

Plan of Study and Thesis Proposal due dates:

PLSC/Hort: the end of your second term of enrollment

Cereal Science M.S.: 4 months and 6 months from your start date, respectively

Cereal Science Ph.D.: 6 months and 9 months from your start date, respectively

Procedure for Plan of Study

Work with your advisor to create Plan for approval by Department and Graduate School.

1. Select your course work.
 - a. Limits/guidelines for completing the Plan of Study can be found in the Graduate Bulletin: <http://www.ndsu.edu/gradschool/bulletin/>
 - b. Important things to note:
 - i. 600-689, 691, 700-789, 791 are didactic courses
 - ii. 16 didactic credits required for M.S.; 30 didactic credits required for Ph.D.
 - iii. PLSC ONLY: 30 didactic credits are required for Ph.D. of which at least 15 credits must be from courses listed 700-789, 791
 - iv. Any credits over 30 listed on a MS Plan WILL NOT be allowed to count on a NDSU Ph.D. Plan. If you are considering a NDSU Ph.D. do not list over 30 credits even though you may take over 30 credits.
2. Select the members of your committee including Graduate Appointee (from outside the department)
 - a. To add non-NDSU committee member: obtain c/v, create letter of request, send to Program Chair/Dept Head for signature, forward to Graduate Student Secretary. Contact the Grad Student Secretary for more details.
3. Submit a typed draft of your Plan of Study to begin the review process. Save a digital copy of the draft so you can make adjustments. **Signatures are NOT needed on the Plan yet.**
 - a. PLSC Students: Deliver to Grad Student secretary
 - b. CFS Students: Deliver to Program Chair
4. Following review, faculty comments will be emailed to you
5. Along with your advisor, review the recommendations and make all necessary corrections
6. **Signatures of your committee members can now be obtained.**
7. Once all committee members have signed the Plan of Study, return it to Grad Student Secretary who will obtain Department Head and Grad School signatures.
8. Once the Graduate School approval has been obtained, you will be emailed a copy of the completed, signed Plan of Study.
 - a. Please be sure the current Graduate Student Secretary has been copied on the email as the Plan of Study needs to be printed for your student file.

Plan of Study and Thesis Proposal due dates:

PLSC/Hort: the end of your second term of enrollment

Cereal Science M.S.: 4 months and 6 months from your start date, respectively

Cereal Science Ph.D.: 6 months and 9 months from your start date, respectively

Procedure for Thesis Proposal

Work with your advisor to create each document for approval by the Department.

1. Select your Thesis topic.
2. Type the first draft of your proposal and submit for advisor review and approval.
3. After approval, contact all committee members to coordinate a meeting time. NOTE: Your Plan of Study should be in the review process by the time you schedule this meeting.
 - a. Meet fairly early in your writing process to assure you are on the correct research path.
4. Contact Graduate Student Secretary to book a meeting room.
 - a. Meetings MUST be scheduled at least one week prior to the planned meeting date.
5. Submit "Request to Schedule Research Proposal Meeting" to Graduate Student Secretary (PLSC ONLY) at least one week prior to your requested meeting time
6. Prior to your Proposal Meeting, complete the form "Report of Research Proposal Meeting" to be signed by each committee member at the meeting (PLSC and CFS)
7. Following your meeting, submit the signed "Report of Research Proposal Meeting"
8. After making all suggested corrections, submit your finalized thesis proposal to the Graduate Student Secretary via email or hard copy