

THESE ARE GENERAL GUIDELINES APPLICABLE TO ALL PROGRAMS, ADDITIONAL REQUIREMENTS MAY APPLY TO YOUR SPECIFIC DEGREE PROGRAM. CHECK WITH YOUR MAJOR DEPARTMENT.

1. For thesis/dissertation students, you will need to form your committee prior to completing your program of study. The program of study form is also used to notify the School of Graduate Studies of your committee. See the Guide to Graduation for tips and requirements for forming your committee.
2. The student is advised to submit a program of study in the second semester of their program, or as soon as possible. Review the graduate catalog for requirements regarding your degree and your major. Then meet with your Advisor/Chair to develop the proposed program.
3. Keep the following points in mind when formulating your program:
 - Half of all credits on the program of study need to be 500 level or above and must be listed in the Graduate portion of the catalog unless they are being used in a cognate.
 - COGNATES: All UND courses numbered 300 and higher listed in the undergraduate or graduate catalog may be applied to the cognate part of a program. Cognates must be at least 6 credits and cannot be from the student's major. Courses not approved for graduate credit may not be used to meet the degree requirements of the program. Cognates are not listed on the student's transcript.
 - MINORS: Only those UND courses listed in the graduate catalog are eligible for use in the major and minor areas on your program. A graduate minor must be titled and consist of at least 9 credits. Only courses approved for graduate credit are eligible. The minor will be listed on the student's transcript.
 - TRANSFER WORK: The School of Graduate Studies will make an evaluation of transfer credits when your program of study is submitted. Please check with your advisor/chair for eligibility of these courses to apply to your degree. Transfer courses should be indicated in the appropriate section on page two (2) of the program of study form. Transfer courses must be listed on your program of study exactly as they appear on your transcript with the exception that quarter credits be converted to semester credits. Send an official copy of your transcript to the School of Graduate Studies if one has not already been submitted.
Do not list more than the maximum number of acceptable transfer credits on your program of study. Up to one quarter (1/4) of the degree requirements of eligible transfer work is acceptable with a grade of B or better. See the Transfer of Graduate Credit Policy in the Graduate Catalog.
 - No more than nine (9) non-degree credits may be applied to your degree.
 - Graduate courses more than seven (7) years old are considered obsolete and may not be used on a program of study. However, UND courses may be revalidated by following the revalidation policy and process outlined in the Graduate Catalog.
4. Type your program on the appropriate form.
 - Courses used for minors and cognates must be indicated by checking the box in the appropriate column of the form.
 - Please list the credit amounts in the appropriate column for each course listed.
 - If you are substituting a course for a required UND course, you must indicate this in the appropriate column on the program of study.
5. Secure the necessary signatures. For non-thesis programs, the advisor and graduate program director must sign. For thesis or dissertation, the entire advisory committee and graduate program director must sign.
6. For changes to an approved program of study, complete the Change Form. Your advisor/chair and the graduate program director will need to sign this form. If you have several changes or have previously made changes, submit a new program of study form and obtain the appropriate signatures.
7. Please be sure to keep your program of study up to date. It will be checked when you apply to graduate. If there are any discrepancies, it may delay your graduation clearance.