the adviser, a student may register for up to 10 dissertation credits prior to passing the Preliminary Oral Examination. The Dissertation Contract form is on the Current Student page on the Design Graduate Program website: [https://dha.design.umn.edu/programs/grad/documents/DissertationContract\\_001.pdf](https://dha.design.umn.edu/programs/grad/documents/DissertationContract_001.pdf)

### **Pre-thesis Credits Registration**

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.

**Program Policy:** Departmental support of pre-dissertation credits is limited to 6 credits.

### **Full-time Equivalent Credit Registration**

Advanced Doctoral Status, DES 8444, and Advanced Master's Status, DES 8333, is a one-credit registration option for eligible doctoral and master's students who must certify full-time status to be in compliance with requirements of the University and/or external agencies (e.g., employment as a graduate assistant; loan deferment). Students eligible for DES 8333 or DES 8444 can be employed in one of the low-tuition/low-fringe job classes. Students **MUST** have a form signed

by their adviser and the DGS for EACH semester they are registered for DES 8333 or DES 8444. Completed forms should be submitted to the Graduate Program Coordinator. For more information, see <https://onestop.umn.edu/academics/special-registration-categories-graduate-and-professional-students>

Program Policy: Registration for Grad 999 approved for extenuating circumstances only.

### **3.7.2. Registration for Non-Degree Students**

Students who wish to take courses for graduate credit must contact the graduate program coordinator for information about the approval process. There are two ways to register depending on your status. The Registration Form for Non-Degree Students is downloadable from the following <http://onestop.umn.edu/forms/index.html>.

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.

## 4. Examinations and Thesis/Project Completion

### Program Policy:

- No food is to be served at oral examinations. Coffee or water may be provided.
- Program copies of MFA and Plan B master's papers are available for students to review only on the premises. See the graduate program coordinator.
- Master's Plan A theses and doctoral dissertations are available through the University of Minnesota library system:  
<https://www.lib.umn.edu/howto/dissertations>.

### 4.1. Master's Plan A (with thesis)

**Preliminary Examinations:** There are no preliminary written or oral examinations for the Master's Plan A in the Design Graduate Program.

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

**Preparation of Master's Thesis:** To obtain instructions for the preparation of the master's thesis, visit the University website:

<https://onestop.umn.edu/academics/thesisdissertation-submission-and-formatting>

**Thesis Review:** The thesis is read by the entire examining committee. 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 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.

Students initiate the Reviewers' Report form via a link in their graduation packet. Reviewers will launch the form, record their decision, and submit the form. They will indicate whether the student's dissertation/thesis is acceptable for defense, acceptable with revisions, or not acceptable for defense. Students should initiate the form **at least one week before their defense**. All reviewers should respond to the form at least 3-4 days before the defense.

The form is complete when every reviewer has responded. Once complete, the Office of the Registrar (OTR) processes the form and updates the student's record. Students in master's programs will have access to the Final Exam form in their graduation packet.

**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.

## 4.2. Master's Plan B (without thesis)

**Preliminary Examinations:** There are no preliminary written or oral examinations for the Master's Plan B in the Design Graduate Program.

**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 with paper. 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.

**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. 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.

<https://onestop.umn.edu/academics/thesisdissertation-submission-and-formatting>

**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 (2 weeks are suggested). 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.

## 4.3. Master's Plan C (coursework-based)

**Preliminary Examinations:** There are no preliminary written or oral examinations for the Master's Plan C in the Design Graduate Program.

**Master's Plan C Project:** Students will participate in an inter-disciplinary project and demonstrate their knowledge of the field and ability to apply the knowledge to the real-world problems. The interdisciplinary graduate faculty in the field specifies both the nature and extent of the options available to satisfy this requirement. The project requirement is satisfied in conjunction with the courses in the student's program.

**Master's Plan C Final Oral Examination:** There is no final oral examination for the Master's Plan C in the Design Graduate Program.

## 4.4. Master of Fine Arts

**Preliminary Examinations:** There are no preliminary written or oral examinations for the MFA in the Design Graduate Program.

**Thesis:** M.F.A. Creative Thesis is a two-semester course sequence. The student registers for six credits of *GDes 8990* per semester, under the guidance of the adviser. This is the course during which students complete the creative project and provides the framework for M.F.A. students to propose, research, design, and produce their M.F.A. thesis projects. The M.F.A. project demonstrates the student's ability to design and produce quality design communication.

Both semesters enable the students to focus on the two parts of the M.F.A. Thesis:

1. Project development through proposal, research, literature and design review, project outline, prototype development, initial design production, and completed design production and presentation.
2. A written thesis, which includes a project description, analysis, and evaluation of the effectiveness of the designed project in the form of a written paper.

Guidelines related to the project and paper are available from the student's academic adviser.

**Preparation of M.F.A. Thesis:** The accompanying paper should follow the same guidelines as the Master's Thesis. <https://onestop.umn.edu/academics/thesisdissertation-submission-and-formatting>

**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 project available to the examining committee for its review well in advance of the final examination (2 weeks are suggested). 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.

## 4.5. Doctoral Degree

### 4.5.1. Preliminary Written Examination

The purpose of the Preliminary Written Examination is for the student to demonstrate comprehensive knowledge critical to the student's field. The Preliminary Written Examination is to be completed by week four of the term following the completion of all coursework. Under extenuating circumstances, the student's examining committee may allow the examination to be taken prior to the completion of all coursework.

**Preliminary Written Examination Committee Composition:** The examining committee for the Preliminary Written Examination is composed of the student’s adviser and the members of the student’s graduate program committee representing the Design Graduate Program. The external member may participate at the discretion of the Preliminary Written Examination Committee. If a formal minor is completed by the student, the minor’s policy related to their participation in this exam is followed.

**Scheduling the Preliminary Written Examination:** Before scheduling the Preliminary Written Examination, the student must meet with the examining committee to clarify performance expectations. This meeting is intended to take place on campus, with all examining committee members present. The purpose of the meeting is to clarify the expectations of the examination, review the policies pertaining to the examination, discuss the order in which the session topics will be distributed, and the start date and the end date during which the examination will be scheduled. After this meeting, the adviser summarizes the expectations in a memo to the student and the committee members.

To schedule the Preliminary Written Examination, the student submits a formal request to take the written examination by completing the Preliminary Written Examination Scheduling Request Form. The Form and Exam instructions can be found at this link <https://dha.design.umn.edu/programs/grad/current/documents/Exams.html>.

Program Policy: With the permission of the examining committee, the examinations may be scheduled during winter or summer breaks.

**Examination Organization:** The examining committee writes the questions for the examination and evaluates the student’s responses. The examination is focused on three components which correspond to the degree program:

- Evaluation and Analysis (research methods and statistics)
- Theory
- Concentration

A minimum of two questions and no more than four questions are answered for each part of the examination. For each part of the examination, at least one question more than the minimum number of questions that the student is asked to answer is supplied. (Example: If two answers are required, three questions will be supplied to the student so that the student has some choice in determining which questions he/she will answer on the examination.) The committee may require that one specific question be answered within a part of the examination and then provide a choice among remaining questions for the student to answer.

*Note.* The student may review questions used on previous examinations. Only questions that are at least three years old are available to current students for review. This file is maintained by the Graduate Program Coordinator.

**Format of the Examination:** The format of the examination is determined by the student. It is the student's responsibility to provide written documentation of any disabilities that may affect the student's ability to complete the examination as outlined so that accommodation may be made by the examining committee. Two formats are available:

Open-Book Option allows access to course materials, notes, books, library materials, and the like. The written examination is scheduled over five consecutive days. The location where the examination will be written is determined by the student.

- The student is given all the examination questions at the beginning of the first day of the examination by the adviser.
- The student electronically submits the results of the examination to the adviser before 4:30 pm on the last examination day.
- The student must supply complete references for in text citations.
- The student should provide an extensive coverage of literature relevant to responding to questions.
- The response must be correctly formatted according to the *Publication Manual of the American Psychological Association*, 6<sup>th</sup> Edition.
- Due to the open access nature of resources for this option, expectations are that responses are extensively supported and edited.

Closed-Book Option does not allow access to course materials, library resources, books, journal articles, internet, and the like. The written examination is scheduled in three sessions within a five-day period. The location of the examination is in a private space within McNeal hall. No materials may be brought to the examination. The student has a total of eight hours per session to develop and write their responses.

- The student receives the examination questions and an external storage device at the beginning of each day.
- The student turns in the storage device with the responses at the end of the day to the Graduate Program Coordinator. At the end of the final session, the Graduate Program Coordinator prints a hard copy of the examination and sends the completed examination electronically to the student and the adviser.

### ***Expectations for the Examination***

Students writing the exam are expected to adhere to University definitions regarding scholastic dishonesty and plagiarism. Review definitions in the University of Minnesota student conduct code [https://regents.umn.edu/sites/regents.umn.edu/files/policies/Student\\_Conduct\\_Code.pdf](https://regents.umn.edu/sites/regents.umn.edu/files/policies/Student_Conduct_Code.pdf)

### ***General Expectations for Student Performance on the Written Examination***

- The responses must include appropriate in-text citations.
- Responses should be concise and written in a professional manner.
- Responses should demonstrate depth and breadth of knowledge across the area of specialization along with integration and syntheses of knowledge.
- The committee may provide guidelines as to how many hours each question may take a student to answer but it is ultimately the student's decision to allocate their time.

### ***Evaluation and Criteria***

1. The major advisor distributes the completed examination to all examining committee members. Each member individually evaluates the responses. Each question is evaluated in terms of whether it is a pass or fail. The examining committee meets to discuss whether or not the student passed the examination. The major adviser notifies the student and the Graduate Program Coordinator of the outcome of their examination.
2. The student is notified of the outcome of the examination no later than four weeks after the examination is completed.
3. Satisfactory performance on 90% of the examination is a pass. Satisfactory performance on less than 70% of the examination is a fail and the student is dismissed from the graduate program. If a student's level of satisfactory performance is between 70% and 90% of the examination, the student has not passed the examination but has qualified to retake/rewrite the parts of the examination that were unsatisfactory.
4. Any rewrite or re-take of the written examination must occur within 30 days of receiving notification of the outcome of a written examination. The examining committee will determine what comprises the retake examination, and, in consultation with the student, the date of the retake examination. There is one opportunity for a retake/rewrite of any part of a written examination. If the student fails the retake/rewrite examination, they have failed the written examination and will be dismissed from the graduate program.
5. The results of the examination are reported to University records via an automated online system by the Graduate Program Coordinator.

#### **4.5.2. Preliminary Oral Examination**

The student is expected to explore possible dissertation topics while completing course work. After successful completion of the written exam, and in consultation with the major adviser, the student focuses on one research question for the dissertation and prepares for the preliminary oral examination.

The dissertation proposal is the focus of the preliminary oral exam. The proposal constitutes the first three chapters of the dissertation: a) introduction, b) review of literature, and c) methods. The data collection instrument, if applicable, should be included as an appendix. While there are usually significant revisions to these chapters between the time of the preliminary oral and the final oral, the student's proposal is expected to be as complete and thorough as though these chapters were in the bound dissertation.

***Scheduling the Preliminary Oral Examination:*** The student is responsible for scheduling the date, time, and location of the preliminary oral exam with all members of the examining committee (Design members and those from the minor or supporting area). The student must schedule the exam at least one week in advance via the online scheduling system. Instructions are located in the student's Graduation Packet accessed through MyU.

***Distribution of the Proposal:*** To allocate sufficient time for faculty to read the thesis and decide whether it is ready for the preliminary oral examination, all members of the examining committee must have at least two weeks to read the proposal after it has been delivered.

***Conducting the Preliminary Oral Examination: Information for Advisers & Students***

If the preliminary or final oral examination cannot be held on the scheduled date, Graduate Student Services and Progress must be notified by email to [gssp@umn.edu](mailto:gssp@umn.edu) of the cancellation. The Preliminary or Final Oral Examination Report Form must be returned to [Graduate Student Services and Progress \(GSSP\)](#). The student must reschedule the examination online with GSSP at least one week in advance of the rescheduled exam date. A new Preliminary or Final Oral Examination Report Form will be issued.

***General Procedures***

Before the examination begins – Please ensure that all assigned committee members are present/participating (in person or participating by phone or [videoconference](#)). The absence of any assigned member results in an invalid examination. If all committee members are not present/participating, you must refer to guidelines for [last minute committee changes](#).

***Examination protocol***

1. *Step One – The Public Seminar:* The final examination begins with a seminar to which the scholarly community is invited and which includes a presentation of the dissertation by the candidate.
2. *Step Two – The Closed Examination:* A closed meeting between the candidate and the appointed examining committee immediately follows the public seminar. The examination is limited to the candidate's dissertation subject and relevant areas. The entire examination (i.e., public seminar and closed examination) is not to exceed three hours.
3. *Step Three – The Vote:* At the end of the closed examination the candidate is excused from the room. A written, secret ballot is taken before discussion of the examination begins. Following the committee's discussion, a second and final verbal vote is taken on whether the student passed the examination.

***Outcome of the examination***

To be recommended for the award of the doctoral degree, candidates must receive a vote with no more than one member of the total examining committee dissenting. All committee members must vote.

***Reporting examination results in the Final Exam form workflow***

If the student clearly passed (i.e., the student received no more than one dissenting vote *and* no recommendations were made by the committee for revisions) or failed the examination, the committee chair records the votes of all of the committee members using the Final Exam form workflow immediately following the final vote. All committee members will receive an email that informs them of the vote that was recorded on their behalf.

If the committee recommends revisions to the dissertation, the student's adviser is responsible for ensuring that the student includes the appropriate modifications and required revisions in the final dissertation.

### *Special Circumstances*

- Retakes and “Pass with reservations”  
According to the rules defined by the graduate faculty, the student either passes or fails the final doctoral examination. Retakes are not permitted, and (unlike the preliminary oral examination) there is no provision for a “pass with reservations.” The faculty examining committee has both the authority and the responsibility to fail a student whose dissertation or performance in the oral defense does not meet the standards for the award of the doctoral degree.
- Recessing the examination  
Occasionally there are instances in which the final examination does not proceed well, but in which the faculty feel that the student has an acceptable dissertation that they are capable of adequately defending. While such instances should be rare, it is in both the student’s and the faculty’s interest to follow clearly defined procedures (see below) for recessing and reconvening the final oral examination.

Circumstances that might prompt a recess of the final oral examination would fall into two broad categories involving 1) primarily non-substantive matters or 2) cases in which the faculty have a serious concern about either the dissertation itself or the student’s ability to defend it, but in which they believe that the situation can be remedied if the student is given additional time to revise the dissertation or prepare for the examination.

*1) Primarily non-substantive matters:* Cases in this category include, but are not limited to, those in which the student’s nervousness prevents them from adequately defending the dissertation. In such circumstances, the examining committee may decide informally to recess for up to one week. The committee and the student should select a date and time for reconvening that is agreeable to all parties. No written notice need be given to the student, although the faculty should give them advice and assurance, as they deem important. The committee chair must contact GSSP to request that the Final Exam form workflow initiated by the student be canceled. The student will need to reinitiate the Final Exam form workflow process when the examination is ready to proceed.

*2) More serious concerns:* When the faculty has serious concerns about the dissertation or the student’s ability to defend it, but feels the student has the potential to improve the dissertation or their examination performance, the faculty should stop the examination, inform the student of their intent to recess, and discuss with the student the deficiencies that prompted the recess. As chair of the examination committee, you should send an email to the student clearly stating these deficiencies, outlining the steps necessary to remedy them, and indicating when the committee expects to reconvene and resume the examination. The email should be sent to the student within a week of the recessed examination. The chair must contact GSSP to request that the Final Exam form workflow initiated by the student be canceled. Once a new date is identified for the exam, the student must [reschedule their exam](#) and re-initiate the Final Exam form workflow.

### 4.5.3. Preparation of Doctoral Dissertation

***Dissertation Completion Procedures:*** Graduate students set up a schedule with the adviser for the completion of the dissertation.

***Thesis/Dissertation Reviewers:*** All members of the examining committee read the dissertation, although only those designated as reviewers sign the report form certifying that the dissertation is ready for defense. The designated dissertation reviewers consist of the adviser, representing the major field, and at least two other members of the final oral examining committee, including at least one representative from the major field and one representative from the minor or supporting program.

Certification of the dissertation as ready for defense is a necessary step toward the final oral examination, but in no way diminishes the significance of that examination.

***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. Once approved, the student is responsible for entering the committee changes via an online system. Follow this link to access the examination-committee's steps to assign or update members to your final examination committee. <https://onestop.umn.edu/academics/examination-committees>

### 4.5.4. Final Oral Examination

***Scheduling Final Oral Examination with Graduate Student Services and Progress (GSSP):***

The student must schedule the examination at least one week in advance via the online scheduling system: <https://onestop.umn.edu/academics/doctoral-oral-exam-scheduling>

When the examination is scheduled, the student's file is checked to determine if the student can be cleared to take the examination as stipulated. Students in master's programs will have access to the Final Exam form in their graduation packet. Students in doctoral programs will receive an email with a link to complete the Final Exam form workflow after they have scheduled their final exam and been cleared by Office of the Registrar to take their final exam. A guide to the Final Exam form is available. If any reviewer indicates "not acceptable for defense," the whole process is canceled and the student will need to submit the form again when they are ready. The student, reviewers, and GPCs will all be notified.

*Note.* A minimum of ten weeks must intervene between the preliminary oral and the final oral examinations. Also, the final oral should not be scheduled from the beginning of the summer term to the opening of fall semester unless the committee members can be assembled without substitution.

***Final Examination Committee:*** The chair of the final defense cannot be the student's adviser. The chair presides over both the preliminary oral examination and the final examination. The

exam may take place only after the dissertation has been judged ready for defense. The student must distribute the dissertation to all members of the examination committee at least two weeks prior to the scheduled examination date.

***Organization of the Final Oral Examination:*** The final oral examination consists of a seminar in which the candidate presents the dissertation; the scholarly community is invited. The examination is limited to the candidate's dissertation subject and relevant areas.

Notification of the academic community, faculty, and students is posted by the Design Graduate Program, who is notified well in advance by the student's adviser. The public presentation for the final oral examination for Ph.D. will not exceed 45 minutes. A closed meeting between the candidate and the examining committee immediately follows the public presentation. The candidate is then excused, and the vote is taken on whether the candidate passed the examination.

***Dissertation Submission:*** Ph.D. students are required to submit the final dissertation to the GSSP in order to receive their degrees. To submit your dissertation electronically, go to <http://www.etsadmin.com/umn>.

Instructions for the preparation of the doctoral dissertation (select Thesis Formatting and Submission): <https://onestop.umn.edu/academics/thesisdissertation-submission-and-formatting>

***Adviser and Program Copies of Dissertation:*** Thesis binding is optional. If a student decides to bind the thesis, it is encouraged he/she leaves two copies to the academic adviser and the graduate program (GPC). Contact the University of Minnesota Printing Services for more information related to thesis binding. <http://www.printing.umn.edu/printing/thesis-printing-binding.html> (phone: 612-625-9500)

## 5. Graduation and Commencement

After the GPAS has been submitted and approved by GSSP, the student will have access to their Graduation Packet online: See link to Graduation checklist for Grad Students

<https://onestop.umn.edu/academics/graduation-checklist-grad-students>

**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** 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 email message to students who are likely to graduate, with instructions for participating in the ceremony. Attending commencement is not the same as graduation. You must apply to graduate in a separate process (see above) whether or not you attend commencement.

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 College of Design, or (2) submission of an explanation by the major adviser of the need for an exception.

## 6. Graduate Assistantships and Funding Opportunities

Job opportunities and financial support for graduate students in the Design Graduate Program are under the purview of the Department of Design, Housing, and Apparel.

### 6.1. Graduate Assistantships

A teaching assistant is assigned duties according to expertise, previous experience, and departmental needs. This could include teaching or assisting with a course. A graduate instructor is assigned full responsibility to teach a class under the supervision of the faculty lead instructor. A research assistant is assigned to work on a research project with a specific faculty member. Assistantships of 12.5% or greater receive tuition benefits. All graduate assistantships pay a stipend. An assistantship allows for a student to be eligible for in-state tuition rates. Assistantships of 25% or greater receive health care benefits. In addition, students may purchase health care benefits for their dependents.

Graduate assistants are *not* to be employed for more than 20 hours per week or on appointments exceeding 50% for any semester during which an assistantship is held. This includes employment of any kind in other university departments and includes university contracts for professional services.

A limited number of assistantships are available within the Department. Assistantships are assigned only after official admission has been granted by the Graduate School; therefore, there is an urgency in submitting the completed admissions application by December 15. Subsequent recommendations for graduate assistantships are made by faculty after an annual review of graduate students. These reviews take place at the beginning of spring semester. Recommendations are advisory. Final decisions on assistantships are made by the department head. Assistantship assignments are subject to change.

***Timely Progress and Registration:*** Graduate assistantships are contingent on the student's timely progress towards degree completion. Students must be registered each semester of their appointment; this applies to appointments of any percentage or any number of hours. Students must be registered for at least 6 credits per semester during the academic year. Graduate students who meet advanced doctoral or master's student status (DES 8333 and DES 8444) may request permission to enroll for a specific one-credit registration that certifies students as full-time (see section 3.7.1 of the Handbook for more information related to *Full-time Equivalent Credit Registration*).

Failure to register by the end of the second week of class of each semester will result in termination of the graduate assistantship and will affect students' payroll checks. The department may convert your assistantship to a non-student appointment through the end of that semester only -- *a one-time only option*. Benefits such as the Graduate Assistant Health Insurance Plan also will be affected.

*Advanced Doctoral and Advanced Master's Status:* Advanced Doctoral and Advanced Master's status refers to students who have completed all degree program requirements, including thesis credits, with only the final defense remaining, but who need to be registered in order to hold an assistantship. It is the department's policy that graduate students who have completed all but the final defense will be moved to the new status the semester following the addition of the "GT" tracking flag.

***International Student Visas:*** If students are in F-1 visa status, federal law prohibits the University from employing them for more than 20 hours per week or more than a 50% time appointment during the scheduled class periods, including finals week, unless students have been authorized for "practical training." If students are in a J-1 student visa status, the maximum employment time is 30 hours per week or 75% time during the scheduled class periods, including finals week. The University cannot pay students for any services performed in excess of these limits in F-1 and J-1 student visa status.

***English Requirement:*** Non-native English speakers are required to take the Spoken English Test for Teaching Assistants (SETTA). For more information about SETTA: <https://cei.umn.edu/homepage>

***Duties and Responsibilities:*** Each graduate assistantship offer includes a more detailed description of the position duties and responsibilities. Graduate students are expected to work the number of hours associated with the percentage of appointment. Adjustments to the work schedule require faculty approval. Graduate students are expected to work until the end of their appointment dates.

***Departmental Support:*** The department's guidelines for the maximum length of term and level of graduate student support enable us to support as many graduate students as possible. The following are guidelines for the amount of departmental support allotted graduate students.

Master's students:	4 semesters
M.F.A. students:	6 semesters
Ph.D. students:	8 semesters

Summer Session appointments are generally not available. Jobs can be available on campus. Information for Graduate Assistants is available online at: <https://humanresources.umn.edu/find-job/graduate-assistant-jobs>

## 6.2. Conference and Research Funding

### 6.2.1. Design Graduate Program Funding

***Travel Grant.*** Design Graduate Program offers funding support for the students who present their work at professional meetings. Students may apply for funding at any time during the

academic year. The Graduate Program Committee reviews the applications regularly and applications are reviewed within 30 days during semesters. Requests may be partially funded.

***Research/Creative Scholarship Grant.*** Design Graduate Program also offers funds to support student research and creative production. Applications for the grant are called once a semester. The Graduate Program Committee reviews the applications and determines the funding. Projects can be partially funded. Call for proposals is announced once a semester.

### 6.2.2. University Funding

***The Council of Graduate Students (COGS) Conference Travel Grant.*** The COGS is a University-wide graduate student organization. The COGS awards conference travel grants each year. Only COGS fee-paying students are eligible to apply. Application requires a supporting letter from the faculty adviser. For more information, visit the website: <https://cogs.umn.edu/grants>.

***Graduate School Thesis Research Travel Grants.*** The Graduate School supports graduate students' travels for research purposes. It is a grant intended to help students who need to travel out-of-state to conduct their thesis/dissertation research. Both domestic and international thesis research travels are supported. For more information such as eligibility and the application deadline, see the webpage: <https://grad.umn.edu/funding/current-students/apply-directly/thesis-research-travel-grants>

## 6.3. Graduate School-Administered Fellowships and Scholarship

The Graduate School awards a small number of fellowships to outstanding students who are entering the University of Minnesota Graduate School for the first time. The Graduate School also offers special fellowships and grants to support students with strong academic performance record and underrepresented graduate students. Individuals interested in being considered for a Graduate School Fellowship should contact the Program's Director of Graduate Studies. Applications must be received by December 15th to be considered for a fellowship for the next academic year.

### 6.3.1. Diversity of Views and Experiences (DOVE) Fellowship

The Office for Diversity in Graduate Education (ODGE) administers the DOVE Fellowship. The fellowship is awarded to approximately 15 first-year students from underrepresented groups (U.S. citizens or permanent residents). Only the new applicants to the Design Graduate Program who applied by the priority deadline (December 15) are eligible for this fellowship. The fellowship provides a stipend, tuition at general graduate rates (up to 14 credits per semester), and subsidized health insurance for one academic year.

Applicants who wish to be considered for the DOVE Fellowship must apply by the December 15 deadline. Applicants indicate their interest in the fellowship in the Diversity Statement and should outline why the applicant believes they would be a good candidate ([see the DOVE page](#))

[for more information](#)). If an application is considered for nomination, the applicant will be contacted directly by the department prior to the fellowship deadline.

### **6.3.2. Doctoral Dissertation Fellowship**

The Doctoral Dissertation Fellowship (DDF) gives the University's most accomplished Ph.D. candidates an opportunity to devote full-time effort to an outstanding research project by providing time to finalize and write a dissertation during the fellowship year.

The award includes a stipend of \$25,000 for the academic year (September-May), tuition for up to 14 thesis credits each semester (fall & spring), and subsidized health insurance through the Graduate Assistant Health Plan.

More information on DDF is available at: <https://grad.umn.edu/funding/current-students/apply-through-program/doctoral-dissertation-fellowship>

### **6.3.3. Interdisciplinary Doctoral Fellowship**

The Interdisciplinary Doctoral Fellowship (IDF) provides a unique opportunity for outstanding Ph.D. students who are engaged in interdisciplinary research to study with faculty at one of the University's interdisciplinary research centers or institutes during the fellowship year. Applicants designate the host center or institute they believe is the best match with their planned dissertation topic, contingent upon endorsement by the host center or institute. Applicants should check with mentors and directors early to ensure a good match. All application materials are forwarded to the student's graduate program for submission to the Graduate School.

The award includes a stipend of \$25,000 for the academic year (September-May), tuition for up to 14 graduate credits each semester (fall & spring), and subsidized health insurance through the Graduate Assistant Health Plan. Summer health insurance will be provided if the Fellow remains eligible.

The deadline for IDF nomination is mid-Fall. Interested students are encouraged to identify and work with a faculty member from an interdisciplinary research center or institute at least a semester prior to the nomination deadline.

For more information visit the website: <https://grad.umn.edu/funding/current-students/apply-through-program/interdisciplinary-doctoral-fellowship>

## **6.4. Federal Loans and Grants**

The Federal Government is another source of financial aid. The Department strongly encourages application for the "Free Application for Federal Student Aid" (FAFSA), due in early May. U.S. citizens and eligible non-U.S. citizens may apply. Contact a local financial aid office, any state scholarship agency, or the University of Minnesota's One Stop Student Services (612) 624-1111. Federal student financial aid programs include Federal Stafford Loans, Federal Perkins Loans, and Federal Work-Study. Funding through the University of Minnesota International Student and Scholar Services is not available for entering international students; prior to applying for

funding, a student must complete one full academic year and 21 graduate credits at the University of Minnesota.

## 7. Professional Development Opportunities

### 7.1. Research

**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).

**Presentations:** Students are encouraged to make presentations at professional meetings. Attending professional meetings is an important professional development opportunity. A list of professional organizations are attached at the end of this section for your information.

### 7.2. Center for Educational Innovation (CEI) Program

CEI offers workshops and programs to improve teaching skills and effectiveness. There are two programs tailored for graduate student's professional development.

- **Preparing Future Faculty Program:** 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 website: <https://cei.umn.edu/preparing-future-faculty-program>.
- **Teaching Assistant and Postdoc Professional Development Program:** Students can receive a formal certificate from CEI when participating in this program. The participants attend 6 workshops over 2 years. For more information, visit the website: <https://cei.umn.edu/teaching-assistant-postdoc-professional-development-program>.

### 7.3. Governance and Leadership Opportunities

**Department Committees:** Graduate students are represented on the following departmental committees for one-year terms: Department Meetings (3 students), Graduate Faculty Meetings (2 students), Curriculum Committee (1 student), and Policy and Advisory Committee (1 student, elected). Graduate instructors may be invited to program meetings by the undergraduate program director.

**Design Graduate Student Association (DGSA):** The Design Graduate Student Association (DSGA) is an educational and social organization that fosters collegial friendship between its members; plays an active role in the department of Design, Housing, and Apparel; and provides opportunities for graduate students to lead and express their concerns.

To meet these goals, the students coordinate and sponsor activities such as casual mentor relationships between first-year students and continuing graduate students; forums focused on topics related to graduate studies in the Design Graduate Program; thesis and dissertation support groups; meetings to exchange ideas, information, and helpful tips about graduate school, as well as address concerns and policies; bringing together graduate students from all tracks to interact, network, and have fun together in social events on and off campus; sending representatives to department, COGS, and GAPSA meetings to discuss our ideas and needs; and celebrating the milestones and accomplishments of all graduate students.

**Council of Graduate Students (COGS):** The Council of Graduate Students (COGS) is the official governing body representing graduate students at the University. COGS provides opportunities for graduate students to participate actively in University administrative and policy decisions. Graduate students in each degree-granting program are entitled to elect one representative to serve on COGS, which also recruits student representatives for the Graduate School Policy and Review Councils, the University Senate, and many College of Liberal Arts and University-wide committees. In addition, COGS assists in providing ombudsman services for graduate students and disseminates information, primarily through the *Gradletter* and through general meetings held twice per semester. Information on housing, University governance, and grievance procedures is available from the COGS office: Johnston Hall, Third Floor, 101 Pleasant Street S.E., Minneapolis, MN 55455. e-mail: [cogs@umn.edu](mailto:cogs@umn.edu); url: <https://cogs.umn.edu/>.

**Career and Internship Services:** Located in 198 McNeal Hall, St. Paul Campus, Career and Internship <http://www.cogs.umn.edu/about.html> Services provides career-related information and offers online workshops (resumes, curriculum vitae, cover letters, interviewing, job search strategies, job offers and salary negotiation).

Website: <http://www.careerhelp.umn.edu/>  
 email: [careerhelp@umn.edu](mailto:careerhelp@umn.edu)  
 St. Paul: [198 McNeal Hall](#)  
 Minneapolis: [411 Bruininks Hall](#)  
 (612)624-2710

## 7.4. Professional Meetings/Professional Student Societies

### Apparel Studies Track

American Association of Family and Consumer Sciences (AAFCS)  
 American Collegiate Retail Association (ACRA)  
 American Marketing Association (AMA)  
 American Psychological Association (APA)

American Sociological Association (ASA)  
ARS Textrina  
Association for Consumer Research (ACR)  
Costume Society of America  
The Fashion Group, International (FGI) & Twin Cities Branch  
International Textile and Apparel Association (ITAA)  
Society for Consumer Psychology (SCP)  
Society for the Study of Symbolic Interactionism (SSSI)  
Textile Society of America

**Graphic Design Track**

AIGA (formerly American Institute of Graphic Arts)  
Foundations in Art: Theory and Education (F.A.T.E.)  
National Association of Schools of Art and Design  
Organization of Black Designers  
Society of Illustrators  
The Society of Typographic Arts  
Design Incubation  
College Art Association  
Minnesota Center for Book Arts  
College Book Art Association  
Ico-D, The International Council of Design  
Cumulus, the International Association of Universities and Colleges of Art, Design and Media  
Graphic Design Archives at Rochester Institute of Technology  
The Wolfsonian at Florida International University  
University and College Designers Association  
SEGD, the Society for Experiential Graphic Design

**Interior Design Track**

American Society of Interior Designers  
Annual Conference (summer), Local meetings, monthly  
Environmental Design Research Association  
International Conference (spring)  
Illuminating Engineering Society of North America  
Annual Conference (August), Local meetings, monthly  
Interior Design Educators Council  
International Conference (spring), Regional Conference (fall)  
International Interior Design Association  
Annual Conference (June, at NeoCon), Local meetings, monthly

This publication is available in alternative formats upon request. Please contact the Graduate Program Coordinator, Design Graduate Program, 240 McNeal Hall, 612-626-1219.