GRADUATE STUDENT GUIDEBOOK

College of Engineering & Mines

Academic Year

2024-2025

UNIVERSITY OF NORTH DAKOTA

LEADERS IN ACTION

Graduate Student Services Advisor

Your success is important to us! The School of Graduate Studies (SGS) has an individual dedicated to just that. Kaisa Siipola is the Graduate Student Services Advisor for graduate students in the College of Engineering and Mines. She will serve as your main contact for questions relating to your progress, student forms and graduation. She is here to help you navigate your way through graduate school, answer any questions, and help you with any concerns you may have. Feel free to reach out any time - kaisa.siipola@und.edu – 701-777-2524 – or stop by Twamley Hall Room 103.

SGS Listserv

All graduate students are added to the School of Graduate Studies listserv. You will find informtion regarding upcoming events, workshops, social activities, funding opportunties, important updates, and SGS news.

CEM Newsletter

All graduate students will receive the CEM newsletter by email every week during the academic year. Information includes CEM-related news, announcements, upcoming events, various scholarship and funding information and student resources. Students are welcome to add items to the newsletter by contacting angela.lockwood@und.edu.

Dean's Engineering Council

The purpose of the Dean's Engineering Council (E-Council) is to be a central point of contact for the engineering student organizations. We aim to create opportunities to connect engineering students to the engineering orgs, allow opportunities to collaborate between the orgs, and host events for students to interact with the Dean. This organization combines the duties of, and stands in place of, the former Engineers' Council and Dean's Student Advisory Board.

Gershman Graduate Center

The Gershman Graduate Center (GGC) is a space for you! The GGC provides a space where graduate students can connect with their peers in a relaxed environment.

Indoor Student Lounge	Outdoor Patio	Meeting Rooms	After Hours Access	Hybrid & Streaming Workshops

Career & Professional Development Opportunities

There are many opportunities available for you to enhance your professional development.

Accelerate to Industry (A2i)	Grad Research Achievement Day (GRAD)	Three MInute Thesis (3MT)	Workshops

Graduate Assistantships

Students interested in Graduate Assistantships may apply for a GA appointment directly to the graduate department to which they have been admitted or to service units which may be related to their major field. You can also monitor the student job board for open assistantship positions or other student employment on campus.

We recommend contacting the department with specific questions about assistantship availability, deadlines, and any other questions you may have. It is important to check with your individual program 2-3 months prior to the beginning of the semester.

Graduate Directors

Biomedical Engineering	Dan Ewert	dan.ewert@und.edu
	Enrique Alvarez Vazquez	enrique.vazquez@und.edu
Chemical Engineering	Yun Ji	yun.ji@und.edu
Civil Engineering	Howe Lim	yeo.lim@und.edu
Computer Science	Emanuel Grant	emanuel.grant@und.edu
Cyber Security	Emanuel Grant	emanuel.grant@und.edu
Data Science	Emanuel Grant	emanuel.grant@und.edu
Electrical Engineering	Emanuel Grant	emanuel.grant@und.edu
Energy Engineering	Stanley Olusegun Tomomewo	olusegun.tomomewo@und.edu
Environmental Engineering	Howe Lim	yeo.lim@und.edu
Geology	Taufique Mahmood	taufique.mahmood@und.edu
Geological Engineering	Taufique Mahmood	taufique.mahmood@und.edu
Mechanical Engineering	Djedje-Kossu Zahui	dk.zahui@und.edu
Petroleum Engineering	Nejma Djabelkhir	nejma.djabelkhir@und.edu
Systems Engineering	Ryan Striker	ryan.striker@und.edu

Tuition Waivers

Waivers are offered through the academic departments. You will need to contact your advisor/program for questions regarding tuition waiver availability and your eligibility.

Travel Support

Students may apply for funding for travel support to attend conferences or travel related to their research. Funding is available through the following sources. Each funding source will have different eligibility requirements, guidelines, and deadlines.

     CEM Research Council Funding
     CEM E-Council
     Petroleum Engineering Students
     School of Electrical Engineering & Computer Science Students

Energy & Environmental Research Center Opportunities

There may be opportunities available to work at the EERC. If this is something that interests you, please work with your program director to identify potential opportunities.

Doctoral Funding Awards

Awards are primarily funded by the UND School of Graduate Studies and are made available through a state-funded Doctoral Incentive Program to support doctoral research.

Small Grants → **Fellowships** → **Traineeships** → **Excellence Awards**

CEM Student Academic Grievance Procedure

Any student enrolled in an academic degree- or certificate-granting program or taking a course(s) at UND College of Engineering and Mines shall be provided the opportunity to seek redress on decisions made concerning the students' academic performance by initiating an academic grievance through the approved process put in place by the College of Engineering and Mines.

Petitions

The Graduate School Petition can be used in limited cases to request exceptions to policies and procedures, if there are extenuating circumstances.

The Assistantship Petition can be used, in rare or special cases, for reducing the number of credits during your last semester, requesting to work additional hours, or requesting approval for a flex place agreement.

The Administrative Procedures Petition (AdPro) is used if you need to make any changes to your transcript, extensions of time for incompletes, changes or drops after the deadline or total withdrawal after the deadline. This form is through the Registrar's Office, however, the SGS will need to approve any petitions as your academic dean.

Leave of Absence & Readmission

Readmission and Leaves of Absence (LOA) will need to be approved by the Graduate Director of your program and the School of Graduate Studies.

If you have submitted a LOA or readmission form and your plans change and you need to adjust the semester you are returning, you will need to submit a new form.

Leave of Absence
Degree and certificate seeking students who wish to take a leave of absence from their program must submit a Readmission/Leave of Absence Form **prior** to their absence.
1. The length of an absence can be up to three years.

Readmission
If you do not submit a form prior to your leave, you can still be readmitted by selecting the "Readmission" option on the above form.
1. If you have a break in enrollment during fall or spring semester (summer is not counted as a break in enrollment) you will need to be readmitted.
2. If a break in enrollment is longer than three years, you will not be eligible for readmission and will need to submit a new admissions application.

Annual Assessments
Thesis and dissertation students are required to submit an annual assessment once per academic year (August 15-May 15). Programs may use the SGS Annual Graduate Student Assessment template or they may use their own.

If your program has their own annual assessment process and requirements in place, students must submit the Departmental Assessment Submission Form with the program's annual assessment. You should consult your advisor or program to see which process they will use.

The assessment must include:
1. Student self-evaluation
2. Written evaluation by the advisor or chair
3. In person meeting

Minimum Academic Standards
A cumulative grade point average (GPA) of at least 3.00 for all work taken as a graduate student while registered in the UND School of Graduate Studies must be maintained in order to remain in satisfactory academic standing in the School of Graduate Studies.

In addition to maintaining the required GPA, satisfactory performance also includes, but is not limited to, satisfactory research performance, a satisfactory GPA in the major, satisfactory performance in examinations, such as the comprehensive examination, or satisfactory performance in other specific program requirements, including professional conduct. The School of Graduate Studies Standards of Professional Conduct policy can be found here.

The academic standing of all graduate students will be reviewed at the end of each academic term by the Dean of the School of Graduate Studies. Students having accumulated 9 or more credit hours with a GPA of under 3.00 will be placed on academic probation for one semester; students having accumulated fewer than 9 credit hours will be placed on academic probation until either

1. The GPA is raised to at least 3.00 or
2. 9 graduate credit hours are accumulated, whichever occurs first.

If, at the end of the probationary period, the GPA is still less than 3.00, the student may be dismissed from the program

DocuSign Requirements

All graduate school forms must be completed in DocuSign, using the forms available on our web page. DocuSign instructions can be found on the SGS Forms Page. Important information to know:
Always use the @UND.edu email (not @ndus.edu or personal) address for yourself and other signers.

Login to DocuSign using your @UND.edu login to be able to track the progress of your forms.
1. Enter your @UND.edu email address
2. Click on the blue "Use Company Login" button on the next page to be directed to the NDUS SSO login page.
3. Login using your NDUS dotted ID and password (same as Blackboard and Campus Connection)

Forms cannot be corrected/changed once they have been signed and if changes are necessary, you will be required to submit a new form. Please make sure you enter all the information on the form correctly, so you don't have to do it twice.

Combined (CBM) & Accelerated (ABM) Programs

The combined and accelerated bachelor's/master's programs allow undergraduate students at UND an opportunity to complete the requirements for both the bachelor's and master's degrees at an accelerated pace.

Step #1 – Application to the Program

Time Frame: By Program Application Deadline   **Form:**   Admissions Account Portal

1. Make sure to select 'accelerated or combined' as the subplan.
2. You must apply before completion of your undergraduate degree.
3. You must submit ABM/CBM Program of Study as part of your admissions application before you will be able to submit the application.

Step #2 – Admission to the Program

1. You will need a minimum of 60 undergraduate credits, including transfer and advanced placement, before you are admitted to the program.
2. Your minimum cumulative GPA at time of admission must be at least 3.0

Step #3 – Registration for Dual Credits

Time Frame: By Last Day to Add a Course   **Form:**   Combined/Accelerated Registration Form

1. You will submit a Combined/Accelerated Registration Form for **all** dual credits. The Registrar's Office will enroll you once the form is approved.
2. Dual credits must be graduate level or 300-400 level courses that are approved for graduate credit.
3. Dual credits must be taken while you are an undergraduate student.
4. ABM students may double count up to 12 graduate level credits.
5. CBM students may double count up to 6 graduate level credits.

Step #4 – Apply to Graduate with Undergrad Degree

1. Once you apply to graduate with your undergraduate degree, you will need to notify the SGS, and we will activate your graduation record for the following semester.
2. You will then be able to enroll for your graduate courses on your own through Campus Connection.
3. After you apply to graduate with your graduate degree, your dual courses will be moved to your graduate transcript.

Important Information to Know

1. Your bachelor's degree must be completed with a cumulative GPA of 3.0 or above.
2. You must maintain a cumulative GPA of 3.0 for all graduate coursework to remain eligible for the program.
3. Dual credits must receive a cumulative GPA of 3.0 or you will be required to retake or replace them.
4. ABM students must complete the master's degree within 12 months after completion of the bachelor's degree.
5. Students who become ineligible or withdraw from the ABM/CBM program cannot double count any courses. The dual credits will remain on the undergraduate transcript.

Steps to Candidacy: (Candidacy is meeting the criteria to be able to move to a position where you are eligible to apply to graduate: all steps must be completed to do so)

Step #1 – Advisor/Advisory Committee

Time Frame: First or Second Semester

Form: Program of Study

Important Information to Know:
1. You were appointed an advisor when you were admitted to the program. You will notify the SGS of your committee (if applicable), using the Program of Study Form.
2. Any changes to your advisor or committee before or after you submit your program of study, will be made using the Change Form.
3. You will need to check with your advisor

Thesis – You will need at least three committee members, including your advisor.
Dissertation – You will need a minimum of four members including your chair and a member at large (MAL). The MAL is required to be a member of UND Graduate Faculty and outside of your program
Non Thesis – You will only need your advisor in most cases.
Minor – You will need to have a member from the minor department as part of your advisory committee.

Step #2 – Program of Study

Time Frame: Second Semester

Form: Master's Program of Study
Doctoral Program of Study
Certificate Program of Study

Important information to Know:
Your program of study is a listing of the courses and credits you need to meet the requirements for your degree.
1. It is your responsibility to know the requirements for your degree.
2. It is important that you consult the Academic Catalog Degree Requirements and work with your advisor in selecting your courses.

instructions on how to fill out the program of study will include information on: Transfer Work/Applied Credits/Minors/Cognates/Substitutions/Undergrad Courses Approved for Graduate Credit

Step #3 – Doctoral Comprehensive Exam Results

Time Frame: Consult with Advisor & Graduate Director

Form: Doctoral Comp Exam Results

Important information to Know:
1. This form is only submitted if you are a doctoral student.
2. You must consult with your advisor and Graduate Program Director to schedule your comprehensive exams and to make sure you have completed the program specific requirements to become eligible.
3. You must be in approved status, have a program of study on file, and have completed a substantial amount of your coursework.
4. Results of the comprehensive exam are submitted to the SGS by your advisor.
5. You are allowed to retake a failed comprehensive exam one time only.

Step #4 – Topic Proposal (999/998/997/595 Credits Only)

Time Frame: Before Substantial Work is Undertaken   **Form:**   Topic Proposal

Important information to Know:
1. The proposal of a topic for an independent study, thesis, dissertation, or design project, must be approved before a student may become a candidate for a degree.
2. Planning becomes important to make sure you are advanced to candidacy in time for the semester you are hoping to graduate.

Students need approval from the Office of Research Compliance & Ethics if the topic involves any research listed below:
1. IRB (Institutional Review Board) - Human Subjects
2. IACUC (Institutional Animal Care & Use Committee - Animal Subjects
3. IBC (Institutional Biosafety Committee) - Recombinant DNA or Biohazardous Materials

The Topic Proposal will not be approved by the School of Graduate Studies until approval is received from the appropriate committee above (if applicable).

**Certificate Students and Master of Engineering students who are NOT doing a design project will not need a topic proposal.

Step #5 – Advance to Candidacy

Time Frame: By Required Published Deadline   **Form:**   None

Important information to Know:
1. You must be advanced to candidacy by the published deadline for the semester you plan to graduate, or you will not be able to apply for graduation for that particular semester.
2. When all the items below are turned in and approved by the SGS, you will automatically be advanced to candidacy and notified by email. You can then go online and apply to graduate when you are ready.

Requirements
1. Steps #1-4 must be completed, and you must be in approved status – all requirements stated in your admission letter must be complete. (This only applies to students admitted in provisional status).
2. Certificate students and Master of Engineering students who are NOT doing a design project will be advanced to candidacy after step #2.

Step #6 – Apply to Graduate

Time Frame: By Required Published Deadline   **Form:**   How to Apply for Graduation

Important information to Know:
1. You must submit your graduation application by the published deadline for the semester you plan to graduate, or you will not be able to apply for graduation for that particular semester.
2. You must be registered in at least one credit in the semester you plan to graduate. If you have taken all of your coursework, you may enroll in 996 continuing enrollment credits.

Removal from the Graduation List
1. If you would like to remove your name from the graduation list, you will need to email the SGS.
2. If you are removed at the request of your advisor, you will be notified by email.
3. If you are removed from the list for any reason, you will need to reapply for graduation again in the semester you plan to graduate.

**certificate students will not have any further steps to do after they apply for graduation, with the exception of completing all coursework.

Steps to Graduation - Thesis/Dissertation

Step #1 – Submit Preliminary Approval & Notice of Defense

Time Frame: By Required Published Deadline   **Form:**   Prelim Approval/Notice of Defense

Important Information to Know:
1. Your form must be submitted at least two weeks prior to your defense date and on or before the last day to defend for the semester you plan to graduate.
2. When your committee signs this form, they are stating that they accept the content, organization, and style of your thesis/dissertation and that you will not have to make any major changes or perform a new set of experiments for the final copy.
3. Each committee member should read your thesis/dissertation prior to signing the Preliminary Approval.

Step #2 – Hold Your Oral Defense

Time Frame: By Required Published Deadline   **Form:**   Approval/Signature Page

Important information to Know:
1. You must hold your oral defense on or before the last day to defend during the semester you plan to graduate.
2. All committee members are required attend, whether it be in person or virtually.
3. Students have the option to defend in person, virtually or hybrid.

Step #3 – Submit Electronic Thesis/Dissertation to ProQuest

Time Frame: By Required Published Deadline   **Form:**   ProQuest

Important information to Know:
1. Once you electronically submit your final copy to ProQuest for publishing, no changes can be made to the format or content. How the manuscript looks is entirely the responsibility of the student.
2. You can find additional information regarding the thesis and dissertation here.

Step #4 – Submit Final Report on Candidate

Time Frame: By Required Published Deadline   **Form:**   Final Report on Candidate

Important information to Know:
1. This form is the School of Graduate Studies verification from your advisor and/or committee that you have finished the requirements for the degree. Your advisor should initiate this form.

Step #5 – Submit Survey of Earned Doctorates

Time Frame: By Required Published Deadline   **Form:**   Survey of Earned Doctorates

Important information to Know:
1. All PhD students are required to submit the Survey of Earned Doctorates as part of their graduation requirements.

Steps to Graduation - Independent Study/Design Project

Step #1 – Submit Independent Study/Design Project

Time Frame: Verify with Advisor   **Form:**   None

Important Information to Know:
1. You will submit your final report directly to your advisor.
2. The SGS will not receive a copy of the project.
3. You will follow your program's formatting requirements for your final project.

Step #2 – Comprehensive Exams

Time Frame: Verify with Advisor   **Form:**   Verify with Advisor

Important information to Know: .
1. You will need to check with your individual program to see if they will require you to take a comprehensive exam.
2. If required, your exam will be arranged by your advisor.
3. To qualify to take the exam, you must be advanced to candidacy and in satisfactory academic standing.

Step #3 – Submit Final Report on Candidate

Time Frame: By Required Published Deadline   **Form:**   Final Report on Candidate

Important information to Know:
1. This form is the School of Graduate Studies verification from your advisor that you have finished the requirements for the degree.
2. Your advisor should initiate this form.

Steps to Graduation – Coursework Only

Step #1 – Submit Final Report on Candidate

Time Frame: By Required Published Deadline   **Form:**   Final Report on Candidate

Important information to Know:
1. This form is the School of Graduate Studies verification from your advisor that you have finished the requirements for the degree.
2. Your advisor should initiate this form.

Helpful Links

School of Graduate Studies Staff
College of Engineering and Mines

Dates & Deadlines
Academic Calendar
Academic Catalog
UND Graduate Assistantships
School of Graduate Studies Guide to Graduation

Graduate Student Academic Policies & Procedures
UND School of Graduate Studies Mentoring & Advising Handbooks
Guidelines for Integrity in Research & Creative Activities
School of Graduate Studies Standards of Professional Conduct Policy

One Stop Student Services
Code of Student Life

Log ins
Email
Blackboard
Campus Connection

Sample Forms
Graduate School Registration Forms
Accelerated or Combined Registration

Graduate School Status Forms
Readmission or Leave of Absence
Add a Certificate to a Degree
Withdraw from Graduate Program

Advance to Candidacy Forms
Doctoral Program of Study
Master's Program of Study
Certificate Program of Study
Accelerated/Combined Program of Study
Topic Proposal
Doctoral Comprehensive Exam Results
Change Form

Graduation Forms
Preliminary Approval/Notice of Defense
Thesis/Dissertation Signature Page
Request to Attend Commencement Early/Late

Final Report – Non-Thesis
Final Report – Thesis/Dissertation
Revalidation Request
Revalidation Completion

Annual Student Assessment Forms
Annual Graduate Student Assessment
Annual Graduate Student Assessment – Departmental Submission (Use this form if your department uses a different assessment process)

Petitions
Graduate School Petition
Assistantship Petition
AdPro Petition

Program Course Offerings/Descriptions
Biomedical Engineering
Chemical Engineering
Civil Engineering
Cyber Security
Data Science
Electrical Engineering & Computer Science
Energy Engineering
Environmental Engineering
Geology & Geological Engineering
Mechanical Engineering
Petroleum Engineering