# Design Graduate Program Handbook

Updated April 2022

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# Introduction to the Handbook

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

The Handbook is supplemental to the information provided on the University of Minnesota Graduate School Website: https://grad.umn.edu/about/policies-governance. The Design Graduate Program cannot adopt policies that are more lenient than the Graduate School, but can adopt policies that are more strict; the Handbook includes both and typically differentiates when the Design Graduate Program's policies are different from the Graduate Schools.

The information in this handbook and other University catalogs, publications, or announcements is subject to change without notice. University offices can provide current information about changes. Advisors 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.

## 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. Website at https://eoaa.umn.edu/resources

## Acronyms Used Throughout the Handbook

- **DGS** – Director of Graduate Studies, a faculty member of the Design Graduate Program
- **GPA –** Grade Point Average, the cumulative average of all grades on the degree program
- **GPAS** – Graduate Planning and Audit System, also referred to as the Graduate Planner, an electronic plan showing course and program requirements and completion by the student based on the track and degree. See https://onestop.umn.edu/academics/gpas
- **GPC** – Graduate Program Coordinator, the staff member who assists the DGS, faculty, and students in the administration of the Design Graduate Program
- **GSSP** – Graduate Student Services and Progress, an office of the University of Minnesota Graduate School Graduate that serves as the primary contact point for graduate students after admission and initial registration. See https://onestop.umn.edu/academics/graduate-student-services-and-progress-gssp

## General Resources

*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. https://grad.umn.edu/current-student-toolkit

*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 the site. http://onestop.umn.edu.

*Program Track Websites.* The Design Graduate Program includes five tracks of study (apparel studies, architecture, graphic design, interior design, and product design). Each track has affiliated faculty and specific requirements and can be found through the College of Design homepage (design.umn.edu) or at https://design.umn.edu/academics

*Email Accounts.* Your University of Minnesota email account is the official means of communication, and you are held accountable for all information sent to your email account. Initiate your email account online at https://it.umn.edu/new-students-start-using-technologies. The GPC sends emails to all students in the Design Graduate Program to notify them of scholarship and fellowship opportunities, changes in Graduate School and program policies, course changes, professional opportunities, and other relevant information via your UMN email account. If you think that you are not receiving these email notices, please contact the GPC.

## University of Minnesota Policies Related to Student Conduct and Ethics

The Graduate School follows standards of student conduct enforceable by the University of Minnesota. The College of Design and the 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. The following codes are among the most important that relate to student conduct:

- Student Conduct Code at https://regents.umn.edu/sites/regents.umn.edu/files/2020-01/policy_student_conduct_code.pdf
- Academic Misconduct at https://regents.umn.edu/sites/regents.umn.edu/files/2019-09/policy_academic_misconduct.pdf
- Sexual Harassment, Sexual Assault, Stalking and Relationship Violence at https://policy.umn.edu/hr/sexharassassault

Additional policies are listed on the University of Minnesota Board of Regents Policy Index page at https://regents.umn.edu/policy/all#board-of-regents.

**Research Education and Oversight**

Research Education and Oversight Program (REO), 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 at [Office of the Vice President for Research | (umn.edu)](https://research.umn.edu)

To ensure the ethical and safe conduct of research activities 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 at [https://research.umn.edu/oversight-compliance/overview](https://research.umn.edu/oversight-compliance/overview)

# 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 comprises academic units located in McNeal Hall on the St. Paul campus and in Rapson Hall on the East Bank campus. Additional CDes facilities include a classroom in Nolte Hall, the Minnesota Design Center in Northrop Auditorium, and classrooms and the Center for Sustainable Building Research in 1425 University Avenue. Research and outreach centers are described in Section 1.3. below.

### 1.1.1.   College of Design Mission, Vision, & Values

*Mission.* Through rigorous commitments to creativity, diversity, and advancing technologies, the College of Design uses innovation and education to address emerging issues, identify problems, frame creative approaches, and generate solutions — all while adhering to socially responsible, sustainable principles and inclusive, collaborative design processes.

*Vision.* The College of Design helps to create resilient infrastructures, healthy and inspiring environments, and products whose life cycles involve ethical sourcing, sustainable development, and inventive re-use. Current and former students in communities around the world demonstrate how empathic imagining, iterative rendering, and ethical sourcing, producing, and purveying can generate solutions for an increasingly complex world.

*Values.* The College of Design embraces cultural and intellectual diversity to improve the quality of our ideas and the adaptability of our creative processes. We collaborate broadly

and ethically, aiming for excellence and resiliency in the solutions we generate and in our own self-development. We accept responsibility for our actions and learn continually, bringing new knowledge to our work and communities.

### 1.1.2. Design Justice

The College of Design is committed to creating space, policies, and practices within our college that support the inclusion and retention of Black, Indigenous, and people of color (BIPOC) and other underinvested communities. The Design Justice Collective strategizes, prioritizes, and creates initiatives to further our vision and mission. Read more at https://design.umn.edu/justice

## 1.2. Design Graduate Program

The Design Graduate 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.

### 1.2.1. Design Graduate Program Degrees

Degree objectives include the Master of Arts (M.A.), Master of Science (M.S.), Master of Fine Arts (M.F.A.), and Doctor of Philosophy (Ph.D.). 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 or project that is the culmination of course work. Plan C for the M.A. or M.S. degree is a coursework only option. The M.F.A. results in a capstone design project and a paper. The Ph.D. is a research degree culminating in a dissertation.

### 1.2.2. Tracks (Fields of Study)

The Design Graduate Program offers five formal tracks of study; not all degree objectives are available in each of the five tracks.

*Apparel Studies.* The apparel studies track is grounded in theoretical knowledge with an understanding of the design, history, 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. Most of the courses for this track are offered in McNeal Hall. Degree options include the M.A. and M.S. (Plans A or B), and Ph.D. For more information, see
https://design.umn.edu/academics/programs/apparel-design/design-graduate-program-apparel-studies

***Architecture.*** The architecture track advances architecture as a knowledge-based field, focusing on a student's particular area of interest. Applicants to the architecture track should have a professional degree, a defined topic of architectural study and a plan for investigation. Study may be pursued in, for example, history/theory/culture, representation, design, design methods, technology, and professional practice. Courses for the architecture track mostly are offered in Rapson Hall. Applicants to the architecture track must have a professional architecture degree. The only degree option in the architecture track of the Design Graduate Program is the Ph.D. https://design.umn.edu/academics/programs/architecture/design-graduate-program-architecture (Students wishing to pursue the professional Masters of Architecture or the Masters of Science in Metropolitan Design, Research Practice, or Sustainable Design should see https://design.umn.edu/academics)

***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. Courses for graphic design are offered in McNeal Hall. Degree options include the M.A. and M.S. (Plans A or B), M.F.A., and Ph.D. For more information, see https://design.umn.edu/academics/programs/graphic-design/design-graduate-program-graphic-design

***Interior Design.*** Graduate study in the 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. Applicants to the interior design track should have a professional degree, such as interior design or architecture. Courses for the interior design track are offered primarily in McNeal Hall. Degree options include the M.A. and M.S. (Plans A or B), and Ph.D. For more information, see https://design.umn.edu/academics/programs/interior-design/design-graduate-program-interior-design

***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. Product design track courses are offered in Rapson Hall. Degree options include the M.S. (Plans A or C). For more information, see https://design.umn.edu/academics/programs/product-design/design-graduate-program-product-design

## 1.2.3. Administration of the Design Graduate Program

The Design Graduate Program is guided by the DGS. The DGS is elected by the Design Graduate Program faculty to serve for a three-year period, with the opportunity to continue for a consecutive three-year term.

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

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

The GPC is a staff member of the college who supports the administration of the Design Graduate Program. The GPC office is in McNeal Hall.
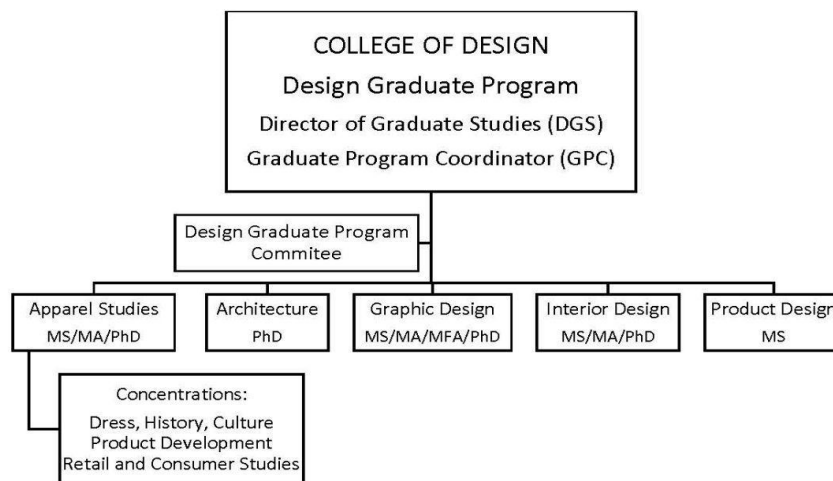


## 1.3. Centers and Academic Resources

### 1.3.1. Goldstein Museum of Design (GMD)

The 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. The museum's website is https://design.umn.edu/goldstein-museum-design

GMD's collections include 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 in McNeal Hall. You can search the collection online for ideas and then make an appointment one to two weeks in advance for viewing by calling 612-625-2737 or email jmcelvai@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. Current and past exhibitions can be viewed at
https://design.umn.edu/goldstein-museum-design/exhibitions

### 1.3.2. Human Dimensioning Lab (HDL)

The Human Dimensioning© Laboratory is one of two labs of the Wearable Product
Design Center. Research in the Human Dimensioning© Laboratory merges
anthropometry with state-of-the-art 3D and 4D scanning methods and technologies to
assess human dimensions, form, posture, and the performance of wearable products.
Anthropometry is the science of measuring the size and proportions of the human body,
as applied to the design of products. It is the basis for engineering products for the body
by establishing appropriate fit and product performance.  Researchers in the HDL
intersect the domains of design, apparel, engineering, medicine, and human factors to
investigate the body-product relationship of advanced wearable products. The HDL
research facilitates the development of human-centered products, rooted in need, and
aimed at improving the safety and wellbeing of the users. https://design.umn.edu/human-
dimensioning-lab

### 1.3.3. Wearable Technology Lab (WTL)

Research in the Wearable Technology Lab is the second lab of the Wearable Product
Design Center. Its work 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. Students in the
product development concentration of the apparel studies track are often involved in the
WTL. 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.
https://design.umn.edu/wearable-technology-lab

### 1.3.4. Center for Retail Design and Innovation (CRDI)

The Center for Retail Design & Innovation serves the retail merchandising concentration
of the apparel studies track and is designed to enrich student experiences through industry
partnerships. CRDI connects students to resources, industry professionals, and hands-on
learning experiences within the retail community to prepare them for success in their
careers. https://design.umn.edu/research/centers/center-retail-design-and-innovation

### 1.3.5. Center for Sustainable Building Research (CSBR)

The Center for Sustainable Building Research conducts research to transform the built
environment in ways that provide for the ecological, economic, and social needs of the
present without compromising those of the future. The work of CSBR is focused in six
areas: energy and climate change; the water cycle; sustainable materials for a healthy
built environment; measuring regenerative design; equitable designs to provide
sustainability for all; and creating regenerative and resilient communities.
https://design.umn.edu/center-sustainable-building-research

### 1.3.6. Minnesota Design Center (MDC)

The Minnesota Design Center works toward a future where our state and region creatively respond to the technological, environmental, social, and economic disruptions of the 21st century, to transform outdated systems into new regenerative ways of working that support life humanely, equitably, and sustainably. MDC's work revolves around helping organizations and municipalities identify and develop their assets, deploying design thinking to help people think more creatively about possibilities, and using design skills to enable communities to envision a better future for all. https://design.umn.edu/minnesota-design-center

### 1.3.7. Digital Design Center (DDC)

The Digital Design Center, established by a generous gift by UMN alumni Linda and Ted Johnson, explores the intersections between the creative processes that underlay science and design. The DDC offers opportunities for collaboration between computer science and architecture to explore unconventional and conventional hardware and software systems to advance virtual reality (VR) technology in ways that have tangible impacts on the world. https://design.umn.edu/research/centers/digital-design-center

### 1.3.7. Computers and Technology

The College of Design has computer labs in McNeal Hall and Rapson Hall available only for students in College of Design programs. 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. The College of Design Information Technology staff maintain the computer labs. See their website for a list of current hardware and software available for your use at https://design.umn.edu/students/facilities-maker-spaces/computer-labs

A limited number of computers are located in graduate assistant work areas. Departmental computers and printers are to be used only for work related to the students' research and teaching assistantships, not for personal use such as individual coursework, theses, or dissertations.

### 1.3.8. Maker Spaces and Imaging Labs

State-of-the art fabrication shops are open labs in Rapson Hall where students enrolled in a College of Design course have access to equipment and support to work on assigned projects. The spaces include a woodshop, metal shop, digital fabrication tools, and a materials store. Students of all levels of shop experience are welcome. Limited equipment is also available in McNeal Hall. https://design.umn.edu/students/facilities-maker-spaces/fabrication-shops

The College also supports the photography of student work in imaging labs in both Rapson Hall and McNeal Hall. The Imaging Lab provides the resources and support to work with digital photography and video. The lab offers studio space and staff are

available to educate and assist students with a wide variety of technological resources. https://design.umn.edu/students/facilities-maker-spaces/imaging-lab

### 1.3.9. University of Minnesota Libraries

University Libraries include main libraries and satellite libraries across the Twin Cities campus. Of most interest to students in the Design Graduate Program are the following:
- St. Paul campus: Magrath Library
- East Bank campus: Architecture and Landscape Architecture (in Rapson Hall) and Walter Library
- West Bank campus: Wilson Library

    Workshops are offered by librarians each semester on a variety of research related topics. For more information see https://lib.umn.edu/ and https://lib.umn.edu/collections

### 1.3.10. University of Minnesota Center for Educational Innovation (CEI)

CEI offers workshops and programs to improve teaching skills and effectiveness. There are two programs tailored for graduate students' 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 advisor or the DGS. 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.

### 1.3.11. University of Minnesota Office of Information Technology (OIT)

Technology help is available 24 hours a day, seven days a week by chat, email, and phone. Walk-in locations on each of the Twin Cities campuses provide face-to-face technology consultations, support and training during their office hours. For information, see https://it.umn.edu/technology-help-our-staff

In-person and online technology training opportunities for University of Minnesota students, faculty, and staff are listed at http://it.umn.edu/technology-training.

Usability Services is offered by OIT for research and teaching and projects and comes at no or minimal cost. The labs are located in B-18 Walter Library. To reserve facilities, please contact them well in advance. https://it.umn.edu/include-user-experience-in-your

### 1.3.12. University of Minnesota Career and Internship Services

Services provided for graduate students in the Design Graduate Program include career-related information and online workshops (e.g., on resumes, curriculum vitae, cover letters, interviewing, job search strategies, job offers and salary negotiation). Offices are located in 198 McNeal Hall, St. Paul Campus and in 525 Bruininks Hall, East Bank Campus. More information is available at http://www.careerhelp.umn.edu/

## 1.4. University Services and Resources

*Bookstores.* University of Minnesota Bookstores are located in the St. Paul Student Center underground (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 the 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 also order your books from the bookstores and have them delivered to you. https://bookstores.umn.edu/

*Council of Graduate Students (COGS).* COGS is the Recognized Student Governance Association (RSGA) at the University of Minnesota - Twin Cities campus that represents, advocates for, informs, facilitates communications among, and supports Twin Cities graduate students (students who are seeking a research degree: a Ph.D. or a Master's that is associated with a Ph.D. program). All COGS fee-paying graduate students are members of the COGS General Assembly. COGS provides leadership opportunities, programming, grants, and other resources of interest to graduate students. Each graduate program can elect one voting General Assembly member amongst all their graduate students to represent their program. https://www.cogs.umn.edu/

*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, email gaesinfo@umn.edu, or may stop by the office: Suite 100 Donhowe, 319 - 15th Avenue S.E., Minneapolis. https://humanresources.umn.edu/find-job/graduateemployment

*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/shbp-home

*Housing*. Information regarding housing is at https://housing.umn.edu/

*Parking*. Parking maps are at https://pts.umn.edu/park/park Do not park in contract lots!

*Transportation*. Intercampus and intra-campus (circulators) bus service is provided free of charge. See https://www.pts.umn.edu/bus/campus-connectors

## 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://disability.umn.edu/

***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 see https://isss.umn.edu/

***Statistics Help.*** The School of Statistics in the College of Liberal Arts provides statistical help by appointment only and does charge a fee. See advisor. https://cla.umn.edu/statistics/research-engagement/institute-research-statistics-and-its-applications/statistical

***Writing Help.*** The Center for Writing is located in 10 Nicholson Hall, East Bank Campus. The Center offers workshops each semester that range from one to five sessions. Topics vary each term. For more information see 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, East Bank 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 – see Sexual Harassment, Sexual Assault, Stalking and Relationship Violence Policy - https://policy.umn.edu/hr/sexharassassault. Individuals who suspect sexual harassment should report it to the Office of Equal Opportunity and Affirmative Action, 419 Morrill Hall or online at https://eoaa.umn.edu/report-misconduct. Email: 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: 340 Appleby Hall on the East Bank Campus and 100 Coffey Hall on St. Paul Campus. To make an appointment to speak with a counselor, call 612-624-3323. https://counseling.umn.edu/

# 2. Admissions

## 2.1. Admission Requirements

> *Design Graduate Program Policy*: New students are not admitted to pursue a doctoral degree without a master's degree.
> Students currently enrolled in a master's degree who wish to pursue a Ph.D. should complete an application for the doctoral degree. If accepted into the doctoral degree, completion of the master's degree must occur within one term of the semester for which the student is accepted to the Ph.D. If the master's degree is not completed within this period, the student will be dismissed from the Ph.D. degree and will need to reapply (see Change of Degree Objective information later in this handbook section).

The following materials are required to apply for degrees in the Design Graduate Program based on the track.

| Submission materials | Track | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| | Apparel studies | | | | | | |
| | History, culture, and dress | Product development | Retail and consumer studies | Architec-ture | Graphic design | Interior design | Product design |
| CV | ● | ● | ● | ● | ● | ● | ● |
| Personal statement | ● | ● | ● | ● | ● | ● | ● |
| Transcripts | ● | ● | ● | ● | ● | ● | ● |
| Diversity statement | ● | ● | ● | ● | ● | ● | ● |
| Letters of recommendation | ● | ● | ● | ● | ● | ● | ● |
| Portfolio[1] | X | ● | X | ● | ● | ● | ▲ |
| GRE | ● | ● | ● | X | X | ● | X |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| TOEFL/IELTS[2] | ● | ● | ● | ● | ● | ● | ● |
| Writing sample[3] | ● | ● | ● | ● | ● | ● | X |
| Description of research or research proposal | X | X | X | ● | X | X | X |

● = Required    ▲ = Recommended    X = Not required

[1]Portfolio: An electronic file of 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.

[2]TOEFL/IEFLTS are required for **non-native speakers of English only**. **TOEFL** or **IELTS** scores are 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 612-625-3014.

[3]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, no co-authors, not to exceed 5,000 words (e.g., class term paper, a chapter from the master's thesis, or a research proposal).

## 2.2. Admission Deadlines

There are two application deadlines for admission to the Design Graduate Program. Both deadlines are for admission to the Design Graduate Program beginning the following fall semester. Incomplete applications are not reviewed. There is no spring or summer semester 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.

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

## 2.3. Admission Review Process

There is no single metric that determines acceptance or rejection of an applicant. A holistic review of application materials is completed by the track faculty based on the following application materials.

| Materials | Comments |
|---|---|
| Curriculum vitae (CV) | Describes prior education, experiences, publications, service activities, etc. |
| Personal statement | Clearly stated professional goals and program focus (1-2 pages), including why a UMN degree meets the goals and is aligned with the work of faculty member(s) in the track |
| Transcripts | Evidence of a strong academic record with a preferred GPA of 3.0 and above. Grades in courses related to the track field are also reviewed. |
| Diversity statement | Quality of diversity statement (1 page, may be longer if applying for the DOVE) |
| Letters of recommendation | Strength of letters of recommendation (3 required) that attest to the student's ability to pursue the degree objective |
| Portfolio (for graphic design, interior design, and the product development concentration of apparel studies; recommended for product design) | Quality of portfolio (15-20 examples) submitted electronically with information on the medium, the context, the student's role in producing it, and whether the work was student work (including internships) or professional work |
| GRE (for apparel studies and interior design only) | The percentile of achievement on the three components of the exam |
| TOEFL/IELTS (for non-native speakers of English only) | English proficiency results |
| Writing sample (Ph.D. applicants only) | Quality of the writing sample that demonstrates writing skills and ability to analyze information and develop an argument and/or conclusion based on the analysis; written solely by the applicant, no co-authors; not to exceed 5,000 words (e.g., class term paper, a chapter from the master's thesis, or a research proposal) |
| Description of research or research proposal (Architecture track only) | Quality of the writing and appropriateness of research description |

### 2.3.1. Process

Graduate applicants' files are prepared by the GPC and forwarded for review by the appropriate track faculty only. After each faculty member has reviewed the files for their

track, the track faculty meet to discuss qualifications of the applicants to the track, make admission decisions, identify advisor assignments, and discuss assistantship/fellowship recommendations. Track faculty conduct online interviews with all applicants, as well.

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 advisor in the event that the first advisor is unable to continue advising. If no second faculty member is willing to serve as back-up, the student will not be admitted. The decisions are reported to the GPC. The Office of Graduate School Admissions is informed by the GPC of the faculty's recommendations for each student via the official online appraisal process. Graduate School Admissions notifies each applicant of the program's decision via email.

### 2.3.2. Assistantships/Fellowships

Recommendations from the track faculty are made to the department/school head to award assistantship positions and fellowships. The department/school competitively allocates assistantships and fellowships based on availability and qualifications of the applicant. Funding offers are made around the end of March; the national deadline is April 15 for applicants to accept the offer.

### 2.3.3. After Admission (New Students)

Newly admitted students are sent a welcome message from the GPC, including information about initiating their email accounts, contact information for their advisors, and a coursework planning and clearance sheet relevant to their degree. advisors 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 fall classes begin. Newly admitted students are notified of this and other events via email during the summer.

## 2.4. Readmission

Active status as a graduate student terminates when a student has not registered for one term. Students should inform their advisor and the GPC that the student is going to reapply to complete their degree. Readmission review materials required are based on the length of time since the student's last registration: over a year or within a year.

### 2.4.1. Standard Readmission – more than a year since last registration

If the student has not registered for more than a year, the Design Graduate Program requires the following materials for readmission, in addition to the forms and fee required by the Graduate School:

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

The student applies at the website: http://grad.umn.edu/admissions/readmission The Graduate School Admissions Office notifies the student of the final readmission decision.

### 2.4.2. Express Readmission – last registration within the past year

If the student has registered within the past academic year and has been in contact with the advisor, an Express Readmission is possible. Graduate School forms and fee are required, but not the revised goal statement or updated letters of recommendation. The student applies at the website: http://grad.umn.edu/admissions/readmission The Graduate School Admissions Office notifies the student of the final readmission decision.

## 2.5. Change of Degree Objective or Major

Current (active) graduate students who wish to change their graduate major, track, and/or degree sought must submit an application to the Office of Graduate Admissions. Read below to determine which type of application you should submit. More information is located at https://grad.umn.edu/admissions/change-or-add-degree-objective

**Complete the** Online Application **if you want to:**
- Add a new (concurrent) degree program at the same degree level,
- Change to a different major, 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 in the same track
- Change a Master's degree plan from Plan A to Plan B or to Plan C, or vice versa
- 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 advisor(s) is required. An email from the advisor(s) to the DGS to support the change of status application is sufficient.

# 3. Degree Program Planning

## 3.1. Selection of Advisor and Committee

### 3.1.1. Advisor

Graduate students are assigned an advisor upon admission into the program; track faculty carefully determine the best fit. advisor assignments are based on the student's area of interest in the field, the degree sought, and the availability of advisors. All students in Plan C of the product design track are assigned the same advisor for the duration of their studies. Students in the other tracks may choose to change advisors 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 advisors, not all requests may be possible because of faculty workload. In certain situations, co-advisors may be appointed.

### 3.1.2. Change of Advisor

With the approval of the DGS, students have the option of changing advisors if the new advisor is available and willing. Advisors must be members of the design graduate faculty.

*Process for Change of Advisor:*

1. Any member of the graduate faculty can refer students interested in changing their advisor to the DGS, or students can approach the DGS directly to discuss a change of advisor.

2. The student meets with the DGS to express interest in changing advisors.

3. The DGS works with the student to identify the new advisor and facilitate the change.

4. The student fills out the change of advisor/committee members form and submits it to the DGS. If the DGS is the student's current advisor, then the student should submit the form to a member of the Design Graduate Program Committee (the GPC can provide names of members of the committee). The form is on the Design Graduate Program website at https://design.umn.edu/sites/design.umn.edu/files/2021-04/Change-Committee-Members-advisor-design-grad.pdf

5. The DGS (or Design Graduate Program Committee member) obtains the signatures of the current and the new advisor on the form.

6. The DGS submits the form to the GPC. The GPC enters the change of advisor via a Workflow process.

7. Once the change of advisor is approved, the student will receive a confirmation of the change from GSSP.

### 3.1.3. Examining Committee (also referred to as the student's program committee)

The examining committee advises students in selecting appropriate courses and supports the student's thesis, dissertation, or project. Students should discuss appropriate examining committee members with their advisor. After meeting with the advisor, the student should contact potential committee members to make an appointment to ask the proposed committee members if they would be willing and available to serve on the student's examining committee. The majority of examining committee members must be selected from the Design Graduate Program faculty. Additionally, at least one member must be selected from another graduate program at the University or from a different

track in the Design Graduate Program; this member is referred to as the external/outside member of the committee.

The Graduate School specifies membership criteria for graduate student examining committees.

- **Master's of Arts or Master's of Science Committee:** A minimum of <u>three</u> committee members must be selected: two from the major field (one of whom is the student's advisor), and one (the external member) from a field outside of the track, the related field/supporting area, or from the declared minor field\*.

- **Master of Fine Arts Committee:** A minimum of <u>three</u> committee members must be selected: two from the major field (one of whom is the student's advisor), and one (the external member) from a field outside of the track, the related field/supporting area, or from the declared minor field\*.

- **Doctoral Committee:** A minimum of <u>four</u> committee members must be selected: three from the major field (one of whom is the student's advisor), and one (the external member) from a field outside of the track, the related field/supporting area, or from the declared minor field\*.

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

Some faculty may be a member of more than one track in the Design Graduate Program. In this case, the advisor will ensure that the external committee member is solely representative of the other track when approving the degree program in GPAS. An approved degree program and committee assignment must be submitted before the student is permitted to schedule the final examination.

**3.1.4. Online Submission of Committee Members**

After the student has submitted their degree program, they will receive a prompt to submit committee information online. Internal approval processes and guidelines must be followed prior to the online submission. See https://onestop.umn.edu/academics/examination-committees

**3.1.5. 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. To request a change in the examining committee, the student must complete the change of advisor or Committee Members form on the Design Graduate Program website at https://design.umn.edu/sites/design.umn.edu/files/2021-04/Change-Committee-Members-advisor-design-grad.pdf Once the change is approved by the DGS, the student is responsible for entering the committee changes via the online system at https://onestop.umn.edu/academics/examination-committees

## 3.2. Design Graduate Degree Plan Policies

***Grading Basis.*** The minimum credit requirements on the Graduate Degree Plan must be taken A/F unless the course is only offered S/N. All courses must be indicated that they are available for graduate credit. 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 and summary of directed study goals agreed upon by the faculty member directing the work. The contract can be obtained from the Design Graduate Program website. Once the contract has been completed and signed by the faculty member, the student submits the contract to the GPC, who provides the permission number to register.

***4000-Level Coursework.*** University policy restricts the number of 4000-level course credits that can be applied to a graduate degree. For students in the Design Graduate Program, no more than nine (9) credits of 4000-level coursework can be on the degree program.

***Internships.*** Internships are not accepted as coursework for degree programs of students in the Design Graduate Program.

***Incompletes.*** Incompletes require a signed contract between the instructor and student stating what must be completed, and by when, in order to receive a grade for the course that was not completed. 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 advisor 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.*** GRAD 999 is a zero-credit, zero-tuition registration option intended for graduate students who have completed all coursework and (if applicable) thesis credit requirements, and who must maintain registration. GRAD 999 enrollment serves only to maintain active student status. Students with GRAD 999 enrollment are not eligible for financial aid, and this status cannot be used for student loan deferment. Students may not hold graduate assistantships while enrolled in GRAD 999. Registration must be approved by the DGS and the department/school head.

***Minimum Grades and Minimum GPA.*** The Design Graduate Program does not have grade requirements more strict than 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 advisor 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 and will be dismissed from the Design Graduate 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 University of Minnesota or other accredited institution toward the student's 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)

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

Five degree objectives are available in the Design Graduate Program, but not every degree objective is available in each track. For careers in academic institutions, the M.F.A. and the Ph.D. are considered "terminal" degrees, and may be required for employment as a tenure-track faculty member. The Master's degrees—M.A. and M.S— may be considered for academic employment, but generally are not sufficient for tenure-track positions. These degrees may be beneficial in a range of industry, non-profit or government positions.

*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 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. The specific objectives of the Plan A program are to prepare students to generate research, to develop a research specialization in their chosen field culminating in an analytical thesis, and to prepare for advanced study or careers.

*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. The specific objectives of the Plan B 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 paper and/or project, and to prepare for careers in practice.

*Master's Plan C (coursework only; Product Design Track only).* The Master's Plan C degree is designed to strengthen the student's background and experience through extensive coursework that emphasizes a hands-on advanced product design experience. Students learn through the core product design courses and a wide range of electives in engineering, business, and humanities. Students 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 Track only).*** The M.F.A. focuses on design theory, process, and methods related to design practice and research and culminates in a public exhibition of the student's design project. 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, or 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, and
- 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 theory/philosophy, and evaluation and analysis is taken with an emphasis on acquiring knowledge in a specific topic or issue. The objectives of the doctoral 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, and for careers in research and higher education.

### 3.3.2. Minimum Requirements

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

- Major field: The Graduate School designates overall credit requirements for the major field, the thesis or dissertation, and the related field. The Design Graduate Program structures the components of the major field as minimum credit requirements for theory/philosophy, evaluation and analysis, and concentration area courses:
  - Theory/Philosophy
  - Evaluation and Analysis
  - Concentration Area
  - Thesis or Dissertation
- Related field:
  - Minor/Supporting Area

Each graduate student's degree program must include the following minimum requirements:

| Degree | Minimum Requirements | UMN Policy on Credits |
|---|---|---|
| M.A.<br>M.S.<br>Plan A | Major field (minimum 28 credits):<br>• Theory/Philosophy, 3 credits<br>• Evaluation and Analysis, 6 credits<br>• Concentration Area, 8 credits<br>• Thesis, 10 credits<br>Related field (minimum 6 credits):<br>• Minor/Supporting Area, 6 credits | • At least 12 university graduate course credits must be taken while enrolled as a degree-seeking student in that graduate program.<br>• Those 12 credits cannot be applied to any other graduate program's degree requirements. |
| M.A.<br>M.S.<br>Plan B | Major field (minimum 28 credits):<br>• Theory/Philosophy, 3 credits<br>• Evaluation and Analysis, 6 credits<br>• Concentration Area, 18 credits<br>Related field (6 credits):<br>• Minor/Supporting Area, 6 credits | • At least 20 University graduate course credits must be taken while enrolled as a degree-seeking student in that graduate program.<br>• Those 20 credits cannot be applied to any other graduate program's degree requirements. |
| M.S.<br>Plan C | Major field (minimum 28 credits):<br>• Theory/Philosophy, 3 credits<br>• Evaluation and Analysis, 3 credits<br>• Concentration Area, 21 credits<br>Related field (minimum 6 credits):<br>• Minor/Supporting Area, 6 credits | • At least 20 University graduate course credits must be taken while enrolled as a degree-seeking student in that graduate program.<br>• Those 20 credits cannot be applied to any other graduate program's degree requirements |
| M.F.A. | Major field (minimum 52 credits):<br>• Theory/ Philosophy, 6 credits<br>• Evaluation and Analysis, 6 credits<br>• Concentration Area, 28 credits<br>• Capstone Project, 12 credits<br>Related field (minimum 8 credits):<br>• Minor/Supporting Area, 8 credits | • At least 20 University graduate course credits must be taken while enrolled as a degree-seeking student in that graduate program.<br>• Those 20 credits cannot be applied to any other graduate program's degree requirements |
| Ph.D. | Major field (minimum 52 credits):<br>• Theory/ Philosophy, 6 credits<br>• Evaluation and Analysis, 9 credits<br>   o A minimum of one statistics course is required.<br>• Concentration Area, 12 credits<br>• Thesis (dissertation), 24 credits<br>Related field (minimum 12 credits):<br>• Minor/Supporting Area, 12 credits | • At least 12 University graduate course credits must be taken while enrolled as a degree-seeking student in that graduate program.<br>• Those 12 credits cannot be applied to any other graduate program's degree requirements. |

*Note:*
- The credit minimums are the foundation level required; additional coursework may be required by the student's committee.
- There are no limits to course credits transferred from another graduate degree program.
- There are no restrictions on double-counting courses between graduate-level degrees.
- Transfer of thesis credits is not allowed.
- Students earning a master's and a doctoral degree from the same or a related University of Minnesota 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, and approval of, the faculty advisor and the committee members. The courses should reflect the individual student's research interests and goals.

### 3.4.1. Required Core Courses

Two core courses are required for all Design Graduate Program students; these contribute to the minimum credit requirement for the major field:

1. DES 8181 Research Ethics
2. One course from the following list (some tracks may specify the course to be taken and/or may require more than one of these to be taken in the degree program):

      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

Students are permitted to select another track within the Design Graduate Program as a related field/supporting area of study, but not as a declared minor. Suggested related fields and minors include anthropology, art, art history, business, computer science, curriculum and instruction, educational psychology, gerontology, heritage studies and public history, history, human factors and ergonomics, landscape architecture, journalism, kinesiology, mass communication, museum studies, philosophy, psychology, and speech communication. Appropriate minors and coursework in related fields should be discussed with your faculty advisor. If a minor is declared, the student must contact the DGS of the minor program to approve course requirements. A faculty member from the minor must be a member of the examining committee.

### 3.4.3. Add or Remove a Graduate Minor

Request to add or remove a graduate minor with the online form:
https://onestop.umn.edu/add-or-remove-graduate-minor.

If you need to move a course on your GPAS for a declared minor, the student's major program would move the courses to where they need to be for the minor using a GPAS exceptions request. The major program would also modify credits for the minor requirement. Contact the GPC for more information.

### 3.4.4. Degree Program Planning Worksheet

Students are advised to use the appropriate degree planning worksheet to ensure that requirements are met for a degree in the Design Graduate Program track of the student. Worksheets are available for each degree in each track to help plan for courses to meet the student's committee and advisor expectations for courses in theory/philosophy, evaluation and analysis, and the concentration area. The forms are available on the Design Graduate Program website. https://design.umn.edu/students/graduate/design-graduate-program-resources/planning-documents

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

### 3.5.1. Timeline for Degree Plan Approval

To maintain timely progress, the following timeline is recommended for submission of a degree plan.

*M.A. and M.S. students*: File by the end of the second semester.

*M.F.A. and Ph.D. students*: File by the middle of the third semester.

Students meet with their advisors and committee members to discuss their program of study and finalize their degree course 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 GPAS. If courses change as a student progresses in the program, the program plan can be amended. Students work with the GPC to change courses in GPAS.

### 3.5.2. Process of Degree Plan Submission

Students use GPAS to submit their degree program plan. Students must follow the steps described below and submit the required program forms to the GPC prior to making any changes in GPAS. Forms can be found on the program website at https://design.umn.edu/students/graduate/design-graduate-program-resources/planning-documents and https://design.umn.edu/students/graduate/design-graduate-program-resources

***Step 1***. Prepare the required documents below for discussion at a meeting with the advisor and committee members.

1. The completed Coursework Planning & Clearance Sheet for appropriate track to indicate which courses are being used to fulfill program components. These are only available in PDF format so they must be downloaded and saved as an editable document. Be sure to save a copy for future changes. Include transfer credits in the worksheet.

2. If you want to transfer courses from an outside college, the signed Transfer Credit Approval form, where applicable. Transfer coursework must be approved by the student's advisor and committee. Students need also to prepare a copy of the course syllabus and/or catalog description for each transfer course and a copy of an unofficial transcript for your advisor to review. The GPC does not need a transcript or course description to transfer the courses. Coursework from international institutions need additional approval from the Graduate Admissions Office, which the GPC 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 is used when you want UMN coursework moved to a different degree requirement section. Coursework appearing in the "Courses Not Allocated" section of your GPAS record needs approval from your advisor to move them to the correct requirement. Submit the form to the GPC. If you need to move a course for a declared minor, please be sure the minor courses are approved by the minor program before submitting your request to the major program GPC.

4. Committee Approval Form must be 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 advisors 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 the GPC.

After meeting with your advisor and committee, submit completed forms to the GPC. 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 can submit your degree plan in the GPAS system.

***Step 5***. Submit your GPAS.

1. Access GPAS at https://onestop.umn.edu/academics/gpas

2. Submit your GPAS for approval. You do not have to enter any courses in the planner before you submit your GPAS. See the degree completion steps. Feel

free to contact the GPC or the Graduate Student Services & Progress (GSSP) office with any questions.

### 3.5.3. Changes to Approved Degree Plan

After the Graduate Planner in GPAS has been approved, changes in the degree plan are not necessary as long as all degree requirements are satisfied. The following requests require the approval of the advisor (who approves on behalf of the student's committee):

- 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),).

All exceptions, transfer, and re-allocation requests must be submitted to the GPC. Complete the Course Allocation and Substitution Approval. If the course was not completed at a University of Minnesota campus, complete the Transfer Credit Approval Form. All completed forms can be emailed or hand delivered to the GPC, unless specified differently on the form.

## 3.6. Timely Progress Guidelines and Time Limits

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

The University of Minnesota has established the following time limits for students to complete their degree program.

| Degree | Maximum Time Limit to Degree |
|---|---|
| M.A./M.S. | 5 years from the earliest work included on the official degree program, including any transfer work. |
| M.F.A. | 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. Design Graduate Program Timely Progress Guidelines and Deadlines

To maintain timely progress, students who are enrolled full time in the Design Graduate Program are expected to complete their degrees in the time spans below. In order to meet these guidelines, students need to register for more than the minimum of 6 credits required for full time status each semester.

        M.A./M.S. 2 years (four semesters)
        M.F.A.     3 years (six semesters)

Ph.D.        4 years (eight semesters)

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

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*Design Graduate Program Policy*: Students who do not file the official degree program by the deadline will have holds placed on their registration by the GPC and they will not be able to register for courses. Deadlines are 10 semester credits for M.A. and M.S. students and 18 semester credits for M.F.A. and Ph.D. students.

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| Degree | Milestones | Timely progress deadline |
|---|---|---|
| M.A./M.S. | Submit degree plan in GPAS | By the end of the 2nd semester (or 10 credits) |
|  | Final oral examination | The year coursework is completed |
| M.F.A. | Submit degree plan in GPAS | By the middle of third semester (or 18 credits) |
|  | Final oral examination | Following completion of Project |
| Ph.D. | Submit degree plan in GPAS | By the middle of the 3rd semester (or 18 credits) |
|  | 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 or the beginning of the subsequent semester |
|  | Final oral examination | By the end of the 8th 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 the Graduate School will notify the DGS 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), the 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 advisor(s) who complete a Design Graduate Program form. Once the student has conferred with the advisor, the evaluation form is to be completed and forwarded to the GPC. Students who are informed that they are not making academic progress will meet with advisor(s) and submit an action plan for successful completion of their degrees.

*Procedure.* The GPC will send students the evaluation document via email at the end of fall semester. The student will make an appointment to meet with their advisor early in the spring semester. Students can also download the current form from the Design Graduate Program website [https://design.umn.edu/students/graduate/design-graduate-program-resources](https://design.umn.edu/students/graduate/design-graduate-program-resources)

**It is the student's responsibility to set up the annual evaluation appointment with their advisor.** Students should bring the following to the meeting:
- Current transcript
- Updated degree program planning worksheet
- Updated CV
- Annual academic progress review form (Part 1 should be filled out before the meeting)

Once the student has met with the advisor, the evaluation form will be completed and signed. The student should scan the signed form and email the electronic file to the GPC by February 15. Students keep the original document for their records.

Students who are notified that they are not making academic progress must:
1. Schedule an appointment with their academic advisor within 2 weeks of the notification.
2. Present a plan for making academic progress on their degree during that appointment.

## 3.7. Registration Procedures and Policies

Students meet with their advisors prior to registering for courses. <u>All students must be enrolled in fall and spring semesters in order to maintain active student status.</u> The following requirements apply as appropriate:

1.  To maintain active status, graduate students must register as a graduate student each term. Those who do not register are considered to have withdrawn and 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 University requirements as a graduate student. 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 at https://policy.umn.edu/education/gradstudentleave. A leave of absence or return of leave must be submitted before the semester begins, unless there are extenuating circumstances. Students must drop all courses before a leave can be approved.

3.  Graduate students holding appointments as teaching assistants, research assistants, or administrative fellows must be registered for at least 6 graduate course credits each semester of their appointment regardless of the appointment percentage or number of hours employed. The only exception to this policy applies to advanced doctoral and advanced master's students who have met certain conditions (see Full Time Equivalent Credit Registration later in this handbook).

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

*Registration Deadlines*. All graduate students must register <u>before the start of classes</u> 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 https://onestop.umn.edu/dates-and-deadlines

*Late Registration or Cancellation*. The dates and requirements for late registration or cancellation of courses are indicated on the One Stop website https://onestop.umn.edu/dates-and-deadlines/canceladd-deadlines

| Week of Class | Uniform Cancel/Add Requirements | |
| --- | --- | --- |
| | **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 **and** College Scholastic Committee approval. |

| Weeks 9-15 | College Scholastic Committee approval. | Instructor approval **and** 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 Graduate Registration Exception Request located on the One Stop website https://onestop.umn.edu/, in the Forms, Appeals and Petitions tab, 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. Course Permission

If the course for which you wish to register indicates that instructor's or department's permission must be obtained, a "permission number" must be obtained from the instructor or department prior to registration.

### 3.7.2. Registration Holds

Registration holds can be placed in several cases. A hold on the student's record prevents the student from registering for classes and meeting other degree requirements. Registration is required to maintain active status and to hold an assistantship or fellowship.

*Degree Program Filing*. Students who maintain active registration are reminded by the GPC 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 at 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.

*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.

### 3.7.3. Thesis and Dissertation 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 with approval of their advisor. Design Graduate Program doctoral students may register for a maximum of 10 dissertation credits before they pass their preliminary oral examination. All thesis and dissertation credits must be registered under the DES designator.

### 3.7.4. Pre-thesis (pre-dissertation) Credits Registration

Doctoral Pre-thesis Credits (DES 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 advisors to discuss the possibility of taking dissertation credits (DES 8888) instead of pre-dissertation credits.

> *Design Graduate Program Policy:* If the student has an assistantship or fellowship appointment, registration of pre-dissertation credits is limited to a total of 6 credits.

### 3.7.5. Full-time Equivalent Credit Registration (advanced status)

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 classifications. For more information, see https://onestop.umn.edu/academics/special-registration-categories-graduate-and-professional-students

### 3.7.6. Registration for Non-Degree Students

Students who wish to take courses for graduate credit but have not been admitted to a degree program must contact the GPC for approval to take courses as a non-degree seeking student. There are two ways to register depending on your status. The Registration Form for Non-Degree Students is downloadable from the following https://onestop.umn.edu/academics/take-class-non-degreeguest-student.

> *Design Graduate Program Policy*: The Design Graduate Program allows registration for 8 graduate credits in as many as 4 semesters to be completed before application to a Design degree program, after which registration will be blocked until the student is accepted into the program.

# 4. Examinations and Thesis/Project/Dissertation Completion

(also see https://onestop.umn.edu/academics/degree-completion-steps)

Students are encouraged to:
- Submit manuscripts to journals appropriate to their field of study based upon their research and/or class papers. It is not necessary to wait until the completion of the degree. The student can be sole author of the manuscript or may ask an instructor or

advisor to co-author the manuscript. Graduate study is a cooperative process between faculty and students, and, in light of this, articles written from master's theses and doctoral dissertations are commonly co-authored with the advisor. Students should discuss this with their advisor and should review the ethical principles for authorship for the journal and the professional field.

● Make presentations at professional meetings. Submitting abstracts for presentation and attending professional meetings are important professional development opportunities. Discuss appropriate venues with your advisor.

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*Design Graduate Program Policy*:
● With the permission of the examining committee, the final examination may be scheduled during winter or summer breaks.
● No food is to be served at oral examinations. Coffee or water may be provided by the graduate student.
● Copies of M.F.A. and Plan B master's papers are available for students to review from the GPC. These must be reviewed on the premises and cannot be removed from the departmental office.
● Original and electronic copies of doctoral dissertations and Plan A master's theses are available through the University of Minnesota library system: https://libguides.umn.edu/FindResourcesbyFormat/dissertations

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

*Master's Plan A Thesis.* Graduate students set up a schedule with the advisor for the completion of the thesis. Frequent meetings on a regular basis should be established to ensure timely progress. The advisor may request that the graduate student schedule a meeting(s) with the examining committee to discuss the thesis plan, as well.

*Preparation of Thesis.* To obtain instructions for the preparation of the master's thesis, see https://onestop.umn.edu/academics/thesisdissertation-submission-and-formatting

*Thesis Review.* The thesis is read by each member of the examining committee. To allocate sufficient time for faculty to read the thesis and decide whether it is ready for defense, students must notify their advisor and members of the examining committee in advance when the thesis will be delivered (emailed). All members of the examining committee must then have **_at least two weeks_** to read the thesis after it has been delivered.

*Step 1.* **Record your final oral exam committee**

Complete at least one month prior to exam at http://z.umn.edu/examcommittees

*Step 2.* **Apply to Graduate**

Apply to graduate no later than the first day of the anticipated month of graduation. Application instructions are available at http://z.umn.edu/degreeapplication Review the date ranges and deadlines for monthly graduation at http://z.umn.edu/graduation-month

*Step 3.* **Initiate your Reviewers' Report form**

Initiate your Reviewers' Report form at least one week before your final exam at https://z.umn.edu/ReviewersReportForm. All committee members must submit their responses before your final exam.

*Step 4.* **Initiate your Final Exam Form for Graduate Students**

At least one day prior to your exam, initiate the form at https://z.umn.edu/FinalExamForm. Review your examining committee for accuracy and click "Submit" to send the form to your committee chair.

*Step 5.* **Submit Final Exam Form for Graduate Students**

Committee chair must submit the completed form no later than the last business day of the anticipated month of graduation. Ensure all coursework is completed. All grades and degree plan requirements must be completed by the last business day of the intended month of graduation.

*Step 6.* **Initiate Thesis Approval & Deposit Agreement**

Prior to the last business day of the month, initiate your Thesis Approval & Deposit Agreement at https://z.umn.edu/thesis-dissertation-approval-deposit Advisors must submit their approval no later than the last business day of the anticipated month of graduation, so please plan accordingly.

*Step 7.* **Submit your Thesis**

Submit your thesis to ProQuest no later than the last business day of the anticipated month of graduation.

- Ensure your thesis meets University formatting guidelines and is free of errors prior to submission. Details about thesis formatting requirements and submission are available at https://z.umn.edu/thesissubmit
- You will receive an email within 5 business days either confirming approval or requesting revisions.
- Any revisions must be completed, and your thesis approved by the last business day of the anticipated month of graduation, so please plan accordingly.

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

*Master's 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 of work (the equivalent of three full-time weeks). 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.

***Project and Paper Completion Procedures.*** Graduate students set up a schedule with the advisor 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

***Plan B Final Oral Examination.*** The final oral examination primarily covers the project(s). It may also cover the major field and the minor or related fields, and 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.

> ***Step 1.*** **Record your final oral exam committee**
>
> Complete at least one month prior to exam at http://z.umn.edu/examcommittees
>
> ***Step 2.*** **Apply to Graduate**
>
> Apply to graduate no later than the first day of the anticipated month of graduation. Application instructions are available at http://z.umn.edu/degreeapplication Review the date ranges and deadlines for monthly graduation at http://z.umn.edu/graduation-month
>
> ***Step 3.*** **Initiate your Final Exam Form for Graduate Students**
>
> At least one day prior to your exam, initiate the form at https://z.umn.edu/FinalExamForm Review your examining committee for accuracy and click "Submit" to send the form to your committee chair.
>
> ***Step 4.*** **Submit Final Exam Form for Graduate Students**
>
> Committee chair must submit the completed form no later than the last business day of the anticipated month of graduation.
>
> ***Step 5.*** **Ensure all coursework is completed**
>
> All grades and degree plan requirements must be completed by the last business day of the intended month of graduation.

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

Students complete coursework that involves interdisciplinary projects demonstrating their knowledge of the field and ability to apply the knowledge to real-world problems. The graduate faculty in the track specifies both the nature and extent of the options available to satisfy this requirement. There is no separate project requirement nor formal committee exam

for the Plan C degree. Master's Plan C students graduating in Fall 2021 and beyond are no longer required to submit the Final Report Form.

### Step 1. Apply to Graduate

Apply to graduate no later than the first day of the anticipated month of graduation. Application instructions are available at http://z.umn.edu/degreeapplication Review the date ranges and deadlines for monthly graduation at http://z.umn.edu/graduation-month

### Step 2. Ensure all coursework is completed

All grades and degree plan requirements must be completed by the last business day of the intended month of graduation.

## 4.4. Master of Fine Arts

***M.F.A. Thesis.*** The M.F.A. requires a creative thesis project that demonstrates the student's ability to design. The student registers for a two-semester course sequence, 6 credits of GDes 8990 each semester, under the guidance of the advisor. The course sequence provides the framework for M.F.A. students to propose, research, design, and produce their M.F.A. thesis project. Each semester enables the student to focus on the M.F.A. creative thesis:

***Semester 1.*** Project development including the proposal, research, literature review, design review, project outline, prototype development, initial design production, and completed design production and presentation.

***Semester 2.*** A written thesis, which includes the 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 advisor.

***Preparation of M.F.A. Written Thesis.*** The written paper should follow the same guidelines as a 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.

***Plan B Final Oral Examination.*** The final oral examination primarily covers the project(s). It may also cover the major field and the minor or related fields, and 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.

**Step 1.** **Record your final oral exam committee**

Complete at least one month prior to exam at http://z.umn.edu/examcommittees

**Step 2.** **Apply to Graduate**

Apply to graduate no later than the first day of the anticipated month of graduation. Application instructions are available at http://z.umn.edu/degreeapplication. Review the date ranges and deadlines for monthly graduation at http://z.umn.edu/graduation-month

**Step 3.** **Initiate your Final Exam Form for Graduate Students**

At least one day prior to your exam, initiate the form at https://z.umn.edu/FinalExamForm Review your examining committee for accuracy and click "Submit" to send the form to your committee chair.

**Step 4.** **Submit Final Exam Form for Graduate Students**

Committee chair must submit the completed form no later than the last business day of the anticipated month of graduation.

**Step 5.** **Ensure all coursework is completed**

All grades and degree plan requirements must be completed by the last business day of the intended month of graduation.

## 4.5. Doctoral Degree

### 4.5.1. Overview of Steps to Complete the Doctoral Degree

The process of completion of a doctoral degree involves a number of steps and milestones. The steps are enumerated below and explained in detail in the remaining sections.

1. **Successfully complete your preliminary written exam**

   Program staff report results to GSSP. Must be on file with GSSP to be authorized to take the preliminary oral exam.

2. **Record your preliminary oral exam committee**

   Complete at least one semester prior to exam at http://z.umn.edu/examcommittees

3. **Schedule your preliminary oral exam**

   Schedule your exam at least one week in advance at https://z.umn.edu/docexamsched You will be emailed a link to access your Preliminary Oral Exam Report for Doctoral Students form after you have met all of the above requirements.

4. **Initiate your Preliminary Oral Exam Report for Doctoral Students form**

At least one day prior to your preliminary oral exam, initiate the form to review your examining committee for accuracy and send the form to your committee chair.

5. **Successfully complete your preliminary oral exam**

   Committee chair submits the result of your exam through the Preliminary Oral Exam Report for Doctoral Students form.

6. **Record your final oral exam committee**

   Complete at least one month prior to exam at http://z.umn.edu/examcommittees

7. **Apply to Graduate**

   Apply to graduate no later than the first day of the anticipated month of graduation. Application instructions are available at http://z.umn.edu/degreeapplication Review the date ranges and deadlines for monthly graduation at http://z.umn.edu/graduation-month

8. **Initiate your Reviewers' Report form**

   Initiate your Reviewers' Report form at least one week before your final exam at https://z.umn.edu/ReviewersReportForm  All committee members designated as "reviewers" submit their responses before your final exam.

9. **Schedule your doctoral final oral exam**

   Schedule your exam at least one week in advance at https://z.umn.edu/docexamsched You will be emailed a link to access your Final Exam form for graduate students after you have met all of the above requirements. Your record will also be reviewed for completion of coursework and adherence to policy.

10. **Initiate your Final Exam Form for Graduate Students**

    At least one day prior to your defense, initiate the form to review your examining committee for accuracy and send the form to your committee chair.

11.  **Submit Final Exam Form for Graduate Students**

    Committee chair must submit the completed form no later than the last business day of the anticipated month of graduation.

12. **Initiate Dissertation Approval & Deposit Agreement**

    Prior to the last business day of the month, initiate your Dissertation Approval & Deposit Agreement at https://z.umn.edu/thesis-dissertation-approval-deposit Advisors must submit their approval no later than the last business day of the anticipated month of graduation, so please plan accordingly.

13. **Submit your dissertation**

    Submit your dissertation to ProQuest no later than the last business day of the anticipated month of graduation.  Ensure your dissertation meets University

formatting guidelines and is free of errors prior to submission. Details about dissertation formatting requirements and submission are available at https://z.umn.edu/thesissubmit·You will receive an email within 5 business days either confirming approval or requesting revisions. Any revisions must be completed, and your dissertation approved by the last business day of the anticipated month of graduation, so please plan accordingly.

### 4.5.2. 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 on the degree plan.

***Preliminary Written Examination Committee Composition.*** The examining committee for the Preliminary Written Examination is composed of the student's advisor and the members of the student's program committee representing the track of the Design Graduate Program. The external committee member may be asked to participate by the advisor. If a declared minor is completed by the student, the minor's policy related to faculty participation in the preliminary 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 and format 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 the examination will be scheduled. After this meeting, the advisor summarizes the expectations in a memo to the student and the committee members. The graduate student may also choose to meet with each committee member individually.

To schedule the Preliminary Written Examination, the student completes the Preliminary Written Examination Scheduling Request Form and submits it to the GPC. The Form and Exam instructions can be found at this link https://design.umn.edu/students/graduate/design-graduate-program-resources.

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

- Theory/Philosophy
- Evaluation and Analysis
- 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, a minimum of three questions will be on that component of the exam). The additional question(s) provide some choice for the student in determining which questions to answer on the examination. The committee may require that one specific question be answered and then provide a choice among remaining questions for the student to answer.

*Note:* The student may review questions from previous examinations. Only questions that are at least three years old are available to current students for review and may be obtained from the GPC.

***General Expectations for Student Performance on the Examination.*** In addition to the requirements listed under the format of the examination, these expectations apply:

- Students are expected to adhere to University of Minnesota policies regarding scholastic dishonesty and plagiarism. Review the policy and definitions student conduct code at https://regents.umn.edu/sites/regents.umn.edu/files/policies/Student_Conduct_Code.pdf
- 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.

***Format of the Examination.*** Two formats of the preliminary written examination are available: open-book and closed-book. The format is chosen by the student. It is the student's responsibility to provide written documentation from the Disability Resource Center for accommodations that may need to be made to ensure that a student with any disabilities can complete the examination.

**_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 for each of the three components at the beginning of the first day of the examination by the advisor.
- The student electronically submits the results of the examination to the advisor 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 the questions answered.

- The responses must be correctly formatted according to the *Publication Manual of the American Psychological Association*, 7th Edition.
- Due to the open access nature of resources for this option, expectations are that responses are extensively supported and edited.
- The advisor shares the completed electronic examination with the examining committee members.

***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, 8-hour sessions within a five-day period. The location of the examination is in a private space within McNeal Hall, scheduled by the GPC. No materials may be brought to the examination..

- The student tells their advisor of the days on which they want to receive each exam component, e.g., first day theory, second day concentration, etc.
- The advisor determines if the GPC or the advisor will distribute the exam to the student and receive the answers.
- The student receives the examination questions for the specified component 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 GPC or to the advisor. At the end of the final session, the GPC emails the electronic copy of the examination to the student and the advisor; or the advisor emails the electronic copy of the examination to the student.
- The advisor emails the three completed components of the examination to the examining committee members after the last day of the exam.

### *Evaluation and Outcome Criteria*

1. Each examining committee member individually evaluates the responses. Each question is evaluated in terms of whether it is a pass or fail.
2. 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.
3. The examining committee meets to discuss whether or not the student passed the examination.
4. No later than four weeks after the examination is completed, the major advisor notifies the student and the GPC of the outcome of the examination.
5. Any rewrite or retake 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.

6. The results of the examination are reported to University records via an automated online system by the GPC.

### 4.5.3. 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 advisor, 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: (1) introduction, (2) review of literature, and (3) 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. Instructions for the preparation of the dissertation are at https://onestop.umn.edu/academics/thesisdissertation-submission-and-formatting

***Preliminary Oral Examination Committee Composition.*** All four members of the student's examining committee are required to be present for the preliminary oral examination.

***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. The examination typically takes two hours. The student must schedule the exam at least one week in advance via the online scheduling system http://z.umn.edu/examcommittees

***Distribution of the Proposal.*** To allocate sufficient time for faculty to read the proposal 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.

***Conducting the Preliminary Oral Examination.*** If the preliminary examination cannot be held on the scheduled date, GSSP must be notified by email to gssp@umn.edu of the cancellation. The Preliminary Oral Examination Report Form must be returned to GSSP. The student must reschedule the examination online with GSSP at least one week in advance of the rescheduled exam date. A new Preliminary Oral Examination Report Form will be issued.

***Organization of the Preliminary Oral Examination.*** The preliminary oral examination is a closed examination, attended by only the student and the examining committee. The examination is limited to the candidate's proposal and relevant areas. Before the examination begins, the chair ensures that all committee members are present and ready to participate (in person or by phone or videoconference). The absence of any member

results in an invalid examination. If not all committee members are present and participating, refer to guidelines for last minute committee changes.

The order of the preliminary oral examination is as follows:

**Step One.** The student presents the proposal to the committee. Typically, this is a PowerPoint presentation and lasts no more than 30 minutes.

**Step Two.** The committee members ask the student questions about the proposal. The focus of the questions is to ensure that the research can be carried out as proposed and, if there are concerns, to address those with the student. The advisor and the student should take notes to document any changes that need to be made.

**Step Three**. 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 to determine the outcome of the examination. To be recommended for doctoral candidacy, a majority vote of the examining committee is required to pass the examination. The examination is graded either pass, pass with reservations, or fail. The committee chair records the votes of all of the committee members using the Preliminary Oral Exam form workflow immediately following the final vote.

>    **Pass.** The graduate program's standards for a successful preliminary oral examination were satisfied, and the student can continue their doctoral studies.

>    **Pass with reservations.** The graduate program's standards for a successful preliminary oral examination were satisfied, and the student can continue their doctoral studies; however, the committee determined that the student must gain and demonstrate additional academic competency(ies) in specified area(s) as an eligibility requirement for the final oral examination. Additional detailed information is at Committee Chair Instructions - Doctoral

>    **Fail.** Students who fail the examination may retake the examination one time, provided that all committee members, or all committee members save one approve the retake. The original preliminary oral examining committee conducts the reexamination. If a retake is not approved, or if it is taken and the student fails again, the student is dismissed from the doctoral program.

**Step Four.** The student is asked to return to the room and is informed of the outcome.

### 4.5.4. Preparation of Doctoral Dissertation

***Dissertation Completion Procedures.*** Graduate students set up a schedule with the advisor for the completion of the dissertation. Instructions for the preparation of the doctoral dissertation are at https://onestop.umn.edu/academics/thesisdissertation-submission-and-formatting

***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

advisor, 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

### 4.5.5. Final Oral Examination

***Scheduling Final Oral Examination with GSSP.*** The student must schedule the examination <u>at least one week in advance</u> via the online scheduling system: https://onestop.umn.edu/academics/doctoral-oral-exam-scheduling A minimum of ten weeks must intervene between the preliminary oral and the final oral examinations. The entire examination is not to exceed 3 hours.

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 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 the Office of the Registrar to take their final exam. 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.

***Final Examination Committee.*** The chair of the final defense cannot be the student's advisor. 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 <u>at least two weeks prior to the scheduled examination date.</u>

***Organization of the Final Oral Examination.*** The final oral examination consists of a seminar (no more than 45 minutes) 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. The chair ensures that all assigned committee members are present (in person or participating by phone or videoconference). The absence of any assigned member results in an invalid examination. If not all committee members are present/participating, refer to guidelines for last minute committee changes. Notification of the academic community, faculty, and students is posted by the GPC, who is notified well in advance by the student's advisor. 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.

The order of the final oral examination is as follows:

### 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.

### Step Two. The Closed Examination

A closed meeting between the candidate and the examining committee immediately follows the public seminar. The examination is limited to the candidate's dissertation subject and relevant areas.

### 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. The votes are either pass or fail; there is no provision for pass with reservations at the final exam. 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. Examination results are reported in the Final Exam form workflow. If the student passes, but the committee recommends revisions to the dissertation, the student's advisor is responsible for ensuring that the student includes the appropriate modifications and required revisions in the final dissertation.

**Dissertation Submission.** Students are required to submit the final dissertation to the GSSP in order to receive their degree at http://www.etdadmin.com/umn. Instructions for the preparation of the doctoral dissertation are at https://onestop.umn.edu/academics/thesisdissertation-submission-and-formatting

**Copies of Dissertation.** Dissertation binding is optional. If a student decides to bind the dissertation, the student should ask their advisor if the advisor wants a bound copy. 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

**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 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.

*Design Graduate Program Policy*: Graduate students may attend the commencement ceremony 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 advisor of the need for an exception.

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