

# Academic Regulations

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*Please note:*

*The following information represents the minimum standards established by the Graduate School. Individual departments may require higher standards. Students are expected to be fully cognizant of their department's requirements.*

*No exceptions to the following policies and procedures will be valid without the formal written approval of the Graduate School.*

## Admission to the Graduate School

Applicants for admission to the Graduate School must hold a bachelor's degree or its equivalent from an accredited American college or university or from a foreign institution of acceptable standing by the time of graduate matriculation. If at that time they do not hold a bachelor's degree, the Graduate School admission is void. The applicant should have earned at least a B average in his or her undergraduate major courses and should meet the level of academic achievement that implies a developed ability for advanced study and independent scholarship.

An applicant may seek admission in nondegree status or as a degree-seeking student in either a master's or doctoral program.

Admission to a graduate degree program is not equivalent to admission to candidacy for the degree. (See "Admission to Candidacy," under master's and Ph.D. degree requirements.) Also, admission to the master's program does not automatically mean admission to the doctoral program upon completion of the master's program. A separate decision is required for continuation in the doctoral program.

## Application Requirements

An applicant for admission to a degree program is required to submit:

1. one completed online "Application for Admission and Financial Aid"
2. the application fee
3. two (2) copies of the Statement of Intent
4. three (3) letters of recommendation and a second copy of each
5. a waiver of access form for each letter of recommendation with original signatures in ink
6. two (2) official transcripts from each postsecondary institution attended. International applicants must send both an original language and an official (i.e. notarized) English translation of each transcript.
7. official Graduate Record Examination (GRE) General Test scores (students may temporarily submit two (2) unofficial photocopies)
8. official GRE Subject Test scores if required by the department (students may temporarily submit two (2) unofficial photocopies)
9. official scores of the Test of English as a Foreign Language (TOEFL) from all nonnative speakers of English (students may temporarily submit two (2) unofficial photocopies)
10. two (2) copies of a curriculum vitae/resumé (recommended)

The online application should be completed and submitted before the submission of supporting materials. Beginning with the application for Fall 2007, some supporting materials will be submitted online. Visit the Graduate School Web site for more details.

Students seeking admission to more than one department, but who plan to enroll in only one, must submit separate applications for each department. Only one application fee is necessary.

The application fee must accompany the application. This fee is nonrefundable. The fee is \$50 for all applications submitted after December 1 for admission to the following fall semester. For applications submitted by December 1 for admission to the following fall semester, the application fee is \$35. Fees may be paid by check, money order, or credit card (see online application).

Unless otherwise specified, the application deadline is January 15 for admission and financial aid for the fall semester, and November 1 for the spring semester, though some departments have earlier deadlines. Only a few departments offer spring admission; therefore, applicants who wish to begin in the spring are advised to consult the department.

Beyond these Graduate School admission requirements for all graduate departments and programs, particular programs may require personal interviews and/or submission of special materials such as writing samples or portfolios. Consult the specific department in this regard and submit one (1) copy of each required item to the Graduate School.

The Graduate Record Examination (GRE) is offered at sites in the United States and abroad. The annual schedules and other information about the GRE can be obtained online at <http://www.gre.org> or from Educational Testing Service (ETS), Graduate Record Examination, Box 6000, Princeton NJ 08541-6000, USA. If you need to call about the GRE, telephone the Educational Testing Service at (609) 771-7670.

The Test of English as a Foreign Language (TOEFL) is offered several times each year at sites in the United States and abroad. Foreign students, except those noted above, must submit TOEFL scores as part of their application to demonstrate a sufficient command of English to meet the requirements of their field. If not available locally, the annual schedules and other information about the TOEFL can be obtained online at <http://www.toefl.org> or from Educational Testing Service (ETS), TOEFL, Box 6151, Princeton NJ 08541-6151, USA. If you need to call about the TOEFL, telephone the Educational Testing Service at (609) 771-7100.

### **Admission to Multiple Degree Programs**

An applicant who seeks admission to more than one master's degree program in the Graduate School in order to earn two degrees, or an applicant who seeks admission to a degree program in the Graduate School concurrently with a degree program in another school in the University (i.e., Law School or Mendoza College of Business) must submit a separate and complete application for each program. The applicant must also be accepted by each of the cooperating departments. The Graduate School will consider only applicants whose past academic performance indicates the potential for success in each of the programs. In consultation with the appropriate advisers from each unit, the applicant will select a plan of study acceptable to all units. The Graduate School must approve the written plan of study before the student may begin the program. No more than nine credit hours of classes from any one master's degree may be counted toward any other master's degree.

### **Admission to Joint Degree Programs**

It is possible for a student to pursue a program of study combining two programs and leading to a joint degree. An applicant who seeks to earn a joint degree, either master's or Ph.D., must submit a separate and complete application to each program and be accepted by both. The relevant departments must agree upon a plan of study defining what will constitute the joint degree program, and the approved written plan must be on file with the Graduate School before the student may begin the program.

### **Nondegree Applicants**

An applicant for admission to a nondegree program is required to submit one completed Graduate School application and two official transcripts from each postsecondary institution attended. (When possible, transcripts should be sent directly to the Graduate School by the institution.) Particular departments may require personal statements detailing the applicant's graduate plans and expectations.

A nondegree applicant may seek admission as a departmental nondegree student or as an unclassified, visiting, or auditing student in the Graduate School.

A departmental nondegree student is one who has been admitted to a department but does not seek an advanced degree from the University. An applicant with degree intent who lacks one or more admission requirements may be admitted temporarily to this nondegree status at the discretion of the department and with the approval of the associate dean for graduate admissions. The student may register for one to 12 credit

hours in any graduate courses for which he or she meets the course prerequisites. However, no student initially admitted to nondegree status will be admitted to degree status until all admission requirements have been satisfied. No more than 12 credit hours earned by a student while in a nondegree status may be counted toward a degree program. Admission as a departmental nondegree student does not guarantee later admission as a degree-seeking student.

An unclassified student is one who is admitted to the Graduate School in a nondegree status, but who is not a member of a particular department. Such a student may, with the approval of the Graduate School, take courses in any graduate department, subject to approval by the department. This category is usually open to nondegree students who wish to take courses in more than one department or students who have completed their degree programs, but wish to continue in the University in graduate student status. No more than 12 credit hours earned by a student while in a nondegree status may be counted toward a degree program. Admission as an unclassified nondegree student does not guarantee later admission as a degree-seeking student.

A visiting student is normally a degree student in another university who enrolls for credit in selected courses at Notre Dame. Unless otherwise arranged by the home university and Notre Dame, the visiting student is considered a nondegree student at Notre Dame and follows the same application and enrollment procedures as a nondegree student.

An auditor is a nondegree student who meets the course prerequisites but receives no academic credit. With the permission of the instructor and the department chair, a degree student also may audit courses. Audited courses may be recorded on a student's permanent record only if the student requests the instructor to record it at the beginning of the semester and if he or she attends the course throughout the entire semester. A recorded audit is graded V. Incomplete audits are not recorded. The audit grade of V cannot be changed to a credit grade.

In the academic year, full-time graduate students may audit courses without charge. Part-time graduate students who audit courses will be charged the normal audit fee of one-half the current credit hour fee.

In the summer session, there is no free audited course. Any course taken or audited in the summer session will be charged the full price.

## **Acceptance**

Official acceptance to the Graduate School in the academic year is granted only by the associate dean. Applicants will be informed officially of the results of their application by a letter from the associate dean for graduate admissions. Applicants who intend to accept offers of admission are required to confirm their acceptance by returning the appropriately completed form that is supplied with an offer of admission.

## **Enrollment in the University**

Once admitted, all degree and nondegree graduate students must enroll and register each semester at the dates and times announced by the University Registrar.

Any admitted student who fails to register and enroll for one semester or more must apply for readmission upon return. (See "Continuous Enrollment," below.)

## **Full-time and Part-time Status**

A full-time student is one who is working full time toward his or her degree objective. The student's department is responsible for determining who is a full-time student, and who is otherwise a part-time student. All degree-seeking students are expected to maintain full-time status and to devote full time to graduate study. No degree student may hold a job, on or off campus, without the express permission of his or her department and the Graduate School.

A nondegree student must register for at least nine credit hours per semester, or six in the summer session, to claim full-time status.

## **Academic Good Standing**

Continuation in a graduate degree program or in nondegree status, admission to degree candidacy, and graduation require maintenance of at least a 3.0 (B) cumulative grade point average (G.P.A.). A student may be dismissed from the department or program if the G.P.A. in any one semester is below 2.5 or if the G.P.A. is below 3.0 for two consecutive semesters. Some departments require higher averages for enrollment and support continuance.

An adequate G.P.A. is only one factor taken into consideration in determining a student's qualifications for an advanced degree. Degree students should be aware of their department's performance criteria. The department and the Graduate School annually evaluate each graduate student's overall performance on the basis of these criteria.

A student must be in academic good standing to be eligible for new or continued financial support.

## **Continuous Enrollment**

All students must enroll each semester in the academic year and register for at least one credit hour per semester to maintain student status. Continuous enrollment is met normally by both enrollment in the University and registration in a graduate-level course relevant to the student's program. A student who is concurrently pursuing degrees in the Graduate School and in another school in the University meets the continuous enrollment requirement by registering for a course in either program. Any exception to this rule, including a leave of absence, must be approved by the Graduate School. (See "Leave of Absence," below.) Degree students who have completed the course work requirement for their degree must register for at least one credit hour per semester, including the final semester or summer session in which they receive their degree. This credit hour should consist of either resident or non-resident thesis or dissertation research within their department. These students may be considered full-time students whether or not they are in residence. Students not in residence and taking one credit hour pursuant to continuous enrollment requirements are charged a special registration fee.

A student who fails to enroll and register for one semester or more must apply for readmission upon return.

Continuing students (i.e., degree-seeking students who are eligible to continue their studies in the fall semester) may have access to University facilities and services from May through August without enrolling and registering for academic credit in the summer session.

## **Leave of Absence**

For exceptional reasons and on the recommendation of the department, a student in good academic standing may request a leave of absence for a maximum of two consecutive semesters. A request for a leave of absence must be made before the semester in which the leave is taken, and all leaves of absence must be approved by the Graduate School. If, for some urgent reason, a student is allowed to leave the University after the beginning of the semester, the withdrawal procedure below must be followed. If at the end of the leave of absence period the student does not return, the student is considered terminated. Application for readmission is required if the student wishes to return.

In the case of a medical leave of absence, clearance from the University Health Center is required prior to readmission.

## **Medical Separation from Academic Duties**

Students enrolled in the Notre Dame Graduate School who wish to temporarily interrupt their programs for medical reasons must apply to the Graduate School. Students are eligible under this policy if they have a "serious medical condition." For purposes of this policy, "serious medical condition" means a medical condition that (1) requires multiple day hospitalization OR (2) renders the student unable to engage in coursework and all other Graduate School-related duties for a period of at least ten (10) calendar days. Certification by a physician that the student has a serious medical condition as defined in this policy must be submitted to the Graduate School no less than three months prior to the separation period (for childbirth and

other predictable requests) or as soon as the need is foreseen (for emergency requests). In situations involving childbirth, the separation period will generally begin on the actual date of childbirth; in all cases, regardless of the nature of the medical condition, the duration of the separation will be as certified by the physician up to a maximum of six weeks. Students may utilize this medical separation policy two non-consecutive times during their graduate studies. Should students need more than six weeks at any one time, they must withdraw from the University. Leaves of absence for one semester or more for medical or other reasons are governed by the Graduate School Leave of Absence policy.

Full-time degree-seeking students in their sixth year of study or less who are receiving financial aid from the Graduate School or external funds will receive a stipend equal to their normal stipend during their period of separation, for a maximum of six weeks paid by the Graduate School. Students will retain their tuition scholarships, access to on-campus medical facilities, and all other resources available to students during the entire separation period (up to six weeks). Students also will be deemed "continuously enrolled" at the University during the entire period of separation.

Teaching Assistant and Research Assistant duties will cease at least during the period of separation. Students are responsible for making arrangements, through their departments, to cover their duties. Students taking classes will be required to make arrangements with individual course instructors for completion of any courses in progress during the leave. Students will be granted the option to re-schedule exams, extend candidacy deadlines or other deadlines not discussed herein. Students are responsible for making arrangements to reschedule exams, extend deadlines and to make up other work not discussed herein. Unlike a regular one-semester leave, time off in conjunction with this policy *will* count towards the students' degree time limit of eight years and university-sponsored funding cap of six years.

### **Withdrawal from the Program**

To withdraw from the University before the end of the semester, a student must inform the department and the Graduate School as well as complete the notice of withdrawal. (See [http://registrar.nd.edu/Separation\\_Form/form.html](http://registrar.nd.edu/Separation_Form/form.html).) For information on refunds, refer to "Tuition and Expenses."

Upon approval of the withdrawal, the University enters a grade of W for each course in which the student was registered. If a student drops out of the University without following the procedure described above, a grade of F is recorded for each course.

The credit for any course or examination will be forfeited if the student interrupts his or her program of study for five years or more.

The University reserves the right to require the withdrawal of any student when academic performance, health status, or general conduct may be judged clearly detrimental to the best interests of either the student or the University community.

### **Access to Computing Services**

The University of Notre Dame NetID accounts and related services are intended for faculty, staff, and currently registered and enrolled students. "A student must register and enroll at the dates and times announced by the Registrar" (Academic Code 4.1). A student who fails to register and enroll by the announced date will forfeit the right to access his or her NetID account and related services. University computing resources supplied by way of the NetID are normally available to a student for up to 60 days after his or her graduation date. A student granted a leave-of-absence would normally retain access to University computing services for up to two semesters. A student who is separated from the University due to an academic suspension, academic dismissal, or withdrawal will no longer have access to University computing services, unless an extension has been approved by the dean of his or her college. A student attending Notre Dame for the summer only, with a nondegree seeking status, will normally retain access to University computing service for up to 60 days after the August graduation date. A student who is separated from the University for other reasons will no longer have access to University computing services.

## Registration and Courses

### Maximal Registration

During each semester of the academic year, a graduate student should not register for more than 15 credit hours of graduate courses, i.e., the 60000 through 90000-level courses. In the summer session, a graduate student should not register for more than 10 credit hours.

### Course Numbers

Courses numbered 60000 – 69999 are typically first-level graduate courses. Qualified advanced undergraduates may be admitted to these classes with the permission of the instructor and the approval of the chair. Courses numbered 70000 and above are advanced graduate courses open only to graduate students who have completed the prerequisites.

The advanced undergraduate courses numbered 40000 – 59999 may, with the approval of the department chair and the Graduate School, be taken to satisfy up to 10 hours of graduate credit requirements. Departments may place additional constraints on the use of 40000 – 59999 level courses to meet their degree requirements.

No graduate credit is allowed for courses below the 40000 level.

### Add/Drop Policy

A student may add courses through the first seven class days of the semester. A student may add courses after this time only on recommendation of the department and with approval of the Graduate School.

A student may drop courses at their discretion through the first seven class days of the semester. To drop a course after this period and up to the midsemester point (see the Graduate School calendar for the exact date), a student must have the approval of the chair of the department offering the course, of his or her adviser, and of the Graduate School; however, no tuition adjustment will be made after the seventh class day of the semester. A course may be dropped after the midsemester point only in cases of serious physical or mental illness. Courses dropped after this period will be posted on the student's permanent record with the grade of W.

A course taken for credit can be changed to an audit course after the midsemester point only in cases of serious physical or mental illness.

### Grades

Listed below are graduate grades and the corresponding number of quality points per credit hour.

A	4
A-	3.667
B+	3.333
B	3
B-	2.667
C+	2.333
C	2
F	0
I	0 (Until Incomplete is removed)
NR	Not reported
S	0 Satisfactory
U	0 Unsatisfactory
V	0 Auditor (graduate students only)
W	0 Discontinued with permission

Quality point values are used to compute the student's G.P.A. The G.P.A. is the ratio of accumulated earned quality points to the accumulated earned semester credit hours. G.P.A. computation takes into account only those grades earned in Notre Dame graduate courses by students with graduate status at Notre Dame. For

courses taken in a department or college in the University, but outside the Graduate School, or taken outside the University, the grade will not be included in the G.P.A. computation.

The grades of C- and D are not awarded in the Graduate School.

A student receives the temporary grade of I when, for acceptable reasons, he or she has not completed the requirements for a 60000- or higher-level graduate course within the semester or summer session. No grade of I can be given for courses below the 60000 level or to graduating students in the final semester or final summer session of a terminal degree program.

The student then must complete the course work for a grade prior to the beginning of the final examination period of the next semester in which the student is enrolled. If a student receives an I (Incomplete) for a summer session course, he or she must complete the course work for a grade before the final examination period begins for the next semester or summer session (whichever comes first) in which the student is enrolled.

The University temporarily computes this grade as the equivalent of an F in calculating the G.P.A. When the student fulfills the above requirements, the I is replaced by the new grade. Faculty will be given 30 days from the last day of classes to turn in the grade change form to the Graduate School. Should the student not complete the course work as required, the I will convert to an F on the transcript.

The department and the Graduate School will review a student who receives more than one I in a semester or an I in two or more consecutive semesters, to determine his or her eligibility for continued support and enrollment.

The grades of S and U (Satisfactory and Unsatisfactory) are used in courses without semester credit hours, as well as in research courses, departmental seminars, colloquia, workshops, directed studies, field education, and skills courses. These courses, if given the grade of S, do figure in a student's earned semester credit-hour total but do not figure in the computation of the G.P.A. A grade of U will not count toward the student's earned semester credit-hour total, nor will it figure in the computation of the G.P.A.

The grade of V (Auditor) has neither quality-point nor credit-hour value. It is the only grade available to the registered auditor. The audit must be requested before the seventh class day of the semester; the auditor should attend the course throughout the entire semester, and it is made part of his or her permanent record. The grade of V cannot be changed to a credit-earning grade. Information about declaring an audit is posted at <http://registrar.nd.edu/audit.shtml>.

The grade of W (Discontinued with permission) is given for a course that a student is allowed to drop after the midsemester point.

## **Transfer Credits**

A department may accept course work completed at another accredited university toward meeting its degree requirements. A student may transfer credits earned at another accredited university only if: (1) the student is in degree status at Notre Dame; (2) the courses taken are graduate courses appropriate to the Notre Dame graduate program and the student had graduate student status when he or she took these courses; (3) the courses were completed within a five-year period prior to admission to a graduate degree program at Notre Dame or while enrolled in a graduate degree program at Notre Dame; (4) grades of B (3.0 on 4.0 scale) or better were achieved; and (5) the transfer is recommended by the department and approved by the Graduate School.

These five requirements also apply to the transfer of credits earned in another program at Notre Dame.

The University considers a request for credit transfer only after a student has completed one semester in a Notre Dame graduate degree program and before the semester in which the graduate degree is conferred. The university of origin must submit two transcripts directly to the Notre Dame Graduate School. Credits not earned on the semester system, such as trimester and quarter-hour credits, will be transferred on a pro rata basis.

A student transferring from an unfinished master's program may not transfer more than six semester credit hours into either a Notre Dame master's or Ph.D. program.

If the student has completed a master's or Ph.D. program, he or she may transfer up to nine semester credit hours to a Notre Dame master's program and up to 24 semester-credit hours to a Notre Dame Ph.D. program.

Occasionally, a student may need to do dissertation research at another institution. Normally, the student would register for the appropriate number of credit hours of research at Notre Dame. If the student does not enroll at Notre Dame and expects to count research hours earned elsewhere toward the Notre Dame degree, the student must have the approval of the department and the Graduate School in advance. The University requires similar prior approval for formal courses taken elsewhere and applied to the degree program. Twenty-four credit hours, including research credit hours, is the maximum acceptable for transfer into a Notre Dame doctoral program.

No grades of transferred courses are included in the student's G.P.A.

## **Academic Integrity**

Integrity in scholarship and research is an essential characteristic of our academic life and social structure in the University. Any activity that compromises the pursuit of truth and the advancement of knowledge besmirches the intellectual effort and may undermine confidence in the academic enterprise. A commitment to honesty is expected in all academic endeavors, and this should be continuously emphasized to students, research assistants, associates, and colleagues by mentors and academic leaders.

The procedures for ensuring academic integrity in the Graduate School are distinct from those in the Undergraduate Code of Honor. The following apply to both degree-seeking and non-degree-seeking students.

Violations of academic integrity may occur in classroom work and related academic functions or in research/scholarship endeavors. Classroom-type misconduct includes the use of information obtained from another student's paper during an examination, plagiarism, submission of work written by someone else, falsification of data, etc. Violation of integrity in research/scholarship is deliberate fabrication, falsification, or plagiarism in proposing, performing, or reporting research or other deliberate misrepresentation in proposing, conducting, reporting, or reviewing research. Misconduct does not include errors of judgment, errors in recording, selection, or analysis of data, differences in opinions involving interpretation, or conduct unrelated to the research process. Misconduct includes practices that materially and adversely affect the integrity of scholarship and research.

Any person who has reason to believe that a violation of this policy has occurred shall discuss it on a confidential basis with the department chair or director of the appropriate institute. If a perceived conflict of interest exists between the chair/director and the accused, the next highest academic officer shall be notified of the charge. The chair/director shall evaluate the allegation promptly. If it is determined that there is no substantial basis for the charge, then the matter may be dismissed with the fact of dismissal being made known to the complainant and to the accused if he or she is aware of the accusation. A written summary of charges, findings, and actions shall be forwarded to the dean of the Graduate School as a matter of documentation. Otherwise, the chair will select an impartial panel consisting of three members, one of whom may be a graduate student, to investigate the matter. The chair will inform the accused of the charges. The panel will determine initially whether to proceed directly to a hearing to further investigate the case, or to dismiss the charges. If the panel decides to proceed directly to a hearing, the hearing will be held within 10 days of the original notification. If the panel decides that further investigation is necessary, it shall immediately notify the chair. If it decides that a hearing is not warranted, all information gathered for this investigation will be destroyed. The utmost care will be taken to minimize any negative consequence to the accused.

The accused party must be given the opportunity to respond to any and all allegations and supporting evidence at the hearing. The response will be made to the appointed panel. The panel will make a final judgment, recommend appropriate disciplinary action, and report to the chair in writing. The report will include all of the pertinent documentation and will be presented within 30 days after meeting with the accused. Copies of the



report are to be made available to the accused, the chair, and the dean of the Graduate School. If a violation is judged to have occurred, this might be grounds for dismissal from the University; research/scholarship violations might be reported to the sponsor of the research effort (e.g., NSF, NIH, Lilly Foundation, etc.), if appropriate.

If the student chooses to appeal, he or she must address the appeal in writing to the dean of the Graduate School within 10 days. The student has the right to appear before the dean or his or her delegate. The dean may decide to appoint an ad hoc committee to handle this appeal, if deemed necessary.

Violations of academic integrity by individuals who are not students are governed by different rules; students who are working on externally sponsored programs may also be covered by sponsor-mandated rules. Contact Dr. Richard A. Hilliard, director of research compliance, (574) 631-5386, for further information.

The penalty for a student who admits wrongdoing should be determined by the graduate committee of the student's department or program.

### **Academic Counselor**

The dean of the Graduate School has appointed an academic counselor in the Graduate School to be available to graduate students who want to confidentially discuss problems they are having in their programs. The counselor can help a student decide how to resolve the problem. The Graduate School's academic counselor is Dr. Barbara M. Turpin, associate dean.

### **Grievance and Appeal Procedures**

Students follow the grievance and appeal procedures of the department in which they are studying. Where department procedures are not clear, students contact the department chair and/or the director of graduate studies. Appeals beyond the department are made directly to the dean of the Graduate School. Instructions for how to appeal to the dean can be found at <http://graduateschool.nd.edu/pdf/brochure.grad.appeal.pdf>. Students may seek advice from the associate dean of the Graduate School who serves as academic counselor before beginning a formal process within the department or an appeal to the dean.

### **Requirements for the Master's Degree**

*In addition to the following Graduate School requirements, individual departments may have higher standards. Students are expected to know their departmental requirements.*

#### **Credit Hours**

The number of semester credit hours of course work for the master's degree is specified by the student's department. Students in a research program must also complete the research requirements of the department. (See also "Transfer Credits," above.)

#### **Residency**

The minimum residency requirement for the master's degree is registration in full-time status for one semester during the academic year or for one summer session.

#### **Foreign Language Requirement**

The Graduate School does not require foreign language reading proficiency for the master's degree. However, some departments do have this requirement. Students should consult their departments concerning this requirement.

#### **Degree Eligibility**

Failure to complete all requirements for the master's degree within five years results in forfeiture of degree eligibility.

A master's program that is pursued during the summer and the academic year must also be completed within five years.

A student attending summer session only must complete all requirements within seven years.

### **Thesis Directors**

Each student is assigned an adviser from the time of enrollment. This may initially be the director of graduate studies, but an individual adviser or thesis director will be chosen as soon as practicable, following the department's policies.

Advisers and thesis directors are normally chosen from the teaching and research faculty of the student's department. There also may be one co-director chosen from the faculty outside (or within) the student's department. In exceptional cases, a student may choose a thesis director from the Notre Dame teaching and research faculty outside the department. Arrangements for extra-departmental directors or co-directors must be consistent with departmental policies and must be approved by the department.

### **Master's Examination**

By the end of the term following completion of the course work required by the department, the degree candidate must have taken an oral and/or written master's examination demonstrating mastery in his or her field. Failure in either one or both parts of the examination results in automatic forfeiture of degree eligibility, unless the department recommends a retake. If a retake is recommended, it must be completed by the end of the following semester. The Graduate School allows only one retake of the master's examination.

Some departments have an equivalent requirement in lieu of the master's examination. Students are advised to be cognizant of their respective departmental requirements with regard to the master's examination or its substitute.

A doctoral student may receive the master's degree without taking the master's examination on the recommendation of the department and completion of (a) the course work required by the department for the master's degree and (b) all written parts of the doctoral candidacy or Ph.D. qualifying examination. Departments may have additional criteria or may choose not to offer a master's degree in this manner; students should consult the departmental guidelines.

### **Admission to Candidacy**

To qualify for admission to candidacy, a student must be in a master's degree program. He or she must have been enrolled in the program without interruption and must maintain a minimum cumulative G.P.A. of 3.0 in approved course work. A student who seeks admission to candidacy in a research master's program must also demonstrate research capability and receive departmental approval of his or her thesis proposal.

Admission to candidacy is a prerequisite to receiving any graduate degree. *It is the student's responsibility to apply for admission by submitting the appropriate form to the Graduate School office through the department chair. The applicable deadline is published in the Graduate School calendar.*

### **Thesis Requirement**

The thesis is the distinctive requirement of the research master's program. With the approval of his or her adviser, the student proposes a thesis topic for departmental approval. The approved topic is researched and the results presented under the supervision of a thesis director.

The thesis director indicates final approval of the thesis and its readiness for the readers by signing the thesis. The candidate then delivers the number of signed copies of the completed thesis required by the department to the department chair. These copies are distributed to the two official readers appointed by the department. Readers are appointed from among the regular teaching and research faculty of the student's department. The appointment of a reader from outside the student's department must have the department's approval. The

thesis director may not be one of the official readers. Each reader must unconditionally approve the thesis and the department should promptly report the results to the Graduate School.

### **Submitting the Thesis**

The format of the thesis should follow the guidelines established by ProQuest. These guidelines can be found in the Graduate School's office or online at <http://graduateschool.nd.edu>.

For formatting assistance beyond these guidelines, students should follow the formatting custom in their field. Students may also consult the Graduate School's *Guide for Formatting and Submitting Dissertations and Theses*, available at the Graduate School office and online at <http://graduateschool.nd.edu>. When the Graduate School performs its formatting check, it will primarily make sure that the document conforms to the ProQuest guidelines. It is the student's responsibility to submit a clean and professional-looking thesis.

When the thesis is given to the readers, the candidate should also give a complete copy to the Graduate School office for a preliminary review of the format. This copy may be submitted electronically as a PDF or delivered as a printed document.

After the readers approve the thesis and any necessary changes have been made, the candidate must then present the final version of the thesis to the Graduate School for final approval and submission on or before the date specified in the Graduate School calendar. Candidates should be cognizant of deadlines for graduation established by the Graduate School and the department.

The thesis may be submitted either in electronic (PDF) form or in printed manuscript form. Only the official submission will be accepted by the Graduate School.

To submit the thesis electronically, the candidate must upload one complete PDF copy to the Hesburgh Library's Electronic Dissertation and Thesis database, and provide three signed title pages and any other necessary forms to the Graduate School.

To submit printed copies of the thesis, the candidate must present two clean copies, each signed by the thesis director. The candidate pays the binding costs for the two official copies required by the Graduate School.

Candidates must check with their departments for any additions to the Graduate School requirements.

Should a candidate and adviser decide to microfilm a thesis, information concerning the ProQuest Information and Learning Master's Publishing Program may be obtained from the Graduate School office.

### **Requirements for the Doctor of Philosophy Degree**

The goal of the University in its Ph.D. programs is to develop productive scholarship and professional competence in its students. In addition to a broad acquaintance with the historical and contemporary state of learning, the University encourages its students and faculty to make contributions to the advancement of their respective fields.

In addition to the following Graduate School requirements, individual departments may require higher standards. Students are expected to know their department's requirements.

#### **Credit Hours**

The number of semester credit hours of formal courses, directed studies, and research is specified by the student's department. (See also, "Transfer Credits," above.)

#### **Residency**

The minimum residency requirement for the Ph.D. degree is full-time status for four consecutive semesters (may include the summer session).

## **Foreign Language Requirement**

This requirement varies from department to department, in both the choice of language and the degree of proficiency required. Students should consult their department concerning this requirement.

## **Award of Master's Degree to Doctoral Students**

A doctoral student may receive the master's degree without taking the master's examination on the recommendation of the department and completion of: (a) the course work required by the department for the master's degree and (b) all written parts of the doctoral candidacy or Ph.D. qualifying examination. Departments may have additional criteria, or may choose not to offer a master's degree in this manner; students should consult the departmental guidelines.

## **Degree Eligibility**

The student must fulfill all doctoral requirements, including the dissertation and its defense, within eight years from the time of matriculation. Failure to complete any of the Graduate School or departmental requirements within the prescribed period results in forfeiture of degree eligibility.

## **Advisers and Dissertation Directors**

Each student is assigned an adviser from the time of enrollment. This may initially be the director of graduate studies, but an individual adviser or dissertation director will be chosen as soon as practicable, following the department's policies.

Advisers and dissertation directors are normally chosen from the teaching-and-research faculty of the student's department. There also may be one co-director chosen from the faculty outside (or within) the student's department. In exceptional cases, a student may choose a dissertation director from the Notre Dame teaching and research faculty outside the department. Arrangements for extra-departmental directors or co-directors must be consistent with departmental policies and must be approved by the department.

## **Candidacy Examination**

Normally, the candidacy examination is passed, and the dissertation topic approved, by no later than the student's eighth semester of enrollment. Failure to meet this deadline may lead to discontinuation of Graduate School funding.

The examination consists of two parts: a written component and an oral component. The written part of the examination normally precedes the oral part. It is designed, scheduled, and administered by the department. The oral part of the examination is normally taken after the completion of the course work requirement. The oral part, among other things, tests the student's readiness for advanced research in the more specialized area(s) of his or her field. In total, the examination should be comprehensive. Successful passage indicates that, in the judgment of the faculty, the student has an adequate knowledge of the basic literature, problems, and methods of his or her field. If the proposal defense is part of the oral, it should be a defense of a proposal and not of a completed dissertation.

A board of at least three voting members nominated by the department and appointed by the Graduate School administers the oral part of the examination. (The department may require larger committees.) Normally, this board has the same membership as the student's dissertation committee. Board members are normally chosen from the teaching and research faculty of the student's department, although if approved by the department, a faculty member from another department or another institution may also be appointed to the committee.

A faculty member appointed by the Graduate School from a department other than the student's department chairs the examination board. This chair represents the Graduate School and does not vote. After completion of the examination, the chair calls for a discussion followed by a vote of the examiners. On a board of three, two votes are required to pass. On a board of four, three votes are required to pass. If a department chooses to have five members, four votes are required to pass. The chair should, before the examination begins, confirm departmental regulations for conduct of the examination and voting procedures. The chair sends a written

report of the overall quality of the oral examination and the results of the voting immediately to the Graduate School.

In case of failure in either or both parts of the doctoral candidacy examination, the department chair, on the recommendation of a majority of the examiners, may authorize a retake of the examination if this is permitted by departmental regulations. An authorization for retake must be approved by the Graduate School. A second failure results in forfeiture of degree eligibility and is recorded on the student's permanent record.

### **Admission to Candidacy**

Admission to candidacy is a prerequisite to receiving any graduate degree. To qualify for admission to doctoral candidacy, a student must:

1. be in a doctoral program;
2. have been continuously enrolled in the program without withdrawal;
3. complete the departmental course work requirement with a cumulative average of 3.0 or better;
4. pass the written and oral parts of the doctoral candidacy examination, and have the dissertation proposal approved (if this is not part of the candidacy exam) by the end of the eighth semester of enrollment.

It is the responsibility of the student to apply for candidacy admission by submitting the appropriate form to the Graduate School office through the department chair.

### **The Dissertation**

In continuing consultation with the dissertation director, the candidate explores research areas in his or her field to formulate a dissertation proposal. The methods of approval of the dissertation proposal are determined by the individual departments.

The department chair or director of graduate studies will appoint a dissertation committee consisting of the dissertation director and at least two readers. (The department may require larger committees.) Normally, the committee is drawn from the membership of the student's oral candidacy board. The student's department must approve the appointment of committee members from outside the department and/or the University.

The candidate delivers typed copies of the finished dissertation, signed by the director, to the department chair for distribution to the readers.

At the same time, the candidate should also give a complete copy to the Graduate School, where it will be reviewed for compliance with the formatting guidelines. (See "Submitting the Dissertation" below.)

Readers normally have two to four weeks to read the dissertation, decide whether it is ready to be defended, and so indicate on the appropriate form to the Graduate School. Reader approval of the dissertation for defense does not imply reader agreement or support; it implies reader acknowledgment that the dissertation is an academically sound and defensible scholarly product. Only a dissertation that has been unanimously approved for defense by the three readers may be defended.

Even though the dissertation has been approved for defense, revisions may be required. If defects in the dissertation come to light at the defense, the candidate may be asked to revise the dissertation before it is accepted by the Graduate School and the degree is conferred. In that case, it will be the responsibility of the dissertation director, or such person as the committee may appoint, to report to the Graduate School that such revisions have been completed satisfactorily.

### **Defense of the Dissertation**

In defending the dissertation, the doctoral candidate supports its claims, procedures, and results. The defense is the traditional instrument that enables the candidate to explore with the dissertation committee the dissertation's substantive and methodological force. In this way, the candidate and the committee confirm the candidate's scholarly grasp of the chosen research area.

The format of the defense is determined by the department with the Graduate School's approval. The defense is chaired by a faculty member who is appointed by the Graduate School from a department other than the candidate's department. This chair represents the Graduate School and does not vote. After the examination is completed, the chair calls for a discussion followed by a vote of the dissertation committee. At least two votes out of three (or three votes out of four, or four votes out of five) will be required to pass a candidate. The chair sends a written report of the overall quality of the defense and the voting results immediately to the Graduate School.

In case of failure of the defense, on the recommendation of a majority of the examiners, another opportunity to defend may be authorized if this is permitted by departmental regulations. An authorization for a second defense must be approved by the Graduate School. A second failure results in forfeiture of degree eligibility and is recorded on the candidate's permanent record.

### **Submitting the Dissertation**

To receive the degree at the next commencement, the doctoral candidate who has successfully defended his or her dissertation must submit it to the Graduate School on or before the deadline published in the Graduate School calendar. Candidates should be cognizant of deadlines for graduation established by the Graduate School and the department.

To be accepted by the Graduate School, the dissertation should be prepared according to the formatting guidelines established by ProQuest. These guidelines can be found in the Graduate School office or online at <http://graduateschool.nd.edu>.

For formatting assistance beyond these guidelines, students should follow the formatting custom in their field. Students may also consult the Graduate School's *Guide for Formatting and Submitting Dissertations and Theses*, posted online at <http://graduateschool.nd.edu>. When the Graduate School performs its formatting check, it will primarily make sure that the document conforms to the ProQuest guidelines. It is the student's responsibility to submit a clean and professional-looking dissertation.

When the dissertation is given to the readers, the candidate should also give a complete copy to the Graduate School, where it will be reviewed for compliance with the style manual. This copy may be submitted electronically as a PDF or delivered as a printed document.

After successfully defending the dissertation and making any necessary changes, the candidate must present the document to the Graduate School for final approval and submission.

The dissertation may be submitted either in electronic (PDF) form or in printed manuscript form. Only the official submission will be accepted by the Graduate School.

The candidate may submit the dissertation electronically by uploading one complete PDF copy to the Hesburgh Library's Electronic Dissertation and Thesis database, and providing three signed title pages and any other necessary forms to the Graduate School.

Alternatively, the candidate may present two clean, printed copies of the dissertation, each signed by the dissertation director. The candidate pays the binding costs for the two official copies required by the Graduate School.

The Graduate Council requires that all doctoral dissertations be microfilmed by ProQuest Information and Learning. In addition to any other required forms or surveys, the candidate must submit a completed Microfilming Agreement form to the Graduate School's dissertation editor, who handles this publication requirement for the candidate.