

Faculty Guide to Graduate Policies and Procedures

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Preface

The MSUM Graduate Council is responsible for monitoring the scope, direction and integrity of the MSUM graduate programs. The Council recommends policies, procedures, course and curriculum changes to the APAC and makes recommendations regarding membership on the graduate faculty.

This booklet has been prepared for the MSUM faculty and staff as a guide to graduate policies and procedures. It will be updated as necessary on the graduate website (www.mnstate.edu/graduate/facultystaff.cfm) and new printings will be done as needed.

If you have questions or concerns about anything in this booklet, please contact Dr. Richard Adler, Dean of Graduate Studies, at 218-477-2474 or by e-mail at adlerri@mnstate.edu.

Admission Procedures

Degree Seeking Admission

Admission to a graduate degree, certificate or licensure program is considered only after all required application materials have been received and reviewed.

Incomplete files are not reviewed.

Upon receipt of the completed application including all required materials, the file is reviewed by the Dean of Graduate Studies to assure that the applicant meets the minimum admission requirements of the MSUM Graduate School. The Dean of Graduate Studies notifies the appropriate graduate program if the applicant meets, or does not meet, minimum MSUM graduate school admission requirements and the file is forwarded to the program for review. The program reviews all complete files for admission or denial based on the program requirements and returns the file to the Graduate Studies Office. A formal letter of acceptance or denial will be sent to the applicant by the Dean of Graduate Studies with copies to the Program Coordinator. An advising copy of the application file is returned to the graduate program coordinator.

The following admission categories will be used by the Graduate School:

1. *Full Standing*
This status is used when all program admission requirements are fully met.
2. *Provisional*
This status is used when students show potential for success in a graduate program. The graduate program coordinator and the Dean of Graduate Studies determine the specific provisions that must be met by the student before full standing can be granted.
3. *Denial*
This status is used when the graduate program determines that students do not meet the program admission requirements.

Non-Degree Seeking Admission as a Graduate Special Student

Students who have earned a baccalaureate degree from an accredited institution who wish to take graduate courses but not necessarily pursue a degree, certificate or license program may apply for admission as a Graduate Special student. These students are not eligible for most financial aid. **International Students are not eligible for Graduate Special Status.**

1. To apply for graduate special status, a student must submit a graduate application, a transcript showing conferral of the bachelor's degree, and a non-refundable \$20 application fee (if a first time applicant to MSUM).
2. Some graduate courses are reserved for program students only. Graduate Special students must obtain permission from the instructor for registration in these courses.
3. Graduate Special status is issued for one year. Students must reapply by completing the application form and attaching a statement of intent. These students will be encouraged to formally apply to a graduate degree program, certificate or licensure program and will be warned about the transfer of credit policy that allows only nine (9) credits earned in this status to be transferred into a graduate program.

4. Students that are denied admission to a graduate degree, certificate, or licensure program are not eligible for Graduate Special status unless they receive permission from the Dean of Graduate Studies.

Application Deadlines for Degree Seeking Students

Applications must be completed by April 15 for Summer or Fall Semesters (March 15 for International Students) or November 15 for Spring Semester (October 15 for International Students) to ensure admission by the beginning of the term. Admissions to most programs are continuous; however, some programs have special deadlines because of limited enrollments. See list below.

Counseling and Student Affairs:

February 1 for Fall Semester; September 15 for Spring Semester

International Students: January 1 for Fall and August 15 for Spring

Doctor of Nursing Practice: Please refer to website:

www.mnstate.edu/nursing/DNP/

Master of Fine Arts in Creative Writing:

March 1 for Fall Semester; November 1 for Spring Semester

International Students: February 1 for Fall; October 1 for Spring

School Psychology:

February 15 for Fall Semester; no spring admission

International Students: January 15 for Fall; no spring admission

Speech-Language Pathology:

February 1 for Fall Semester; no spring admission

International Students: January 1 for Fall; no spring admission

Application Deadlines for Non- Degree Seeking Students (Graduate Special Status)

Applications must be completed ten (10) days before the beginning of classes for the starting semester. Exceptions may be made on an individual basis.

Appeals

All appeals from graduate students are addressed on a Graduate Appeals Form available in the Graduate Studies Office or online. The Appeal process must be started within a year of the situation that generates the appeal with the exception of course grade appeals which must be initiated within 6 weeks of the close of the semester in which the student received the grade. Detailed procedures for filing appeals may also be obtained from the Graduate Studies Office or online. The graduate student is responsible for following the designated procedures and filing the forms with the appropriate university offices.

Course Grade Appeal

1. Only arbitrariness, prejudice, and/or error will be considered as legitimate bases for an appeal.
 - a. **Arbitrariness:** The grade awarded represents such a substantial departure from accepted academic norms as to demonstrate that the instructor did not actually exercise professional judgment.
 - b. **Prejudice:** The grade awarded was motivated by ill will, and is not indicative of the student's academic performance.
 - c. **Error:** The instructor made a mistake in fact, or failed to give students adequate notice of grading policies.
2. If a student believes that discrimination or harassment was a factor in the determination of the grade awarded, a complaint should be filed with the Affirmative Action Officer under Minnesota State Colleges and Universities policy, 1B.1 Nondiscrimination in Employment and Education Opportunity.
3. A student may appeal a grade reduced for academic dishonesty through this policy.
4. Course grade appeals must be initiated by the student prior to the close of week six of the following semester. If the graduate student moves to the formal process that must be done before the end of the semester in which the appeal was initiated. In cases where an incomplete was originally assigned, an appeal must be made within six weeks of the date that the final grade is posted by the Registrar's Office and available to the student on the web. In this latter situation, if the graduate student moves to the formal process, that must be done during the first ten weeks of the next academic year term.
5. Normally, the Graduate course grade appeal process will be completed during the semester in which the appeal is filed.
6. The informal steps:
 - a. The student will discuss the issue with the instructor, and may consult with the graduate program coordinator, in an attempt to resolve the matter
 - b. If the matter is not satisfactorily resolved, the student will discuss the issue with the dean in whose college the course was offered. If the matter cannot be resolved informally, the student may choose to file a formal appeal.

Appeal of University Regulations

Retroactive withdrawal from courses or other appeals of University regulations follow this sequence: Graduate Program Coordinator, Graduate Appeals Committee, and Vice President of Academic Affairs. The student may end the appeal process at any level by signing off on the Graduate Appeals Form and returning it to the Graduate Studies Office.

Programmatic Appeal

Admission, termination, degree requirements, course substitutions, course waivers, and other such matters follow this sequence: Graduate Program Coordinator, College Dean, Graduate Appeals Committee, and Vice President of Academic Affairs. The student may end the appeal process at any level by signing off on the Graduate Appeals Form and returning it to the Graduate Studies Office.

Appeal Timelines Summary

1. The graduate student must begin the appeal process within a year of the occurrence for any type of appeal except for course grade appeals which must be initiated within 6 weeks of the close of the semester in which the student received the grade.
2. Respondents have 15 faculty duty days to respond from date of notification.
3. If respondent does not respond within the 15 duty day period, the graduate student may proceed to the next level.
4. Graduate student must proceed to next level (if warranted) within 15 days of response.
5. If graduate student does not submit request for next level within the 15 day limit, the appeal will be closed.

Assistantships

Graduate financial aid awards assume full-time enrollment of at least eight **graduate** credits. Award budgets are reduced if enrollment is for less than eight credits. Undergraduate courses do not count for financial aid enrollment. A minimum of six graduate credits is required for campus work study or federal loans.

Graduate student awards may include funding in the following programs:

1. **Graduate Work Internships.** Eligibility is based on demonstrating financial need and completing the FAFSA. Loan eligibility may be adjusted to accommodate graduate assistant Work Study awards. Application deadline is July 31; early applications receive priority. Departments refer nominations to the Office of Scholarship and Financial Aid for review.
2. **Graduate Assistantships.** Academic departments and the Graduate Studies Office award assistantships in two categories:
 - a. Federal or state work assistantships require students to meet financial aid eligibility guidelines, including the July 31 deadline. Loan eligibility may be adjusted to accommodate graduate assistantship awards.
 - b. Institutional assistantships are awarded without regard to financial need.

Assistantships generally require up to 10-12 hours of work each week and provide an opportunity to gain experience in the field of major interest and/or working with faculty in the discipline. Application materials are available from the Graduate Studies Office and Graduate Program Coordinators. Nominations are made by the graduate programs to the Graduate Studies Office. Graduate Assistantships may include a waiver of tuition. Graduate Assistants are entitled to in-state tuition.

Auditing Courses

An entry of AU (Audit) may be made upon a student's permanent record when a course is audited. As an auditor, a student may attend all class sessions, but need not complete assignments or projects, take part in class discussion, or take examinations. A student who wishes to audit a course must register and pay tuition and fees as though taking the course for credit. A student may change from regular credit to audit status with the written permission of the instructor through the tenth day of classes during Fall or Spring semesters or the fifth day of classes during Summer semester. Credit may not be earned in courses taken as an auditor except by re-enrollment for credit and completion of all course requirements with a satisfactory grade.

Background Checks

Minnesota law requires that any person who provides services that involve direct contact (as defined in Minnesota Statutes, section 245A.04, subd. 3) with patients and residents at a health care facility licensed by the Minnesota Department of Health have a background study conducted by the state. Any individual who is disqualified from having direct patient contact as a result of the background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical placement in a Minnesota licensed health care facility. Failure to participate in a clinical placement required by the academic program could result in ineligibility to qualify for a degree in this program.

Students whose programs may involve health care facilities should contact the coordinator of their graduate program. Forms may be obtained from the faculty member responsible for their clinical placement or from the program coordinator.

Certification/Licensure

Some programs of study at Minnesota State University Moorhead are designed to help graduates meet certification or licensure requirements in Minnesota and North Dakota, but actual certification or licensure is the function of the states, not of any college or university. Earning an academic degree does not lead automatically to state certification or licensure. Students should consult with a faculty member or the Dean of Graduate Studies for advice about current state requirements for licensure or certification and design a program of study accordingly.

Change of Graduate Program

Occasionally students will decide to change their degree program after being admitted to or starting a graduate program. Students must meet the admission requirements of the new program including a review and acceptance by that program's admission committee. To initiate a change in graduate program, a student must:

1. Complete a Change of Program form and submit it to the Graduate Studies Office. This form is available at the Graduate Studies Office or online at: www.mnstate.edu/graduate/forms/
2. Submit any required application materials for the new program that are not on file in the Records Office.

Commencement

Notify the Graduate Studies Office (submit Form 5) of your intent to graduate as soon as possible but no later than six weeks prior to commencement.

There are two commencement ceremonies during the year: at the end of Fall Semester in December and at the end of Spring Semester in May. In order to participate in May commencement, all requirements for the degree must be completed prior to the end of the summer semester. Students finishing their degree during fall semester will be eligible to participate in the December graduation.

Academic garb should be ordered from the Bookstore no less than **eight weeks prior** to commencement. Students who plan on participating in commencement will need to submit their hood to the Graduate Studies Office at least **one week prior** to commencement.

Continuing/Continuous Registration

Candidates for graduate degrees must be enrolled for graduate academic credit at the time they sit for the final oral examination. In addition, some graduate programs have a Continuous Enrollment policy. Students should view the program description pages in the Graduate Bulletin or online for specifics.

Unless dictated differently by a program, students may, during the semester of the oral exam AND/OR for any semester in which the student must meet a program's Continuous Enrollment policy, fulfill this requirement in one of four ways:

1. Concurrent enrollment in course work.
2. Enrollment for Plan A Thesis through 699.
3. Enrollment for Plan B Project through 696, 697 or 796.
4. Enrollment for one credit in 698 or 798: Continuing Registration.

Continuous registration is required by the programs listed below:

1. Counseling and Student Affairs programs.
2. Nursing
3. School Psychology

Course Load

The normal full-time course load for a graduate student is usually twelve (12) credits for Fall, Spring and Summer Semesters. Eight (8) graduate credits of enrollment are required for full-time status for students receiving financial aid, including the graduate assistant or work-study awards. Permission of the appropriate graduate program as well as the Dean of Graduate Studies is required for registration in excess of fifteen (15) graduate credits in any academic term.

Course Level Status Changes

If a student registers for an undergraduate course and wishes to change to graduate credit (or if a student registers for a graduate course and wishes to change to undergraduate status) he/she must meet the following criteria:

1. The procedure must be initiated before the midterm date of the semester
2. The student must give a valid reason for the change of status
3. Only existing dual listed courses are applicable (400/500)
4. If changing from Undergraduate to Graduate credit, the instructor must submit a list of the required additional assignment(s) to make this a graduate level course
5. The request for change will be reviewed by the graduate program coordinator, course instructor, and the Dean of Graduate Studies

Procedures:

1. Student initiates the request by filling out the "change of course status" form and submits completed form to the Graduate Studies Office
2. The Graduate Studies Office will collect documentation from instructor
3. The Dean of Graduate Studies will discuss request with the instructor. Change of course level status requires approval of both the instructor and the Dean of Graduate Studies.
4. The decision will be filed with the Records Office with a copy to the student and instructor
5. The student may appeal the decision

Course Substitutions

A graduate student, in consultation with his/her advisor, may substitute a graduate course taken at another regionally accredited college or university in place of an MSUM graduate course. "Request for Graduate Course Substitution" form is available in the Graduate Studies Office. After approval by the student's advisor or program coordinator the form should be submitted to the Dean of Graduate Studies for approval.

Credit for Non-Academic Experience

It is the policy of Minnesota State University Moorhead that graduate credit will not be granted for work and other non-academic experiences.

Credits Required for a Graduate Degree/Certificate

A minimum of 30 credits is required for completion of a graduate degree at MSUM. In either Plan A or Plan B, at least one-half of the credits (exclusive of thesis or Plan B project requirements) must be earned at the 600 level. Graduate Certificates or licenses vary in credit amounts; check with advisor.

Specific program requirements are given in the "Graduate Programs" section of the Graduate Bulletin or online. Once admitted to a graduate program, the student will, in consultation with a program advisor, develop a preliminary plan of study which will meet the specific standards of the program, as well as the general requirements for all Master's, Specialist, and Doctorate degrees.

Dual Graduate Majors/Degrees

A student may pursue multiple graduate degrees, certificates, or licenses from MSUM and must meet all admission criteria and degree requirements for each program. The following criteria must be met:

1. Separate application process for both programs
2. Separate Form 1s for both programs
3. Comps (if applicable) and orals are required for both programs
4. Thesis, project or portfolio required for both programs
5. Any duplicate coursework accepted to be used in the second program is up to that program coordinator and may not exceed $\frac{1}{2}$ of the total credits needed for the degree, certificate or license; this aligns with the Transfer of Credit policy on p. 16 of this booklet.

Forms 1-7

Form 1: Proposed Graduate Course Plan

Students are assigned a graduate advisor upon admission to a degree program. It is the student's responsibility to meet with the advisor to plan the appropriate course of study in order to meet degree requirements. The plan should be recorded on Form 1, along with the signatures of advisor and program coordinator. The completed form is sent to the Graduate Studies Office, the Dean of Graduate Studies signs the form and it is recorded and placed in the student's permanent file in the Records Office.

Timeline for submission: End of first semester as an admitted graduate student.

Form 2: Thesis/Project Committee Appointment and Approval

The student and advisor work together in determining whether to pursue the thesis or project option. After making this determination the student and advisor select faculty to sit on the student's committee. The committee must include a minimum of (3) faculty that have Graduate Faculty status with the exception of students in the Curriculum and Instruction program that need only to have 2 committee members. One committee member must originate from outside the students chosen area of study. If there is difficulty in finding outside committee members, the Dean of Graduate Studies may make a recommendation to assist in finding an outside committee member. A current list of Graduate Faculty can be found in the back of the *Graduate Bulletin* or accessed at www.mnstate.edu/graduate/faculty.cfm. Once Form 2 has been completed, send it to the Graduate Studies Office. The Dean of Graduate Studies will review the form and after approval will sign it and place it in the students permanent file in the Records Office.

Form 3: Comprehensive Examination

When the course work for the degree is essentially complete, students take a comprehensive examination, if required (please see the list of departments that require a comprehensive examination at the end of this section). Comprehensive Exams can take the form of written essays, national certification exams or any other as determined by each individual program. There are some programs that require a passing score on the comps before the student is able to move on to the research for their thesis or project; students should see their advisor for further information. Upon successful completion of the comprehensive exam, Form 3 will be sent to the Dean of Graduate Studies for signature and placement in the student's permanent file in the Record Office. Students should keep in mind that failure to pass their comprehensive exam will result in termination from their degree program. The number of times a student may attempt the exam varies from program to program so please see an advisor or Program Coordinator for the specific requirements for the program of study.

The following graduate programs require a comprehensive exam:

- Master of Science in Counseling and Student Affairs
- Master of Science in Curriculum and Instruction
- Master of Science in Educational Leadership
- Master of Science and Specialist in School Psychology
- Master of Science in Special Education
- Master of Science in Speech-Language Pathology

Form 4: Thesis/Project Topic Approval and Human Research

Upon determination of the topic, a decision made by the student and their advisor, Form 4 indicating topic approval is then signed by both. If Human Subjects are involved in the research then the Institutional Review Board (IRB) or Department Review Committee (DRC) approval is required before research can begin. A copy of the IRB or DRC approval must be attached to Form 4. Signature is required from the Program Coordinator and the form is sent to the Dean of Graduate Studies for final approval. The form will be recorded and placed in the student's permanent file in the Records Office.

Timeline for submission: Prior to beginning research study.

Form 5: Preliminary Graduation Notice

Students who are nearing completion of their course of study must obtain the signatures of their advisor and Program Coordinator to verify that they are eligible to participate in commencement. Students completing degree programs in spring are eligible to participate in May commencement; if completing a degree program in the fall then the student is eligible to participate in December commencement. If completing the degree in summer the student should consult with his/her advisor and the Dean of Graduate Studies for appropriate semester clearance.

Timeline for submission: Six weeks prior to commencement.

Form 6: Announcement of Oral Defense

The announcement of the Oral Defense must be submitted, along with an abstract of the student's final research to the Graduate Studies Office at least 2 weeks prior to the day of examination. The student must obtain signatures from each member of the committee prior to submission. The submitted Form 6 is signed by the Dean of Graduate Studies, recorded and then placed in the student's permanent file in the Records Office.

Timeline for submission: Two weeks prior to the day of oral defense.

Continuing Registration Requirement

Students must be registered for at least one credit in the term in which the oral examination is scheduled. The registration may be in Thesis or Project, a program course required for the degree, or a "Continuing Registration" rubric in the degree program. See page 6 of this booklet.

Form 7: Application for Graduate Degree

Prior to the oral defense, complete the top half of page 1 as well as the course work section on page 2. You should next make a visit to the Records Office to make sure all Official Transcripts are on record for any transfer credits you are listing for program requirements on Form 7. Bring Form 7 to the oral defense so final signatures may be obtained including the thesis/project committee members and advisor. The Program Coordinator will sign page 2 after certifying that the courses fulfill the requirements for the degree. Then submit your thesis or project to the library at least 1 week prior to commencement. Return the completed Form 7 to the Graduate Studies Office. The Dean of Graduate Studies will approve and sign the form and forward it to the Records Office where it is placed in the Student's permanent file.

Timeline for submission: One week prior to commencement.

GPA Requirement for Continuation in Good Standing in Graduate Programs

Master's and Specialist Students

Students are required to maintain a 3.0 grade point average (GPA) on a 4.0 scale to be continued in a graduate program. A student whose GPA falls below 3.0 will be placed on probationary status for the next semester for which the student enrolls. An official letter will be sent by the Dean of Graduate Studies to notify such students that they are on probation. The record will be reviewed by the student's Graduate Program Coordinator and by the Dean of Graduate Studies and a remediation plan will be developed. During the probationary semester, a minimum of 3.0 GPA must be achieved as well as the satisfactory completion of the remediation plan. A student's failure to satisfactorily complete the remediation plan and achieve a 3.0 in the semester following the probationary semester will result in suspension from the graduate school.

Satisfactory academic progress is monitored by the Financial Aid and Records Offices. The Graduate Studies Office will be notified at the end of each academic semester, of those students who do not meet continuation standards and who have been placed on probation. **The Graduate Studies Office will be in contact with the program coordinator to initiate the proceedings for the remediation plan.** A student may appeal any of the decisions if the outcome(s) affect the student's academic or financial aid status. Graduate students follow procedures for Programmatic Appeal as outlined on p. 4 of this booklet.

Doctor of Nursing Practice (DNP) Students

A cumulative grade point average (GPA) of 3.0 is required to progress and graduate from the DNP program.

A grade of B is the minimum passing grade for each course. If a student does not receive a minimum grade of a B in any DNP course, the student will not be allowed to progress to the next courses in the plan of study until the failed course is repeated and completed with a passing grade. Students are allowed to repeat a failed course only once during the academic program.

A grade of incomplete may be granted at the discretion of the lead instructor for the course. Students must submit a request for a grade of incomplete prior to the end of the respective course. The student may not progress into subsequent courses until a satisfactory grade is submitted by the lead instructor. Remember that an "I" grade changes to an F at the end of the next semester.

If a student is required to repeat a course for academic reasons, a formal request to repeat the failed course and to continue the program with a new cohort of students must be submitted to the Program Management Committee (PMC). A request to continue the DNP program with a new cohort must also be submitted to the PMC by students who receive a grade of incomplete in any course and who are not able to complete course requirements prior to the following semester.

Grades and Grading

Grades given in graduate courses include A, B, C, D, F and P (Satisfactory). In thesis or Plan B project courses, a student may be given a grade of IP until the course is completed. W signifies withdrawal without penalty from the course. Only those credits which were completed with a grade of A, B, C, or P may be applied toward a graduate degree or certificate. Graduate programs may designate core courses which must be completed with a grade of A or B in order to count toward the degree; consult with an advisor or program coordinator. Please refer to the "Degree Requirements" section under each program listing in the Graduate Bulletin or online.

Failure to pass the comprehensive examination after two attempts results in termination of degree program enrollment. Students who fail the final oral examination cannot receive a passing grade on the project or thesis and will not receive the degree. Students may appeal through the appropriate department and the Dean of Graduate Studies to repeat the oral examination during a subsequent term.

Grade Point Average

The grade point average (GPA) is computed by dividing the number of grade points earned in a given course or courses by the number of credits attempted. The GPA is based on MSUM grades only. Transfer credits are not used in computing the GPA. Credits with grades of "P", "I", "IP", "AU", or "W" are not included in computing the GPA. Credits with grades of "F" are included in computing the GPA.

Incomplete Credit

The mark of I (Incomplete) is granted when students are unable to complete course requirements for reasons beyond their control and when arrangements have been made with the instructor before the end of the semester. It is the responsibility of students to develop a contract to meet the instructor's requirements for making up an Incomplete. Ordinarily, the Incomplete must be made up during the next semester. If an incomplete requires substantial class attendance in a subsequent term, the student must register to repeat the course and pay tuition and fees. (Students receiving financial aid may have specific requirements. Check with the Financial Aid Office for details.)

When requirements have been met, the instructor will notify the Registrar of the replacement grade. Incompletes which have not been completed by the end of the next semester will become "F" grades.

In Progress Grades

The grade of IP (in-progress) is reserved for special cases and means that the particular course is not designed to be completed by the end of the term. An "IP" must be made up by the student during the next year in which they are enrolled, unless other arrangements have been made with the instructor. If the instructor wants more time to be granted, they must file an extension with the Registrar. IP grades that are not made up within the specified time will become "F" grades. Students making up IP grades should not re-register for the class.

Graduate Faculty Appointment and Reappointment

The Purpose for Selection and Review of Graduate Faculty

The quality of the graduate degrees granted by Minnesota State University Moorhead depends upon the qualifications and expertise of faculty involved in the entire graduate educational experience. Selection and review of Graduate Faculty is designed to account for quality, expertise, and participation in graduate education.

Categories of Graduate Faculty

1. *Doctoral Graduate Faculty.*
2. *Masters/Specialist Graduate Faculty:* Records of faculty members in the first two categories shall be kept by the Dean of Graduate Studies.
3. *Temporary Graduate Faculty:* Temporary Graduate Faculty shall not be listed in the Graduate Bulletin. Fixed term faculty shall only be eligible for Temporary Graduate Faculty status.

Rights, Privileges, and Responsibilities of Graduate Faculty

1. *Doctoral Graduate Faculty:* Doctoral Graduate Faculty may supervise doctoral research and chair doctoral committees in addition to the duties and privileges of Masters/Specialist Graduate Faculty status.
2. *Masters/Specialist Graduate Faculty:* Master's/Specialist Graduate Faculty shall be eligible to teach graduate courses (600 & 700 level), advise Master's and Specialist level graduate students, chair Master's and Specialist graduate student committees, serve on graduate student committees at any level, and be appointed to the Graduate Council.
3. *Temporary Graduate Faculty:* Temporary Graduate Faculty may teach at the 600 or 700 course level and may be appointed by the Dean of Graduate Studies to serve as a committee member in cases where they have particular expertise.

Criteria for Appointment to the Graduate Faculty

In order to be appointed to the Graduate Faculty, faculty members must provide evidence as follows:

1. *Doctoral Graduate Faculty* must provide evidence of achievement in areas A, B, C, F, and G below.
2. *Masters/Specialist Graduate Faculty* must provide evidence of achievement in at least three (3) of areas below, two (2) of which must be from the first four (4) listed.
 - A. Holding a terminal degree in one's field (usually the doctorate).
 - B. Scholarly or creative activity in one's field.
 - C. Relevant professional service and professional development activities in one's field. (Examples are: consulting, professional presentations and/or reports, responsibilities in a professional association, productive recent advanced study, and so forth)
 - D. On-going clinical or field-related experience and expertise.
 - E. Serving as Major Advisor to graduate students.
 - F. Teaching graduate level courses (600-700 level) at MSUM or elsewhere.
 - G. Serving as a member of graduate student committees.
 - H. Special or unique qualities contributing to a particular graduate curriculum.

Procedures for Selection and Review of Graduate Faculty

1. Except as indicated in 5c below, appointment or reappointment to Graduate Faculty status shall be for six years. Faculty may apply by submitting an application form, a current PDP, a current Vita, and any other documents they consider relevant. Applications may be done concurrently with PDP reviews.
2. The application materials shall be reviewed by the faculty member's department and chair. Their advisory recommendations, if any, shall be forwarded to the Dean of Graduate Studies. The Dean of Graduate Studies shall obtain advisory recommendations on the application from the relevant Graduate Program coordinator (if any) and the College Dean as well as from the Graduate Council. Subsequently, the Dean of Graduate Studies will prepare a recommendation and forward it along with the application materials and all other advisory recommendations to the Vice President for Academic Affairs. Each preparer of an advisory recommendation shall send a copy to the applicant. The Vice President shall formally grant or deny appointment to Graduate Faculty status.
3. Faculty hired to teach in a doctoral program and to supervise doctoral students may be appointed to *Doctoral Graduate Faculty* status upon recommendation of the program in which they were hired to teach for up to two (2) years before applying for reappointment. Likewise, faculty hired on a tenure track appointment to teach masters/specialist graduate courses shall be appointed to the *Master's/Specialist Graduate Faculty* and shall maintain such status for two years, during which time they must apply for reappointment to Graduate Faculty status as indicated in nos. 1 and 2 above.
4. Records of these reviews and decisions shall be maintained by the Dean of Graduate Studies.

Temporary Graduate Faculty

Temporary Graduate Faculty shall be appointed by the Dean of Graduate Studies for limited, short-term assignments upon recommendation from the appropriate Department Chair or Graduate Program Coordinator. Normally, Temporary Graduate Faculty shall be so designated in order to provide special expertise on graduate student committees or to teach a graduate course on a limited or adjunct appointment.

Appeals Procedure

Any faculty member wishing to appeal decisions made under these policies and procedures shall notify the Dean of Graduate Studies in writing and shall submit relevant information in support of the appeal. The Dean of Graduate Studies shall notify the relevant College Dean, the Graduate Council, and the Vice President for Academic Affairs. The appeal shall be reviewed by the faculty member's College Dean, the Graduate Council, and the Vice President for Academic Affairs in the order indicated. Each reviewer shall forward the appeal with recommendation to the next reviewer. The President shall formally grant or deny appointment to Graduate Faculty status. Records of these appeals and decisions shall be maintained by the Dean of Graduate Studies.

Graduate Student Lecturers

Each year the Graduate Council will solicit and nominate one or two graduate students as Graduate Student Lecturers to the Deans' Lecture Series. The lecturers are chosen based on the significance of their graduate research and potential contribution to their field of study. Graduate Lecturers will be given an honorarium from the Graduate Council and a gift certificate from the Deans' Council.

Criteria for Nominating and Selecting

Each graduate program may **nominate** up to two (2) current students and/or alumni who have completed their graduate program within the last year. Each nomination must include the following:

1. A brief nomination statement (100 words or less) by a Graduate Faculty member or Program Coordinator that includes a description of the type of presentation and discusses the significance of the student's work within her/his field of study.
2. One page statement submitted by the graduate student that addresses the significance of the work to the student's field of study, its appeal to a broader audience, and relationship of the project/presentation to the student's career preparation.
3. A copy of the student's current curriculum vita or resume'.
4. One additional letter of reference/recommendation from an MSUM graduate faculty member.

All graduate students will receive an invitation to apply (self-nominate) for the lectureship. The **self-nominations** must include the following:

1. A brief nomination statement (100 words or less) by a Graduate Faculty member or Program Coordinator that includes a description of the type of presentation and discusses the significance of the student's work within her/his field of study.
2. One page statement submitted by the graduate student that addresses the significance of the work to the student's field of study, its appeal to a broader audience, and relationship of the project/presentation to the student's career preparation.
3. A copy of the student's current curriculum vita or resume'.
4. Two letters of reference/recommendation from MSUM graduate faculty members.

The type of presentation by each nominee should reflect significant accomplishment during the nominee's graduate studies at MSUM. It should also be germane to the field of study and may involve a formal lecture, creative presentation, performance, or some combination.

Nominees will be evaluated and ranked based on the following factors:

1. Content of nomination by the graduate faculty member or program coordinator.
2. Content of letter of support from graduate faculty member.
3. Content of the nominee's vita/resume'.
4. Apparent or demonstrated quality of the scholarship, creative materials or performance.

5. The contribution to knowledge or understanding in the nominee's field of graduate study.
6. Broader audience interest in the topic or substance of the lecture/ presentation.

The Graduate Lecturer Subcommittee shall review all nominations and rank them based on the standards listed above. The four top-ranked nominees, along with supporting materials, shall be forwarded to the Graduate Council. The Graduate Council shall select two nominees and forward their names and materials to the Vice President for Academic Affairs. If the Vice President for Academic Affairs formally designates the two nominees, they shall be notified, declared Graduate Student Lecturers and their presentations shall be scheduled along with the Deans Lecturer Series during the next academic year.

Policy and Procedures for Submission of Proposals

The Graduate Council is responsible for the integrity of the MSUM graduate programs. In line with this directive, the following types of graduate program proposals should be submitted for approval to the Graduate Council keeping in mind that any modifications must be consistent with the program as originally approved. Graduate Council approval will be partially based on approved quality indicators.

1. New graduate course proposals
2. Graduate course modifications
 - A. Course number change
 - B. Course prerequisite change
 - C. Cross list courses
 - D. Course title change
 - E. Reduction or increase in course credits
 - F. Course description change
3. Customized individual graduate courses (see 2a and/or 2f above)
4. New graduate degree programs
5. Graduate program modifications (increase/decrease in degree requirements)
6. Customized partial or complete graduate degrees and licensure or certificate programs
7. Emphases added to existing graduate degree programs
8. Graduate degree program suspensions or reinstatements

The above listed programming changes/modifications/additions follow this order of approval. Approval signatures must be obtained at each level before forwarding to next level for review.

1. Department/Program initiates
2. The College Dean
3. Graduate Council
4. APAC
5. Meet and Confer
6. MSUM President
7. MnSCU Academic Affairs Office (if needed)

Procedures:

1. Graduate Program Coordinator sends letter of intent explaining proposal to Dean of Graduate Studies two weeks before submitting required approval forms.
2. Use appropriate APAC and/or MnSCU forms and submit to Dean of Graduate Studies one week prior to Graduate Council meeting.
 - A. APAC forms and procedures are available at: <http://www.mnstate.edu/>
 - B. MnSCU procedures and forms are available at: <http://www.academicaffairs.mnscu.edu/academicprograms/>
 - C. Attach minutes showing approval from department meeting.
 - D. The Graduate Office will help determine what forms are needed.
3. Appropriate program personnel should attend Graduate Council and APAC meetings to defend proposal.

Residence and Transfer of Credit

Residence requirement

At least one-half of the semester credits constituting the minimum requirements for the master's or specialist degree or graduate certificate must be completed through registration at Minnesota State University Moorhead in offerings by its faculty.

Time limitation for transfer credits

Any course transferred from other institutions (within, or outside of, the Minnesota State Colleges and Universities System) must meet the seven year time limit (or five years for Counseling and Student Affairs) for completion of the degree.

Courses taken before admission to graduate program

Nine semester credits for a master's or specialist degree or one-half of the credits required of a graduate certificate (up to eight) may be taken at MSUM in a Graduate Special status before admission (full standing or provisional) to a graduate program. At least 21 semester credits for a master's or specialist degree program or one-half of the semester credits required for a graduate certificate, must be taken after program admission.

Transfer from other Minnesota State Universities

Courses from another Minnesota State University may be transferred to a graduate master's degree program or a graduate certificate program based on the following: Up to 1/2 of the minimum course credits (not including project, thesis, internship, or practica credits) required for a master's or specialist degree may be transferred to an MSU Moorhead degree program with the approval of the graduate coordinator of the program involved.

1. Up to 1/2 of the minimum credits required for a graduate certificate may be transferred to an MSU Moorhead Certificate program upon the approval of the Graduate Certificate program coordinator.
2. If more than one graduate institution was attended previously to admission to MSU Moorhead, the student, along with the advisor, will determine which credits will be transferable but no more than 1/2 of the minimum course credits will be allowed.

3. An official transcript from each graduate institution from which the student wishes to transfer credits must be given to the records Office; the advisor will notify the records office which transfer credits are approved by the program and they will be added to the MSU Moorhead transcript. This will apply to credits transferred upon initial admission to MSU Moorhead as well as any credits taken after admission. But in no case may the total transfer credits be more than 1/2 of the minimum degree or certificate requirements.
4. The Records Office monitors degree requirements and will certify that all graduate degree requirements are met before commencement.

Transfer from Tri-College University

Courses approved for registration through the Tri-College University are transferred upon approval of individual programs. A 600 course from NDSU cannot be transferred to an MSU Moorhead degree program because NDSU transcripts state that these courses are not graduate level but rather are continuing education non-degree credits.

Transfer from Other Accredited Institutions

If a student transfers to an MSU Moorhead master's or specialist degree or graduate certificate program after attending a regionally accredited graduate institution (other than a Minnesota State College and University campus), a maximum of nine (9) semester credits may be accepted in transfer from other accredited institutions. This must be approved by the program coordinator.

Other Requirements

A grade of A or B is required in any courses to be included in a master's or specialist degree program or graduate certificate program and not taken at this university. No "P" or "S" grades may be transferred. Individual programs may approve credits with grades of A or B (not pass/fail) in workshops or in special in-service courses. No more than 1/6 of the required master's degree or graduate certificate credits may be counted from workshop or special in-service courses. Some continuing education courses from MSU Moorhead may be counted towards the master's or specialist degree or graduate certificate requirements. These will be reviewed on a case-by-case basis by the program coordinator and the Dean of Graduate Studies.

Doctor of Nursing Practice (DNP) Transfer Credit Policy

1. Transfer of doctoral level courses into the student's program of study can include course work that substitutes for required courses or meets the requirements of elective course work. All course work to be considered for transfer into the DNP program must be at the doctoral level from regionally accredited academic institutions and must be completed after the student is admitted into the MnSCU Consortium DNP program.
2. Students must submit a formal request for transfer of credits to the Program Management Committee (PMC) after approval from the student's academic advisor. The request must be submitted prior to enrollment in the course and include a course description and syllabus. Final approval of courses to be transferred into the student's plan of study will be made by the PMC. A maximum of four (4) credits can be transferred into the student's plan of study.

Time Limitation for Completion of Degree

Master's and Specialist Students

All requirements for the master's and specialist degrees must be completed within seven years (five years in Counseling and Student Affairs) after taking the first graduate course that will be included in the program of study.

A student, in consultation with his/her advisor, may petition the Graduate Studies Office for an extension of the time limitation. Extensions may be for one semester or a full year. Extensions will be considered on a per case basis. If the student has not finished the degree towards the end of a second extension, he/she must consult with his/her advisor and the Dean of Graduate Studies to determine if another extension is warranted. Any extension given may require a detailed plan of completion as well as additional or repeated course work and/or research. This will be determined by the Graduate Program Coordinator and the Dean of Graduate Studies at the time that the extension is approved.

Doctor of Nursing Practice (DNP) Students

All degree requirements, including DNP Consortium credits, transfer credits, and all other program requirements, must be completed **within the five years prior to the awarding of the degree**. Under exceptional extenuating circumstances, a student may submit a petition through his/her advisor and to the Program Management Council requesting an extension of the time limitation.

Undergraduate Student Registration

1. Requirements to take 500 or 600 level courses:
 - a. Completion of a minimum of 112 semester credits towards a bachelor's degree.
 - b. Minimum cumulative GPA of 3.0.
 - c. Any course prerequisites must be satisfied.
 - d. "Request by Undergraduate to Register for Graduate Credit" form must be signed and approved by the instructor and the Dean of Graduate Studies in advance of registration.
2. **Graduate credits may not be applied to meet any requirements for the baccalaureate degree.**
3. A maximum of six (6) graduate credits may be taken by undergraduates and subsequently applied to a graduate degree at MSUM. *Please be advised that these graduate credits may not be acceptable at another university.*

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request by contacting Disability Services at 218-477-5859 (voice) or 1-800-627-3549 (MRS/TTY)*