C&I M.A. HANDBOOK

Policies Effective: Fall 2017 – Summer 2018 admits

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WELCOME

Welcome to the Department of Curriculum and Instruction! We are thrilled that you have chosen to be a part of our program. Our task is to help foster your growth into an independent scholar who will contribute meaningfully to our community and the profession. Your admission into this program reflects our confidence in your skills and potential. We are glad that you are here.

C&I Graduate Studies Mission Statement
With adherence to the C&I departmental and CEHD missions:

> *The C&I Graduate Studies mission is to prepare graduate students to provide leadership in education through rigorous scholarship, mindful practice, and responsive service in collaboration with schools and communities.*

This handbook is a guide. However, you will also routinely need to refer to these web pages:

• [Graduate School](), provides information on degree completion processes, policies, forms • [One Stop Student Services](), includes registration, financial services, academic calendars and more • [C&I MA Current Student Resources]() - CI specific forms and information

As other questions arise, be sure to contact the Graduate Studies Coordinator, Director of Graduate Studies (DGS), your adviser, other faculty or staff. Faculty members serve as students' main source of guidance on course selection and other academic or professional matters.

ADMINISTRATION AND MANAGEMENT

Governance
The Department Chair is responsible for leadership of the department and management of resources. The Director of Graduate Studies (DGS) chairs the Graduate Studies Committee and coordinates the administration of the department's graduate programs. S/he communicates and enforces University of Minnesota policies and opportunities.

Graduate Studies Committee
The Graduate Studies Committee includes four additional C&I faculty members and two student representatives (serving 1-2 year terms). The committee addresses policy and programmatic concerns, considers fellowship support for prospective and current students, and supports/initiates professional development and social activities. The committee meets monthly during the academic year.

Contact information
Contact information for all C&I faculty and staff is available at on the C&I website:
http://www.cehd.umn.edu/ci/people/

General info, policies & procedures related to successful graduate degree completion You can find a listing of policies governing graduate education at the University of Minnesota here:
https://policy.umn.edu/education

 In 2010, the University Senate Committee on Educational Policy (SCEP) charged the Graduate School Policy Review Committee to review and update existing graduate education policies that were previously found in a variety of formats, including the Graduate School catalog and constitution. The committee completed its work in spring 2012. Graduate education policies will continue to be developed and reviewed under the purview of the vice provost and dean of graduate education, in consultation with faculty, staff and student stakeholders.

Major and tracks (sub-plans)
All C&I M.A./Ph.D. students are enrolled in the Major: Education, Curriculum and Instruction

Tracks (sub-plans/areas) within the Ed, C&I major are selected by students when applying to the program. Although students routinely take classes in other tracks, students can only be matriculated in one track at a time. The tracks are as follows:

- Arts in Education (MA/PhD)

- Culture and Teaching (PhD)

- Elementary Education (MA/PhD)

- Learning Technologies (MA/PhD)

- Literacy Education (MA/PhD)

- Mathematics Education (MA)

- Science Education (MA)

- Second Languages and Cultures Education (MA/PhD)

- Social Studies Education (MA/PhD)

- STEM (Science, Technology, Engineering and Mathematics) Education (PhD)

- TESOL (MA)

Students may focus on a specialization within some of these tracks. However, these specializations are not recognized formally by the University and do not appear on any student records. Students wishing to change tracks or majors at the U of M must follow the Change of Status Readmission guidelines.

Supplementary C&I information:

- Students submit an annual progress report. All graduate students are required to submit an *annual progress report* (APR) to the Graduate Studies Coordinator by a deadline specified in May of each year. The Graduate Studies Coordinator emails the instructions to students in April. Students are responsible for completing the report and submitting it prior to the deadline. Students who fail to complete this report will have a Registration Hold placed on their account for the following Spring semester.

- Students should come to agreement in writing with faculty members on the substance and requirements for all individualized courses (directed study, readings, problems courses). Students should use the "Proposal for Directed Study/Readings/Problems Courses" form.

- A student may not have more than three (3) Incompletes on their transcript at any given time. Any student found to have more than three (3) Incompletes will receive a one semester allowance to complete missing work and resolve their Incompletes. At the end of the semester if the number of Incompletes is still above the maximum of three (3) allowed in the department, a registration hold will be placed on the student's account. This hold will prevent further registration until the number of Incompletes on the student's record is at three (3) or below. Since all students need to register for coursework each Fall and Spring semester to stay active in the program, a registration hold will typically result in the student's discontinuation from the program. Should this occur, a student would need to re-apply to the program. All students are expected to negotiate Incomplete Agreements with this policy in mind. Students should come to agreement in writing with faculty members on the requirements and deadlines for all "incomplete" grades. Students should refer to the C&I policy on Incomplete Grades and use the "Incomplete Grade Agreement" form on the MA/PhD Current Student Resources page.

- Students should complete the necessary requirements and submit all necessary forms for degree completion within the timelines stipulated on the Graduate School web site and the C&I MA Handbook.

When degree requirements and expectations are not met, the DGS will call a joint meeting with the student and the adviser(s) to discuss degree progress and establish clear steps and guidelines for the student. The DGS will follow up with a letter outlining the steps agreed upon in the meeting and indicate a date(s) by which the student is expected to have demonstrated appropriate progress. Consistent failure on the part of the student to meet requirements and expectations will result in a recommendation to the Dean of the Graduate School that the student's status as a graduate student be terminated.

Scholastic Dishonesty / Plagiarism

Academic integrity is essential to a positive teaching and learning environment. All students enrolled in University courses are expected to complete coursework responsibilities with fairness and honesty. Failure to do so by seeking unfair advantage over others or misrepresenting someone else's work as your own, can result in disciplinary action. The University Student Conduct Code, available on the Office of Student Conduct and Academic Integrity (OSCAI) website: www.oscai.umn.edu/index.html, defines scholastic dishonesty as follows:

Scholastic dishonesty means plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering

forging , or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis.

Plagiarism is defined as representing the words, creative work, or ideas of another person as one's own without providing proper documentation of source. Examples include, but are not limited to: • Copying information word for word from a source without using quotation marks and giving proper acknowledgement by way of footnote, endnote, or in-text citation;

- Representing the words, ideas, or data of another person as one's own without providing proper attribution to the author through quotation, reference, in-text citation, or footnote; • Producing, without proper attribution, any form of work originated by another person such as a musical phrase, a proof, a speech, an image, experimental data, laboratory report, graphic design, or computer code;
- Paraphrasing, without sufficient acknowledgment, ideas taken from another person that the reader might reasonably mistake as the author's; and
- Borrowing various words, ideas, phrases, or data from original sources and blending them with one's own without acknowledging the sources.

It is the responsibility of all students to understand the standards and methods of proper attribution and to clarify with each instructor the standards, expectations, and reference techniques appropriate to the subject area and class requirements, including group work and internet use. Students are encouraged to seek out information about these methods from instructors and other resources and to apply this information in all submissions of academic work.

If you are confronted with allegations of misconduct, the University has a process in place to resolve the issue. Review the Discipline Process outlined under the Student Information section of the OSCAI website for detailed information. You can also obtain the assistance of an ombudsman through the Student Conflict Resolution Center (www.sos.umn.edu/) to help you through the process.

Note: OSCAI does not assist with academic performance issues. Review the Conflict Resolution/Grievance Process for more information about resolving those disputes.

Conflict Resolution / Grievance Process

If you have a dispute, the first step of any resolution should be at the lowest unit level, between the parties

involved or the parties and an appropriate third party (e.g., other faculty, program coordinator, or student services adviser). Students may wish to contact the Student Conflict Resolution Center (www.sos.umn.edu/) or similar support services for advice and possible mediation. If no informal resolution is reached at the lowest unit level, a student may seek informal resolution at the collegiate level with the other party and higher level administrators. If the issue is not resolved informally, the student may seek formal resolution. Information about filing a formal grievance is found on the Office for Student Conduct and Academic Integrity website: http://www.oscai.umn.edu/

Sexual Harassment Policy

"Sexual Harassment" means unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment in any University activity or program. Such behavior is not acceptable in the University setting. For additional information, please consult Board of Regents Policy: http://regents.umn.edu/sites/default/files/policies/SexHarassment.pdf

Access to Educational Records

In accordance with University of Minnesota Board of Regents' policies on access to student records, information about a student may not be released to a third party without the student's permission. Exceptions under the law include state and federal educational and financial aid institutions. Some student information – name, address, email, telephone number, dates of enrollment and enrollment status (full-time, part-time, not enrolled, withdrawn, and date of withdrawal), college and class, major, adviser, academic awards and honors received, and degrees earned – is considered public or directory information. Students may prevent the release of public information by notifying the records office on their campus. Students have the right to review their educational records and to challenge the contents of those records.

Paid Parental Leave Policy

Any graduate student in a 50% or greater appointment wishing to request parental leave should contact their fellowship or assistantship supervisor at the beginning of the semester when the leave will occur. The supervisor will work with the department chair to identify a replacement for the assistantship responsibilities for the duration of the parental leave; the replacement's appointment should be communicated to the department HR office as soon as possible. The supervisor will work with the graduate student and their replacement to prepare for the leave prior to the start of the parental leave period. The graduate student should contact the department HR office to file the appropriate paperwork including a date for their return to work; paid parental leaves are up to six weeks in duration. Any changes should be reported immediately to the supervisor and department HR.

FINANCIAL SUPPORT

Graduate assistantships

Graduate assistantships and loans are the most common forms of graduate student support. Advisers serve as the primary resource for available graduate assistantships in their program area. Within C&I, Ph.D. students are generally given priority for graduate assistantships. We encourage M.A. students to research graduate assistantship opportunities available in other colleges through the Graduate Assistant Employment website: http://www1.umn.edu/ohr/gae/employment/index.html.

Travel support

The CI Graduate Studies Committee supports students presenting at professional conferences. You may apply for travel support funds at any time (no deadlines), and support is in the form of a reimbursement after travel is complete. Students must be presenting at conferences to receive funding; attending conferences is encouraged, however, no funds are available for this. Students who receive funding are strongly encouraged to participate in all aspects of the conference (i.e. attending other sessions, networking events, etc.). Students will only be supported for one conference per year (Sept - Aug).

Awards will be a maximum of $400 - domestic, $600 Canada/Hawaii, and $800 for international conferences (actual awards are based on available funds). As a condition of the award, the Graduate Studies Committee asks that all recipients participate in the annual C&I Student Research Day in the spring. Students may receive a maximum of $3,000 total while in the program.

An email with the *CI M.A./Ph.D. Travel Support Request form* is sent each year in the beginning of September to all current MA and PhD students. To request the form be emailed to you, please email the Graduate Studies Coordinator (cigs@umn.edu). Students are also encouraged to pursue college and university-wide travel support opportunities.

Graduate School Fellowships

The Graduate School offers a variety of fellowships available to currently enrolled students. The C&I Graduate Studies Coordinator informs students about these fellowships as the Graduate School notifies programs. Students will be sent instructions for those fellowships that are competitive and require program nomination. The Graduate School maintains a listing here: https://www.grad.umn.edu/funding tuition/fellowshipsandgrants.

College of Education and Human Development Scholarships and Awards

The College of Education and Human Development lists many fellowships and scholarships here: http://www.cehd.umn.edu/graduate/scholarships/.

ADVISING

The adviser acts as the student's major guide and advocate. Upon admission to an M.A. or Ph.D. degree program, students are initially assigned a faculty adviser or co-advisers. Once students identify a research focus, they may wish to change advisers in order to work with a faculty member with compatible research interests. This is not uncommon as research interests do shift; however, students need to communicate clearly with all parties.

Students may initiate an adviser change by notifying the present adviser of the intent to change, securing agreement of the new faculty member to serve as adviser, and emailing the Graduate Studies Coordinator (cigs@umn.edu). When you send a change of adviser email, please copy both your current and new adviser to signify approval. Or, you may also meet with your present adviser and your proposed adviser and secure their agreement for the adviser change by having them sign the Change of Adviser form: https://sites.google.com/a/umn.edu/students-c-and-i/m-a-and-ph-d.

If a conflict develops between a student and his/her adviser, the student should first discuss the problem with the adviser. The DGS may also be consulted as needed. Additional support can be found through the Student Conflict Resolution Center: http://www.sos.umn.edu/. This service offers informal and formal conflict resolution services to resolve students' university-based problems and concerns. An ombudsman provides confidential, neutral and informal options.

M.A. INFORMATION

The M.A. degree offers two options for completion: the Plan A and the Plan B. The Plan A requires a formal thesis that is submitted to the Graduate School and is more appropriate if future doctoral study is likely. The Plan B substitutes additional coursework and requires a special project/paper(s) in lieu of the thesis. Students usually choose their plan within the first year of coursework. The plan selection is made officially when the student files the Graduate Degree Plan with the Graduate School.

M.A. Plan A should complete the following steps (more details on specific steps follow): 1. Consult with adviser regarding course selection; refer to C&I course requirements and register for courses every fall and spring to maintain active status in the program.

2. Complete the C&I M.A. Plan A Program Planning Form for your specific track; this maps your coursework by requirement area and lists your master's final examination committee. Students are expected to complete the C&I M.A. Program Planning Form after they have completed 10 credits. For full time students, this amounts to the 2nd semester.

3. Construct a formal written thesis proposal according to program area requirements and distribute to your committee.

4. Hold formal meeting with your committee and gain input from committee and written approval on the M.A. Plan A Thesis Review Sheet, to be submitted to Graduate Studies Coordinator.

5. If applicable, file Human Subjects forms to Institutional Review Board (IRB) to request approval to conduct thesis research.

6. Submit your Graduate Planning & Audit System (GPAS), required by the Graduate School, at least one semester prior to your anticipated graduation and assign master's final examination committee at least one month prior to exam.

7. Submit the Graduate Application for Degree (in MyU > Academics) no later than the first business day of your anticipated month of graduation.

8. Submit signed Reviewer's Report form (in Graduation Packet) to the Graduate School prior to master's final exam – the Graduate School will then release your Final Exam Report form.

9. Hold master's final examination and submit signed form to the Graduate School.

10. Submit thesis to the Graduate School by the last business day of the anticipated month of graduation.

M.A. Plan A: Thesis Requirements
All Plan A students must demonstrate familiarity with the tools of research or scholarship in their track, the ability to work independently, and the ability to present the results of their investigation effectively. The thesis required for the Plan A is formal and submitted to the Graduate School. The Plan A thesis is divided into chapters (usually five). A thesis proposal must be discussed and approved by the student's committee before the student may proceed with the thesis. The Plan A thesis:

• requires 10 thesis credits (CI 8777)

• is a formal M.A. thesis (bound and submitted to Graduate School), involving around 450 hours of work • requires a thesis proposal, which must be written and presented to the committee for approval before the study begins

• involves original research in the form of a "mini-dissertation" divided into chapters • is likely to require human subjects (IRB) approval, which must be obtained prior to beginning data collection

M.A. Plan A: Thesis Proposal

Suggested contents of the thesis proposal include the following:

- Introduction and Statement of the Problem

- Literature Review

- Preparation and Qualifications for Conducting the Research

- Appendix

M.A. Plan A: Final Thesis

Suggested contents of the final thesis include the following:

- The Introduction and Statement of the Problem

- Literature Review

- Methodology

- Presentation of the Results

- Conclusion and Implications

- Bibliography, Resources and Appendices (if applicable)

Examples of M.A. Plan A Thesis

"Reading Strategies Instruction in Spanish and Its Influence on Reading Comprehension in English" Conducted in an international school in Paraguay, this study explored the effect of reading strategy instruction in Spanish (the students' native language) on their reading comprehension in English. Seventeen 5th-graders participated and received instruction in reading strategy use in Spanish over a 4-month period. Data sources included pre- and post-interviews, pre- and post-questionnaires involving a self-assessment of strategy use, and reading comprehension measures using the recall protocol procedure (3 times over 5 months) and oral fluency measures (3 times over 5 months). *Required IRB approval*

"Word Women: Learning about Literacy from Extraordinary Girl Writers outside of the Classroom" This descriptive analysis explored the literacy lives of extraordinary adolescent girl writers who have published their writing outside of the classroom. Based on a review of the literature, indicating that researchers have unearthed new layers of meaning by expanding literacy studies beyond formal writing classrooms and curriculum, this study captured the voluntary out-of-school writing practices of five girls, ages 11–18. Three primary questions guided this research: "What motivates young authors to write?" "How do these girls define themselves as writers?" and "What does their writing process look like?" Using open-ended interviews, electronic mail surveys, and published and unpublished writing samples, the researcher drew conclusions about the compelling and complex ways these girls used writing to express themselves and make sense of their world, and as a result of these discoveries, the ways in which we can reflect on writing pedagogy. *Required IRB approval*

M.A. Plan B should complete the following steps (more details on specific steps follow): 1. Consult with adviser regarding course selection; refer to C&I course requirements and register for courses every fall and spring to maintain active status in the program.
2. Complete the C&I M.A. Plan B Program Planning Form for your specific track; this maps your

coursework by requirement area and lists your master's final examination committee. Students are expected to complete the C&I M.A. Program Planning Form after they have completed 10 credits. For full time students, this amounts to the 2nd semester.

3. Submit your Graduate Planning & Audit System (GPAS), required by the Graduate School, at least one semester prior to your anticipated graduation and assign master's final examination committee at least one month prior to exam.

4. If applicable, file Human Subjects forms to Institutional Review Board (IRB) to request approval to conduct research.

5. Electronically request the Graduation Packet from the Graduate School (no later than the term before the master's final exam.

6. Submit the Graduate Application for Degree (in MyU > Academics) no later than the first business day of your anticipated month of graduation.

7. Hold master's final examination and submit signed Final Exam Report form (in Graduation Packet) to the Graduate School by the last business day of anticipated month of graduation.

M.A. Plan B: Project Requirements

All Plan B students must demonstrate the ability to work independently. A proposal must be discussed and approved by the student's committee before the student may proceed with the project. The Plan B project:

· requires a 3 credit problems course (course number varies by track)

  · results in one or two papers involving a combined total of approximately 120 hours of work (if one paper, should be approximately 40-60 pages, divided into sections; if two, each should be approximately 20-30 pages)

  · requires a project proposal, which must be approved by the adviser before work on the paper(s) begins

  · may or may not involve human subjects (IRB) approval

  · are _not_ submitted to the Graduate School, but most students present members of the committee with a bound copy

M.A. Plan B: Project Proposal

Suggested contents of the Plan B project proposal include the following:

  · Purpose of the Project

  · Literature Review

  · Proposed "Method"

  · Appendix

M.A. Plan B: Final Project

Suggested contents for the final Plan B project(s) include the following:

  · Abstract

  · Purpose of the Rationale for the Project/Inquiry

- Literature Review

- Description of the Project

- Description of the Results and Implications

- Bibliography, Resources and Appendices (if applicable)

Example of M.A. Plan B Final Project
A teacher created a series of alternative assessments for foreign language classrooms (as part of a course on testing and assessment) and decided to try them out with her students and seek their responses. She was interested in exploring whether the alternative (performance) assessments had an impact on students' motivation and attitudes toward language learning. The paper involved an in-depth literature review on alternative assessment in foreign language teaching and motivation and attitudes toward language learning. The assessments that were designed were included along with a synthesis of the data gathered from students. *Required IRB approval*

Human Subjects Approval
Most M.A. theses and Plan B project/papers involve work with students, teachers or other school or business personnel (i.e., human subjects). Students must submit an application to the University's Internal Review Board (IRB) prior to contacting potential subjects or collecting data. Depending upon the nature of the study, IRB approval may take several weeks or months, so students are advised to plan ahead and apply early in the research process. IRB instructions and applications are available online. Advisers and the Department Chair must sign students' IRB applications before they are submitted. The University of Minnesota requires Human Subjects' Protection Training for all investigators and research personnel, including students. For information on how to complete and register for human subjects training, see Human Subjects Protection.

COURSEWORK

M.A. Plan A program planning
Plan A programs require a minimum of 31-35 credits, including 10 thesis credits. A minimum of 15 credits of major coursework is required. This includes two research courses that are required across all tracks except for TESOL (CI 8134 / CI 8135), as well as additional courses that reflect depth and breadth of the particular discipline. Each M.A. track has a different set of specific course requirements, which are outlined on planning forms available on the C&I website. Students must work closely with the assigned adviser to plan their program.

M.A. Plan B program planning
Plan A programs require a minimum of 30 credits. A minimum of 15 credits of major coursework is required. This will include courses that reflect the depth and breadth of the particular discipline. In addition, a minimum of 6 credits of research coursework is required for all tracks except TESOL. This will include research methods coursework and an 8000-level independent study course for the Plan B. Additionally, a research ethics requirement is mandatory across all tracks and will include either a 1 credit course (DES 8181) or participation in a two-part workshop: Responsible Conduct of Research (RCR parts 1 and 2). Each M.A. track has a different set of specific course requirements, which are outlined on planning forms available on the C&I website. Students must work closely with the assigned adviser to plan their program.

Minor or related field requirements
A minimum of 6 credits is required for a minor or related field.

A traditional minor includes work in a single field related to the major, but taken outside the C&I department. The minor field must be declared when a student submits their degree program, and coursework must be approved by the DGS for the minor. In addition, the outside member on the student's committee must represent the minor field. Some examples of minors completed by students in C&I are: • Educational Psychology

- Mathematics

- Studio Arts

- International Education

- Literacy and Rhetorical Studies

A related field is less formal and more flexible than a minor. It should consist of a coherent pattern of courses that complement the major in a meaningful way. The final examination may include content from the related field, but students are not expected to have significant competency in the field like those with a traditional minor. Students may elect to take courses within C&I (but outside their specific track) for the related field. For example, a student with a track in Learning Technologies may have a related field in Literacy Education.

Transfer credits
M.A. students are required to complete at least 60% of the coursework for their official degree programs (not including thesis credits) as registered University of Minnesota students in their chosen major. With the approval of the student's adviser(s), DGS and the DGS for the minor field (if applicable), up to 40% of the

graduate degree program can be transfer coursework. Transferred coursework can include a maximum of 12 graduate course credits taken as non-degree seeking or non-admitted status at the University of Minnesota. Transferred coursework can also include graduate-level coursework taken at other recognized educational institutions. Suitable transfer credits are graduate-level, and must have been taught by a faculty member with a Ph.D. or equivalent terminal degree. Transfer coursework must have been completed no more than ten-

years prior to the student's admission into their CI graduate program. Students cannot transfer in course work to replace required core courses (CI 8134 / CI 8135 for Plan A students). In the case of a transfer from a non United States institution, graduate course credits to be transferred must have been earned in a program judged by the University graduate program to be comparable to a graduate degree program of a regionally accredited institution in the United States. Transfer of thesis credits is not allowed. Each student works closely with his or her adviser to determine which credits are suitable for transfer into our M.A. program; transfer advising is only done after acceptance to the M.A. program.

Please note: courses leading to licensure that focus primarily on practical teaching methods are prohibited from transferring into the M.A. program.

Submitting the Graduate Planning & Audit System (GPAS)
Students work with advisers in planning their programs. Students first submit the C&I MA Program Planning Form for their track to the Graduate Studies Coordinator for DGS review; this should be done after 10 credits have been completed. Students may either submit a hard copy of the form or email it to the Graduate Studies Coordinator (cc'ing the adviser indicates that the student's adviser has previously approved the program). Students are notified once the program is approved; they are then instructed to:

- Submit the Graduate Planning & Audit System (GPAS) via: MyU > Academics > Degree Progress tab

The Graduate Planning & Audit System (GPAS) audit automatically shows all graduate-level coursework you have taken at the University of Minnesota-Twin Cities. Students are required to enter their approved transfer coursework into the transfer coursework section of GPAS. Students should submit their GPAS at least one semester prior to their anticipated graduation. The student submits the GPAS after all coursework has been registered for. After being submitted by the student, the Graduate Planning & Audit System (GPAS) is first reviewed and approved by the Graduate Studies Coordinator and then by the DGS.

REGISTRATION

Registration requirements
All Graduate School students are required to register every fall and spring term to maintain their active status. Active status is necessary to register for courses, take exams, file for graduation, or otherwise participate in the University community as a Graduate School student.

GRAD 999 was created as a registration option for students seeking to maintain active status without registering for courses or thesis credits. This is a zero-credit, zero-fee, and non-graded registration option - only for graduate students who must register solely to meet the registration requirement. C&I allows students to register for GRAD 999 a maximum of two terms.

For more information on other registration categories (CI 8333) and/or readmission instructions see:
https://onestop.umn.edu/academics/special-registration-categories-graduate-and-professional-students

Registration Exception
Should students need to request a change to their registration after a deadline (e.g. add, drop, etc.), they may do so by submitting a *Graduate Registration Exception Request form-* under "Registration" drop-down at:
https://onestop.umn.edu/forms

Leave of Absence and Reinstatement
Students may need to interrupt their enrollment for reasons they cannot control. A formal leave of absence provides students the opportunity to return to the University under the rules and policies in effect when they left and without affecting their time to degree. It also allows the University the opportunity to counsel students about actions they must take to be reinstated upon the expiration of the leave. An approved leave of absence may not exceed two academic years, and the time on leave will not be counted toward the time to degree.

You must apply for the leave as well as request a reinstatement when you're ready to return. The policy and links to forms are found here: http://policy.umn.edu/Policies/Education/Education/GRADSTUDENTLEAVE.html (forms under Forms/Instructions section). A signature from your departmental Director of Graduate Studies is required, after consultation with your faculty adviser.

MASTER'S FINAL EXAMINATION

The Graduate School requires a final examination for M.A. candidates. In C&I, this exam is oral and is based primarily on the Plan A thesis or Plan B project/paper(s), though it may include any work fundamental to the major and related field or minor. The final oral is conducted as a closed examination, attended by only the student and all examining committee members, and usually lasts 1—1 1/2 hours (the absence of any member results in an invalid examination). The adviser or chair of the student's examining committee coordinates the examination.

Assigning the master's final examining committee
Students work with advisers in determining their master's final examination committee. The master's final examination committee consists of a minimum of three members: two (including the student's adviser) from the major and one from the related field (in another track or outside C&I) or official minor (must be outside C&I). To assign, complete the electronic form: https://onestop.umn.edu/academics/examination-committees.

Ordering the Graduation Packet
Early in the term in which you plan to defend your dissertation – request your Graduate Packet online: https://onestop.umn.edu/forms (see "Graduation" drop-down, then Graduation Packet link). This includes information necessary for completing the degree. Plan A students will receive the *Reviewer's Report form* and Plan B students will receive the *Final Oral Examination Report form*. More information on these forms is below.

Preparing to take the final exam
Students must make the Plan A thesis or Plan B project/paper(s) available to the examining committee for review well in advance of the final examination (at least 2-3 weeks). The Plan A thesis is read by the entire examining committee, and committee members must be unanimous in certifying that the thesis is ready for defense, as indicated by their signatures on the *Reviewer's Report form*. This form is found in the Graduation Packet. Instructions for the preparation of the thesis, including format specifications, should be obtained from the Graduate School. Students are responsible for scheduling the final oral examination with committee members at least one week prior to the exam. Students should work with staff in 125 Peik to secure a location for the closed exam.

Submitting the final examination report
The results of the examination are reported on the *Final Oral Examination form* the student obtains from the Graduate School. For Plan A students, this form is only obtained after the *Reviewer's Report form* has been submitted to the Graduate School. For Plan B students, this form is obtained by requesting the Graduation Packet. Once the exam is completed, the student returns the *Final Examination Report form* to the Graduate School by the last business day of the intended month of graduation. A majority vote of the committee is required to pass the examination, with all members present and voting. A student who fails the examination may be terminated from the graduate program or may be allowed, on unanimous recommendation of the examining committee, to retake the examination, providing the re-examination is conducted by the original examining committee.

Submitting copies of the Plan A thesis
Plan A students submit two unbound copies of their thesis to the Graduate School, both signed by their adviser(s), by the last working day of the intended month of graduation. It is also common for students to submit a bound copy of the thesis to the adviser and other committee members if desired.

GRADUATION & COMMENCEMENT

CEHD Commencement

CEHD's commencement ceremony is held once per year in May. All students are notified early in spring term about the process for signing up for commencement. Additional information is available at:
http://www.cehd.umn.edu/commencement/default.html

Please note: participating in commencement does not mean that you are, or will be, cleared for graduation. Graduation (degree) clearance is a separate process.

Clearance for graduation

Degrees are awarded monthly. To qualify for graduation in a particular month, a student must submit the Application for Degree form no later than the first day of that month and must complete the examination and submit the thesis (if Plan A) by the last business day of the anticipated month of graduation. The Application for Degree form can be found under MyU.umn.edu > Academics > Degree Progress tab