

I.D. No. _____

To the Student: Check here if this is a revision of a previously approved program.

Please read the instructions on the reverse side of this page.
 This document consists of two forms (89a, 89b). Print or type to complete the appropriate sections of both forms. Complete the top half of this form (89a), including the name of your adviser(s). Complete form 89b and have it signed by your adviser(s) and by the Director of Graduate Studies (DGS) for your minor field, if declared.

Proposed committee members must be contacted and must agree to serving on your examining committee. Confer with your DGS to determine what responsibilities you have in this regard.

Submit both forms to your major field DGS (along with the names of the proposed committee members) for his/her signature. After departmental recommendation by the DGS, submit all forms to The Graduate School, 316 Johnston Hall for final approval.

Last Name	First	Middle

Degree Sought
Major
Track (if applicable)
Minor (if declared)

Student Signature/Date _____

Name(s) of Adviser(s) _____

Master's Degree Only (Check One)
 Plan A Plan B Coursework Only
Or, if Professional Engineering Degree
 Design Project Track Coursework Track

To the Director of Graduate Studies:

This document consists of two forms (89a, 89b). After the student has completed the appropriate sections of both forms and has obtained signatures as described above, it is ready for your review.

Please list below your recommendations for the student's examining committee. All committee members must be on the List of Faculty with Graduate Education Responsibilities (http://www.grad.umn.edu/faculty_rosters/faculty.html). Please be sure to indicate who will serve as chair. (Note: members of the final oral examination for the doctoral degree are recommended on the Thesis Proposal form GS 63.)

Sign form 89b to indicate your recommendation of the student's program of coursework. Sign below to indicate your recommendation of the student's proposed examining committee. **Note that by signing below, you certify that all proposed committee members have been contacted (by the student, by the adviser, by the Director of Graduate Studies, or by other means established for students in your major field) and that all proposed members have agreed to serve on this student's examining committee.**

The Graduate School's minimum requirements for composition of examining committees:

- Master's final examination: 3 examiners -2 from major; 1 from outside the major (minor if declared)
- Specialist Certificate final examination: 3 examiners -all 3 can be from major; a minimum of 2 from the major
- Doctoral preliminary oral examination: 4 examiners -3 from the major; 1 from outside the major (minor if declared)

Examining Committee Recommendations:

Major Field Examiners

Chair

Minor, Related Field, or Supporting Program Examiners

 Signature, Director of Graduate Studies
 GS #89a-Rev 02/12

 Date

Degree Program Form: INSTRUCTIONS

SPECIAL INSTRUCTIONS: If you are pursuing one of the following degrees and wish to declare a minor, see the box below for instructions: M.Ed., M.P.H., M.B.A., M.H.A., M.N., D.N.P., M.O.T., M.P.S.E., M.D.H., M.D.T., M.P.S.

INSTRUCTIONS FOR ALL OTHER MASTER'S AND DOCTORAL STUDENTS*

Before submitting the Degree Program form to the Graduate School:

- **Be sure that it meets all graduate program and Graduate School degree requirements.**
 - *Graduate program requirements:* Review your major field's student handbook and/or website; confer with your faculty adviser and Director of Graduate Studies (DGS).
 - *Graduate School requirements:* Review the online catalog (<http://www.catalogs.umn.edu/grad/index.html>) as well as the graduate education transformation website (<http://www.grad.umn.edu/Transition/policy/index.html>) for current information regarding graduate programs and graduate education policies (including updated policies regarding coursework minima, thesis credits, declaring a minor, transfer credits, committee assignments, etc.).
- **Be sure the coursework section (#89b):**
 - includes the designator (the departmental abbreviation and course number), course title, number of credits, grade (if completed), and name of instructor (or name of institution, if the course was taken outside the University of Minnesota);
 - lists proposed transfer work first, followed by University of Minnesota work;
 - lists University of Minnesota work in chronological order, beginning with earliest term and year;
 - does *not* include master's (xxxx-8777) or doctoral (xxxx-8888) thesis credits in the course credit totals; rather, for degrees that required thesis credits, be sure to check the appropriate thesis credit box at the bottom of #89b;
 - does *not* include pre-doctoral thesis credits (xxxx-8666) or Grad 999, neither of which can be used to meet degree requirements; and
 - is signed by your adviser (and co-adviser, if applicable) major field DGS, and if you declare a minor, the minor field DGS.
- **Be sure that official transcripts for proposed transfer work are attached** (unless they were previously submitted to the Graduate School, and included grades for the coursework to be transferred).
- **Be sure the transmittal page (#89a):**
 - is completed and signed by your major field DGS.

After final review by the Graduate School, an electronic copy of your Degree Program form will be sent to you and to your graduate program office. Please retain the copy for your records.

Responsible Conduct of Research: Be advised that all major fields require education in the responsible conduct of research and scholarship, whether through formal coursework or informal means, and most major fields (and formally declared minors) have additional requirements. Please be sure to consult with your DGS and faculty adviser concerning these requirements.

If your research involves human or animal subjects, radioisotopes, hazardous chemicals, or other activities subject to University of governmental regulation, you should be prepared to discuss with your committee your awareness of the regulatory requirements and whether you have complied with them or have plans to do so.

**Students in first-professional programs (J.D., M.D., Pharm.D., D.V.M., D.D.S., and L.L.M) do not use the Degree Program Form, and are not eligible for minors.*

For M.Ed., M.P.H., M.B.A., M.H.A., M.N., D.N.P., M.O.T., M.P.S.E., M.D.H., M.D.T., M.P.S. students who wish to declare a minor:

If you are pursuing one of the above-listed degrees, you may be eligible to pursue a minor.

To be eligible:

- Your degree program must offer its students the option to pursue a minor.
- The degree program in which you wish to earn the minor must offer that option.
- You must
 - Confer with the [Director of Graduate Studies \(DGS\)](#) of the minor field regarding requirements.
 - List *only* the minor field coursework requirements on the #89b page of the Degree Program form. (Do not complete #89a).
 - Obtain the signature of the minor field DGS.
 - Submit the signed #89b form to your college office. (Do not submit to the Graduate School.)
 - Successfully complete the minor field requirements.

Upon successful completion of your degree, including all minor field requirements, your declared minor will be posted to your transcript.

