

# Graduate with your Degree in IDT

This aid is a “Cliff Notes” version of UND’s 40-page Master’s Student Handbook. It was designed for non-thesis students in UND’s Instructional Design & Technology program.

## PRIOR TO FINISHING YOUR SECOND-TO-LAST TERM OF COURSEWORK

1. Review the current academic deadlines set by the UND Graduate School. They are available and updated regularly at <http://www.und.edu/dept/grad/> in the right-aligned navigation menu.

### Graduate School Contact Information

#### **Mailing & Physical Address**

Graduate School  
Twamley Hall, Room 414  
PO Box 8178  
Grand Forks, ND 58202

**Phone:** (701) 777-2784

**Fax:** (701) 777-3619

**Email:** [gradschool@mail.und.nodak.edu](mailto:gradschool@mail.und.nodak.edu)

**Web:** <http://www.und.edu/dept/grad/>

2. Verify that you have a **Program of Study Form** submitted and approved by your advisor and the Graduate School. You will need your advisor’s signature on this form. If your advisor is Dr. Van Eck, he will need to sign it as Graduate Director as well as Advisor (two separate signatures).

3. Complete the paperwork needed to Advance to Candidacy. To do this, submit a **Topic Proposal Form** to the Graduate School. Your advisor’s review and signature are required on this form prior to its submission.

To qualify for candidacy, the following restrictions apply\*.

- a. You need to have completed at least 12 graduate credits, and still have one term of coursework (as little as 3 credits) remaining to complete.
- b. Your GPA for all coursework attempted must be at least 3.00.
- c. You need to have an Advisor appointed by the Dean upon the recommendation of the Graduate Director from your department.
- d. You must complete all undergraduate prerequisites and be in approved status.
- e. Your Program of Study Form must be approved by the Graduate School.
- f. Your Independent Study/Scholarly Project Proposal must be approved by the Graduate School.

### Go Online

<http://www.und.edu/dept/grad/html/mastersforms.htm>

For:

- Program of Study Form
- Topic Proposal Form
- Final Report on Candidate Form
- *Other helpful instructions and forms*

## AFTER BEGINNING YOUR LAST TERM OF COURSEWORK

1. Apply to graduate. The Graduate School will send you a graduation application when you have advanced to candidacy. ***Be sure to fill out your name clearly and correctly, as this is how it will appear on your diploma!*** Your advisor’s signature is required prior to submitting your application to the Graduate School. If the deadline (see #1) is getting close and you have not received your application, contact the Graduate School for assistance.
2. Complete your Independent Study or Scholarly Project before the deadline (see #1), and meet with your advisor for its review and approval.
3. When your Independent Study or Scholarly Project has been approved by your advisor, he or she must complete and sign the **Final Report on Candidate - Non-Thesis form**.
4. If you’re attending the ceremony, contact or visit Grand Forks’ Barnes & Noble to get your gown and other accessories. You may also wish to review information found at <http://sos.und.edu/commencement/>. Your diploma will be mailed to you in about 6 weeks!

*\*These requirements were reported by the UND Master’s Student HandBook web version (8.2006)*