



TRANSPORTATION & LOGISTICS GRADUATE PROGRAM

North Dakota State University
Upper Great Plains Transportation Institute

April 2017

NDSU UPPER GREAT PLAINS
TRANSPORTATION INSTITUTE

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1. PROGRAM OVERVIEW

North Dakota State University offers an interdisciplinary program leading to a Ph.D. degree in Transportation and Logistics, a Master of Science in Transportation and Urban Systems, a Master of Transportation and Urban Systems, a Master of Managerial Logistics, a Certificate in Transportation and Urban Systems, and a Transportation Leadership Graduate Certificate. The program is a collaborative effort of four colleges and includes faculty from Agribusiness & Applied Economics, Civil Engineering, Computer Science and Operations Research, Emergency Management, Industrial Engineering, Management & Marketing, and the Upper Great Plains Transportation Institute. This policy manual includes the policies and procedures that specifically apply to the Transportation and Logistics graduate program. Students must also refer to the NDSU Graduate School documentation on policies and procedures that apply to all graduate students.

1.1 Meet the Director – Dr. Denver Tolliver



Welcome to the Transportation and Logistics Program here at North Dakota State University. The program faculty strives to integrate proven logistics and supply chain management principles with the latest advancements in analysis and technology in their courses. Consequently, our program provides the breadth and depth of knowledge you'll need to develop and improve logistics and supply chain systems. We'll give you the analytical skills you'll need to synthesize data and information to make critical decisions. You will develop those skills by asking questions, digging deeper for answers, and offering your perspective and opinions to your faculty members and fellow students. Active participation in your coursework will make it a richer experience for both you and your colleagues.

Good luck with your studies here at NDSU and I hope you strive for excellence and academic success throughout your time here. Once you've completed your program of study, you will be well prepared to join our graduates around the world who are planning, operating, and improving cutting-edge logistics and transportation systems.

Dr. Denver Tolliver is the director of the NDSU Transportation and Logistics Program as well as the Upper Great Plains Transportation Institute at NDSU. With a Ph.D. in environmental design & planning and a master of urban & regional planning degree from Virginia Polytechnic Institute, Tolliver has devoted more than 30 years of expertise to NDSU. Throughout his career, Tolliver has been awarded more than \$20 million in grant funding and has authored and co-authored more than 150 transportation research papers, including reports for federal and state agencies such as the Research and Innovative Technology Administration of the U.S. Department of Transportation, Federal Highway Administration, Federal Railroad Administration, the U.S. Army Corps of Engineers, and the U.S. Department of Agriculture.

1.2 Mission

Our mission is to provide innovative transportation research, education, and outreach that promote the safe and efficient movement of people and goods.

- *Research* — Conduct applied and advanced research in highway, transit, rail, air, and waterway transportation that addresses the critical issues of the state, region, and nation.
- *Education* — Educate the transportation and logistics workforce of tomorrow through multidisciplinary curricula that focuses on transportation economics, management, infrastructure planning, mobility, and supply chain logistics.
- *Outreach* — Improve the skills and knowledge of the existing workforce through training, technical assistance, and the transfer of research results to practitioners.

1.3 Participating Departments/Programs

North Dakota State University offers interdisciplinary programs that lead to degrees in Transportation and Logistics (TL). The TL program is a joint effort of the Colleges of Agriculture, Food Systems, Natural Resources, Business, Engineering, as well as the Upper Great Plains Transportation Institute (UGPTI). The following departments participate in the program: Agribusiness and Applied Economics, Civil Engineering, Construction Management and Engineering, Industrial and Manufacturing Engineering, Management and Marketing, Geosciences, and Emergency Management.

1.4 Degrees/Concentrations

- Doctorate in Transportation and Logistics
- Master of Transportation & Urban Systems
 - Master of Science in Transportation & Urban Systems (MS)
 - Master of Transportation & Urban Systems (MTUS)
 - Certificate in Transportation & Urban Systems
- Master of Managerial Logistics (MML)
- Transportation Leadership Graduate Certificate (*Offered on behalf of the Regional University Transportation Centers. Administered by North Dakota State University.*)

1.5 Conference Policy and Travel Support

Students are encouraged to submit papers and posters, which represent their concentration, UGPTI, and NDSU, for conference presentations within the United States. When funding is available, students will be supported in travel costs for up to two presentations each academic year. Students must submit their acceptance email and request travel support at least two months prior to the event. Travel arrangements will be requested through the academic coordinator to maximize savings and to ensure cost effectiveness.

1.6 For More Information

For additional information or clarification on any information addressed in the handbook please contact Jody Bohn Baldock or visit the NDSU Transportation and Logistics website at www.ndsu.edu/transportation.

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2. DOCTORATE IN TRANSPORTATION AND LOGISTICS

2.1 Program Objectives

The TL doctoral program allows students to develop advanced knowledge and research skills in the rapidly growing fields of transportation and logistics. The Ph.D. program consists of three main components: a core curriculum of 15 credits, an area of concentration, and a dissertation. After completing the interdisciplinary core curriculum, students will select an area of concentration: (1) Logistics and Supply Chain Systems, (2) Transportation Economics and Regulation, or (3) Transportation Infrastructure and Capacity Planning.

This is a research-oriented degree that requires advanced skills in mathematical programming, statistics, and transportation modeling. Prospective students must have a high quantitative aptitude and be prepared to undertake rigorous graduate-level training in quantitative methods.

2.2 Coursework

The Ph.D. program requires the completion of a minimum of 90 credits of graduate study beyond the baccalaureate degree. The credits are required to consist of the following:

- 15 credits of core Transportation & Logistics courses or suitable substitutes
- A minimum of 15 credits in the student's area of concentration, including quantitative methods courses related to the concentration
- A minimum of 30 credits of research-based dissertation credits

30 credits will be automatically given upon completion of a master's degree.

2.3 Supervisory Committee

Students should seek an adviser immediately upon entry into the program. This process should consist of a finding graduate faculty that the student feels fits his or her personality and area of concentration. This should be completed by the end of the student's second semester in the program. The adviser will assist in recommending committee members to ensure a well-rounded group of faculty who will assist in formulating the student's dissertation.

The supervisory committee should be formed during the term immediately after the major adviser is identified for the student, and members should be identified before the plan of study is formulated so all committee members have a chance to contribute to the plan of study.

The supervisory committee will have at least four members. The members consist of the following:

1. The major adviser, who must be a full or affiliate member of the graduate faculty Level 1. The student selects the adviser with approval of the program administrator and the dean of the Graduate College. The major adviser-student relationship must be a mutually acceptable one. The major adviser will act as the chair of the student's supervisory committee and will be in

charge of the plan of study. The remaining members of the committee must be agreed upon by the student and the major adviser.

2. A second member, who must be a full or affiliate member of the graduate faculty.
3. A third member, who could be either a faculty member or a qualified off-campus expert in the field. If this committee member is not a full or affiliate member of the graduate faculty, the approval of the dean of the Graduate College is required. Approval by the dean requires a memo from the program/department chair explaining the qualifications of the person to be on the committee and the person's curriculum vitae.
4. The Graduate School Representative (GSR), who is chosen by the student, in consultation with the committee chair, at the time of the supervisory committee formation.

Eligibility Requirements: The GSR must be a full member of the graduate faculty, and be either a tenured faculty member outside the committee chair's/co-chairs' home department(s) or a faculty member outside the primary college of the committee chair/co-chairs. If the student is in an interdisciplinary program, the GSR must also be outside of that program. Additionally, the GSR must be clear of any conflicts of interest with either the student or the committee chair/co-chairs. Examples of possible conflicts of interest may include budgetary relationships, family or financial relationships, personal relationships, or research and/or publication relationships between the GSR and either the student or the committee chair.

The role of the GSR is to ensure that Graduate College policies are followed, that the expectations for the student's performance are reasonable, that the interactions with the supervisory committee are conducted on a professional basis, and to submit a report to the Graduate College after each examination. GSRs serving on a committee for a program that has been approved by the Graduate College to use an outcomes-based approach to assess doctoral student performance also have the responsibility to document that the process and assessment of the student's performance in the doctoral program match the defined program outcomes. A list detailing the specific responsibilities of the GSR is available here.

NOTE: Other qualified individuals may participate as committee members following approval by the Dean of the Graduate School upon a recommendation accompanied by rationale and curriculum vitae by the appropriate program administrator and academic dean. The supervisory committee agreed upon by the major adviser and student, and approved by the program administrator and the academic dean, shall be recommended to the dean of the Graduate College for final approval.

Each committee member shall have an equal vote in committee decisions. The committee is to assist the student in the preparation of a plan of study and to advise him or her during the period of graduate work. The supervisory committee is encouraged to convene at least once per semester and meet at least once per year to review the progress of the student.

2.4 Plan of Study

The plan of study will be prepared by the student and the major adviser. It shall be approved by the supervisory committee, academic dean, and Dean of the Graduate School.

The plan of study should be submitted to the Graduate School for approval no later than the term immediately after the supervisory committee is formed; it must be filed in the Graduate School prior to

scheduling the written examination. Revisions to the plan of study must be approved by the student, supervisory committee, academic dean, and Dean of the Graduate School. The graduate dean will officially notify the student, supervisory committee, and the academic dean of approved changes.

2.5 Transfer of Credit

All graduate credits used to meet the requirements of a doctoral degree must be approved by the supervisory committee, the academic dean, and the Dean of the Graduate School.

The doctorate requires 27 credits of course work, and of those, no more than 12 may be transferred by the petition process. Course work that is transferred does not reduce the total requirement of 60 credits for students with a master's degree in the same discipline.

Courses listed in the Graduate Bulletin of the Tri-College University Leadership Administration Program are not considered transfer credits and can be included on programs of study without petition. All other Minnesota State University Moorhead graduate credits are subject to the minimums of transfer credits and to the policies given in the text.

All transfer credits

1. Must have been earned from a U.S. or Canadian institution accredited to offer graduate courses and degrees (Credits from international institutions are transferable only after examination by a committee from the student's program.)
2. Must carry only grades of A or B on a 4-point scale
3. Must have been earned within a 10-year period at the time of the final examination
4. Must be clearly graduate level (A course listed as both graduate and/or undergraduate level will not be transferred.)
5. Must not be a continuing education, correspondence, extension, or workshop course
6. Must not be internship, individual study, special problem, or research (disquisition) courses, or courses graded pass/fail or satisfactory/unsatisfactory
7. Must not have been used to fulfill the requirements of a baccalaureate degree
8. Must be verified by an official transcript
9. Will not be used in calculation of the grade point average

It is the responsibility of the student to provide the Graduate School with official transcripts of graduate courses taken elsewhere.

NOTE: The special problem credits in item 6 are equivalent to North Dakota State University 696/796 Special Topic credits.

2.6 Time Limitation

Graduate credit for any course work that is more than 10 calendar years old at the time of the final examination cannot be used to satisfy degree requirements. The final examination must be retaken if the final copy of the approved dissertation is not submitted to the Graduate School within one year of

the date of the final examination or if any other degree requirements have not been completed within one year of the date of the final examination.

If a period of two years or greater lapses before the final copies are submitted, the student must reapply to the Graduate School and must register for a minimum of two credits. Degree date is based on the date when final copy is submitted to the Graduate School.

2.7 Examinations

1. The written component of the comprehensive exam will be based on the following five courses every TL Ph.D. student is required to take: TL 782, TL 783, TL 785, ENGR 770, and TL 831.
2. Students are expected to complete the above required courses during their first year in the program.
3. Students are expected to take the written component (qualifier) of the comprehensive/preliminary exam the semester after they complete the required courses.
4. A student who passes the written component (qualifier) of the comprehensive/preliminary exam is expected to take the oral component (prospectus) within one year of having passed the written component.
5. Upon completion of the oral component (prospectus), a student will be considered a doctoral candidate.
6. A student who fails either component of the comprehensive/preliminary exam is expected to retake that component in the following semester (Fall, Spring).
7. A student who fails either component of the comprehensive/preliminary exam a second time will be dropped from the program.
8. The written component of the comprehensive/preliminary exam will occur annually, typically in August. Students will be notified 90 days prior to the scheduled written exam. The student's plan of study must be submitted and approved prior to being eligible to take the written exam.

The supervisory committee shall serve as the examining committee of which the major adviser shall serve as chair.

A comprehensive/preliminary examination will be required of each student after the greater portion of courses has been completed. This examination consists of a written part and an oral part. After passing the comprehensive/preliminary examination, the student will be formally admitted to candidacy for the doctor of philosophy degree. At least one academic semester must elapse between the comprehensive/preliminary examination and the final examination.

The final examination will be taken after the candidate has completed the course work and dissertation. This oral examination will be concerned primarily with the dissertation, but it may also cover material from course work, especially those courses fundamental to the dissertation. The dissertation in a near final form must be given to the committee members at least seven (7) days prior to the final examination.

Once a date is finalized with the student's supervisory committee, the Request to Schedule Examination form must be filed with the Graduate College at least two (2) weeks prior to the examination.

At the conclusion of each oral examination, the examining committee shall record, in writing, its approval or disapproval of the candidate and file the appropriate report of examination form to the Graduate College within seven (7) days of the exam.

A negative vote by more than one member of the student's committee will signify failure of either the comprehensive/preliminary examination or the final examination. Upon permission of a majority of the supervisory committee members, a candidate is allowed to take each examination twice. The supervisory committee will set a date at least one month after the failed examination. Exceptions to this time limit will be considered by the dean of the Graduate College upon presentation of written justification from the chair of the supervisory committee in consultation with the committee members. Should both attempts to pass an examination result in failure, the candidate may request to take the examination a third time. A request for a third examination requires the support of the supervisory committee and program administrator and the approval of the dean of the Graduate College after consultation with the Graduate Council.

Continuous enrollment is required until all degree requirements are completed, including Graduate School approval of the thesis or paper. To participate in commencement, the student must have passed the final examination seven days prior to the commencement ceremony.

2.8 Dissertation Defense

The final examination will be taken after the candidate has completed the course work and dissertation. This oral examination will be concerned primarily with the dissertation, but it may also cover material from course work, especially those courses fundamental to the dissertation.

Permission to schedule the final oral examination must be requested. Permission to schedule the examination must be requested to the Graduate School by the student's major adviser using the Request to Schedule Examination form. The request to schedule must be received by the Graduate School at least two weeks prior to the examination. The notification by the Graduate School will confirm this scheduled examination.

The examining committee shall consist of the supervisory committee. The dissertation in a near final form must be given to the committee members at least seven (7) days prior to the final examination.

At the conclusion of the oral examination, the examining committee shall record, in writing, its approval or disapproval of the candidate and file its report with the Dean of the Graduate School. The committee's decision filed on the Report of the Final Examination signifies that the student has been examined with respect to the knowledge required in the major area and that all course work has been satisfactorily completed. This form should be filed in the Graduate School within seven (7) days.

A negative vote by more than one member of the student's committee will signify failure of the final examination. Upon permission of a majority of the supervisory committee members, a candidate is allowed to take the examination twice. The supervisory committee will set a date at least one month after the failed examination. Exceptions to this time limit will be considered by the Dean of the Graduate School upon presentation of written justification from the chair of the supervisory committee in consultation with the committee members.

Should both attempts to pass an examination result in failure, the candidate may request to take the examination a third time. A request for a third examination requires the support of the supervisory committee and academic dean and the approval of the Dean of the Graduate School after consultation with the Graduate Council.

Continuous enrollment is required until all degree requirements are completed, including submission of final copies.

2.9 Dissertation Video

Doctoral students are required to submit a three-minute video summarizing their dissertation research for a lay audience. The video should be produced during the final semester of study (specific timing varies by program). Some advisers require these videos to be shown to the supervisory committee at the time of final defense, while others do not. Students should consult with their adviser regarding program policies. At a minimum, a student cannot successfully produce the video until the results of his or her research are known.

2.10 Submission of Final Dissertation

The dissertation must show originality and demonstrate the student's capacity for independent research. It must embody results of research that constitute a definitive contribution to knowledge.

After the final examination, the student incorporates corrections into the dissertation suggested at the oral examination. Once the corrections are made, the student submits the signed approval page and the IRB/IACUC/IBC Compliance Notification to the Graduate School. The student also makes payment at this time. The disquisition, with a second approval page integrated into it, is submitted to the Graduate School electronically. After a review process to check for formatting, approval of the final version of the disquisition will be granted by the graduate writing coordinator.

The student will have one year from the date of the final examination to submit the final electronic version of the disquisition and complete all other degree requirements. Should the disquisition not be deposited as specified or any other degree requirements not be completed, the student must retake the final examination and request an extension. If a period of two years or greater lapses before the final copies are submitted, the student must reapply to the Graduate School, retake the final examination, register for a minimum of two credits and request an extension. Degree date is based on the date when the final copy is submitted to the Graduate School.

2.11 Sample Plan of Study and Timeline

Sample plan of study

- Transportation core (≥ 12 credits)
 - From: TL 782, TL 783, TL 785, TL 786, TL 787, TL 885, TL 751, TL 752, TL 753, and TL 754
- Supply-chain core (≥ 9 credits)

- From: TL 715, TL 719, TL 721, TL 725, TL 733, TL 811, TL 823, TL 829
- Quantitative Methods: (≥ 6 credits)
 - ENGR 770, ENGR 771, and TL 831

Timeline – From entering the program

By the end of the first year:

- Select adviser
- Form supervisory committee
- Complete core courses for written exam (TL 782, TL 783, TL 885, ENGR 770 and TL 831)
- Take elective courses in your concentration
- Submit plan of study

Second Year

- Take written exam (August)
- Finish course work

Third Year

- Schedule preliminary oral exam

Fourth Year+

- Schedule final defense
- Submit final disquisition
- Graduate

2.12 Graduate Research Assistantship Policies

Overview

This document outlines the policies and expectations regarding Graduate Research Assistantships (GRA). Students who receive a stipend are students in the Transportation and Logistics program, but they are also employees of UGPTI. Graduate assistants play a critical role in the research conducted at UGPTI. As part of the completion of this research, valuable research skills are learned through application of principles taught in the program courses. In return for student research, a monthly stipend is paid—often derived from the research projects in which one participates.

Funding Sources

GRAs are funded from a variety of sources. Quite often, funds tied to specific projects are used to fund assistantships. Other times, they are tied to University Transportation Center or Graduate School funds. The source of graduate funding determines who will be the student supervisor.

Work Load

The stipend that most students receive is based upon 20 hours per week of active research work. This is in addition to the student's normal course and dissertation work. During all semesters, graduate assistants are required to contribute at this level, regardless of academic activities. Exceptions to this workload may be given at the discretion of the GRA supervisor.

Supervisory Roles

Each student is assigned a direct supervisor. They are typically the principal investigator for the study in which the student participates. Academic advisers often request work from their students. Academic advisers are there to assist the student in course selection and dissertation progress. They may not be the GRA supervisor. Unless the academic adviser contributes to the funding of the student, this work

does not count toward the 20-hour weekly requirement. Any work done for a department, adviser, or researcher who is not directly funding the student stipend is done outside of academic and graduate assistant time, and is on a volunteer basis only.

Stipend Review/Probation/Termination

Students who do not meet the expectations of the GRA position will undergo a stipend review. If, for whatever reason, the student is unable to meet the required workload, weekly hours may be reduced, and the stipend reduced accordingly. Students may also be placed on probation if the GRA duties are not fulfilled. The length of probation is one month. If the student meets expectations during this time period, probation may be lifted. If graduate assistant duties are not met during this period, the GRA position will be terminated, at which point the student will no longer receive a stipend.

Stipend Duration

The GRA position is not to interfere with students' academic progress. While work in exchange for the stipend and tuition waiver is expected, students are also expected to make progress on their dissertation during the same time period. The stipend duration will be limited to no more than four years, after which point stipends may only be extended on a project-specific basis. Students who submit successful research proposals may self-fund their stipend. Otherwise, the student is responsible for finding research projects that require student assistance.

Academic Performance

All students are required to maintain satisfactory academic performance in order to continue receiving GRA stipends. This includes satisfactory ratings on dissertation credits following completion of coursework.

Full-Time Employment

Students who are full-time employees are not eligible for 20-hour stipends. As the ultimate goal of the program is to educate and train students for success in the transportation field and make progress on disquisitions, it is unrealistic to assume that sufficient dissertation progress would be made if a student is employed at 150%. Stipends for fewer hours may be offered on a student-to-student basis but will not exceed 10 hours per week.

CPT/OPT

UGPTI will offer temporary full-time employment to students in the program on a very limited basis only. In the past, due to staff shortages and strict time frames, this had been utilized. UGPTI is now fully staffed and project streams are more consistent, so it is very unlikely that the need for full-time student employment will be needed. As specified above, sufficient progress on disquisitions is difficult to maintain while fully employed.

North Dakota State University Graduate Assistant Contract

Effective Fall 2015, all graduate students on an assistantship are required to complete the North Dakota State University Graduate Assistant Contract to be eligible for this position. This form will be completed prior to the hiring process or any changes in stipend level or assistantship type.

Appointment details include:

- The assistantship includes a tuition waiver covering base tuition.
- If you accept this appointment you must also complete W4 and I-9 forms in the Payroll Office, located in SGC 102, on or before your first day of work.
- Teaching and service assistants must consent to a criminal background check.
- Graduate assistantships at NDSU shall not exceed an average of twenty (20) working hours per week, and your hours must be documented using an appropriate method approved by your supervisor.

Your specific responsibilities include:

For research in transportation and logistics-related studies, specific duties include GIS training and analysis; spatial and statistical analysis; technical writing; economic analysis of agricultural, oil, and gas development and production; and supply chain analysis.

Due to the time sensitivity with many of the ongoing research projects, bi-monthly reporting via written and verbal communication with your supervisor is required to ensure timely progress on research projects. The extent to which each of these duties is required is dependent on ongoing research activities at UGPTI. If your existing background does not include skills in these areas, please contact your supervisor for training opportunities.

You are also required to turn in the completed certificate of completion for Baseline Safety training, Sexual Harassment Prevention training, and Title IX training within 30 days of this counseling. Failure to complete this training can lead to sanctions, including revocation of your tuition waiver and/or termination of your stipend.

See Appendix D and E for North Dakota State University Graduate Research Assistant Contracts.

2.13 Request for TL 899 Credit Information

Students are required to complete the "Request for TL 899 Credit" form and meet with their adviser at the beginning of each semester to identify the goals and objectives of the doctoral dissertation credits that are being requested. Both the student and the adviser must sign and date this form prior to it being turned into the academic program coordinator, who will then grant class permission to enroll in TL 899 credits. Throughout the semester, students should be revisiting their goals and objective that are identified on this form to ensure a "Satisfactory" grade. At the end of the semester, students will complete the "What goals and objectives were met this semester" portion of this form with the accomplishments of the semester, visit with their adviser to discuss progress, have the adviser check "Satisfactory or Unsatisfactory," sign, and date. Turn the completed form into the academic coordinator for grade submission.

See Appendix C for Request for TL 899 Form.

3. MASTER OF SCIENCE IN TRANSPORTATION & URBAN SYSTEMS

3.1 Program Objectives

This degree focuses on the following: (1) urban transportation systems; (2) relationships between transportation, land use, environment, emergency response, and logistical delivery systems; (3) coordinated planning, operations, and security; and (4) the spatial dimensions of urban systems. The curriculum is built around the topics of public transportation systems, geographic information systems, freight transportation and logistical delivery systems, urban geography and land use, the environmental impacts of transportation systems, transportation systems security, and the sustainability of transportation and urban systems. Because the M.S. degree requires a thesis, it is targeted at students with strong research interests.

3.2 Coursework

The M.S. program requires the completion of a minimum of 30 credits of graduate study beyond the baccalaureate degree. The credits are required to consist of:

- A minimum of 16 credits of approved courses numbered 601-689, 691, 700-789, 791, 800-889, and 891
- A minimum of 6 and no more than 10 credits that must be earned toward the thesis

3.3 Supervisory Committee

Students should seek an adviser immediately upon entry into the program. This process should consist of finding a graduate faculty that the student feels fits his or her personality and program concentration. This should be completed by the end of the second semester in the program. The adviser will assist in recommending committee members to ensure a well-rounded group of faculty, who will assist in completing the degree. The supervisory committee should be formed during the term immediately after the major adviser is selected, and members must be identified before the plan of study is formulated so all committee members have a chance to contribute to the plan of study. All committee members must approve the plan of study.

The supervisory committee will have at least three members. The members consist of

1. The major adviser, who must be a full or associate member of the graduate faculty. The student selects the adviser with approval of the academic dean. The major adviser-student relationship must be a mutually acceptable one. The major adviser will act as the chair of the student's supervisory committee and will be in charge of the plan of study. The remaining members of the committee must be agreed upon by the student, the major adviser, and the Dean of the Graduate School.
2. A second member, who must be a full or associate member of the graduate faculty.
3. A third member, who could be either a faculty member from outside the student's program or a qualified off-campus expert in the field. If this committee member is not a full or associate member of the graduate faculty, the approval of the Dean of the Graduate School is required.

Approval by the dean requires a recommendation from the director accompanied by rationale and a curriculum vitae.

NOTE: Other qualified individuals may participate as committee members following approval by the graduate dean upon a recommendation accompanied by rationale and curriculum vitae by the director.

The supervisory committee agreed upon by the major adviser and student, and approved by the academic dean, shall be recommended to the Dean of the Graduate School for final approval.

3.4 Plan of Study

The plan of study shall meet the interests and needs of the student in his or her chosen field as determined by the supervisory committee and approved by the academic dean and the Dean of the Graduate School. The plan of study should be submitted to the Graduate School for approval no later than the term immediately after the supervisory committee is formed and must be filed with the Graduate School prior to scheduling the final examination. Revisions may be made later as advisable and necessary, but must be approved by the student, all supervisory committee members, the academic dean, and the graduate dean.

The plan of study shall include the specific courses the student is expected to complete and any other special requirements of the particular master's degree the student is seeking.

For the master's, of the required minimum 30 graduate credits, at least 21 credits must be completed using courses approved for graduate credits numbered from 601-689, 691, 700-789, 791, 800-889, and 891 while the MTUS (creative component) credits (797) must be more than 2 but less than 4 credits. The MS (thesis option) should be of sufficient depth and quality to warrant at least 6 graduate credits, however, no more than 10 credits of TL 798, to complete the thesis.

3.5 Transfer of Credit

All graduate credits used to meet the requirements of a master's degree must be approved by the supervisory committee, the academic dean, and the Dean of the Graduate School. A candidate for the master's degree must petition in order to transfer up to a maximum of 9 semester hours of graduate credit from another institution to satisfy course requirements on the plan of study.

Transfer credits

1. Must have been earned from a U.S. or Canadian institution accredited to offer graduate courses and degrees (Credits from international institutions can be transferred only if approved by a committee from the student's program.)
2. Must carry only grades of A or B on a 4.0 scale
3. Must have been earned within a seven-year period at the time of the final examination
4. Must be graduate level
5. Must not be a continuing education, correspondence, extension, or workshop course
6. Must not be internship, individual study, special problem, or research (disquisition) courses, or courses graded pass/fail or satisfactory/unsatisfactory
7. Must not have been used to fulfill the requirements of a baccalaureate degree

8. Must be verified by an official transcript
9. Will not be used in calculation of the grade point average.

It is the responsibility of the student to provide the Graduate School with official transcripts of graduate courses taken elsewhere.

3.6 Time Limitations

Graduate credit for any course work more than seven calendar years old at the time of the final examination cannot be used to satisfy degree requirements. The final examination must be retaken if the final five copies of the approved disquisition are not delivered to the Graduate School within one year of the date of the final examination or if any other degree requirements have not been completed within one year of the date of the final examination.

If a period of two years or greater lapses before the final copies are submitted, the student must reapply to the Graduate School, re-defend the thesis, and register for a minimum of two credits. Degree date is based on the date when final copies are submitted to the Graduate School.

3.7 Master of Science Thesis

Each thesis will contribute new models or knowledge. The former may be achieved through the synthesis of several techniques, the modification of existing models, or new applications of analytical techniques to transportation/urban problems. The latter may be accomplished through the collection and analysis of original data or the development of innovative planning techniques. Each thesis must be of sufficient depth and quality to warrant at least 6 graduate credits. However, no more than 10 credits can be earned for any thesis.

3.8 Final Examination

The candidate shall pass a final examination (the thesis defense) before being awarded the master's degree. The supervisory committee shall serve as the examining committee of which the major adviser shall serve as chair. Substitutions must be approved by the Dean of the Graduate School.

The final examination shall cover the coursework taken by the candidate and also the disquisition, seminar papers or oral examination paper, and fundamental knowledge thereto. The candidate shall prepare a written statement for each member of the committee describing the plan of study, i.e., a list of courses, instructors, credits, grades, and dates taken. Permission to schedule the examination must be requested of the Graduate School by the student's major adviser using the Request to Schedule Examination form. The request to schedule must be received by the Graduate School at least two weeks prior to the examination. The notification by the Graduate School will confirm this scheduled examination.

The disquisition in a near final form must be given to the committee members at least seven (7) days prior to the examination. If this seven-day stipulation cannot be met, the student must either secure the concurrence of all committee members or reschedule the examination. At the conclusion of the examination, the examining committee shall record, in writing, approval or disapproval. The Report of Final Exam must be filed with the Graduate School within seven (7) days of the exam.

A negative vote by more than one member of the student's committee will signify failure of the final examination. The student may repeat the examination only upon permission from a majority of the supervisory committee. The committee will set a date at least one month after the failed examination. Exceptions to this time limit will be considered by the graduate dean upon presentation of written justification from the chair of the committee in consultation with the committee.

Should the examination be failed twice, the student will not be given a third examination except by recommendation of the examining committee, program administrator, and special approval of the Dean of the Graduate School following consultation with the Graduate Council.

Continuous enrollment is required until all degree requirements are completed, including submission of final copies of a thesis, paper, or dissertation.

To participate in commencement, the student must have passed the final examination seven (7) days prior to the commencement ceremony.

3.9 Sample Plan of Study and Timeline

Sample plan of study – Minimum of 30 credits required for Plan of Study

MS

- Core Courses (18 credits): TL 751, TL 752, TL 753, TL 754, TL 755, and TL 756
- Elective Courses (≥ 6 credits): TL 711, TL 721, TL 723, TL 729, TL 731, TL 757, TL 781, TL 786, TL 787, or TL 789
- Creative Component (6-10 credits): TL 798

MTUS

- Core Courses (18 credits): TL 751, TL 752, TL 753, TL 754, TL 755, and TL 756
- Elective Courses (≥ 10 credits): TL 711, TL 721, TL 723, TL 729, TL 731, TL 757, TL 781, TL 786, TL 787, or TL 789
- Creative Component (2-4 credits): TL 797

Timeline

Year 1

Select adviser
Form supervisory committee
Submit plan of study

Year 2

Finish course work
Apply for graduation
Graduate

4. MASTER OF TRANSPORTATION & URBAN SYSTEMS

4.1 Program Objectives

This is a non-disquisition degree that is primarily intended for professional planners and engineers. Students enrolled in the non-disquisition (MTUS) program have more opportunities for synthesis of practice and additional course work, with less emphasis on research.

4.2 Coursework

The Master of Transportation & Urban Systems program requires the completion of a minimum of 30 credits of graduate study beyond the baccalaureate degree. The degree does not require a thesis, but it does require a creative component consisting of a case study, practicum, or paper. In the creative component, a student may develop a case study of a metropolitan region, transit system, or public program. Case studies may include the following: (1) comprehensive transportation planning processes in metropolitan areas, (2) urban transit systems or operations, (3) emergency or disaster response case studies or plans, (4) security programs or issues, and (5) integrated transportation/environmental plans. The case study must be approved by the student's adviser. In lieu of a case study, the adviser may approve other activities or outcomes that would comprise the creative component. The credits are required to consist of:

- A minimum of 21 core credits of approved courses numbered 601-689, 691, and 700-797, 800-889
- A minimum of 2 credits and maximum of 4 credits toward the creative component

4.3 Supervisory Committee

Students should seek an adviser immediately upon entry into the program. This process should consist of finding a graduate faculty that the student feels fits his or her personality and program concentration. This should be completed by the end of the second semester in the program. The adviser will assist in recommending committee members to ensure a well-rounded group of faculty, who will assist in completing the degree. The supervisory committee should be formed during the term immediately after the major adviser is selected, and members must be identified before the plan of study is formulated so all committee members have a chance to contribute to the plan of study. All committee members must approve the plan of study.

The supervisory committee will have at least three members. The members consist of

1. The major adviser, who must be a full or associate member of the graduate faculty. The student selects the adviser with approval of the academic dean. The major adviser-student relationship must be a mutually acceptable one. The major adviser will act as the chair of the student's supervisory committee and will be in charge of the plan of study. The remaining members of the committee must be agreed upon by the student, the major adviser, and the Dean of the Graduate School.

2. A second member, who must be a full or associate member of the graduate faculty.
3. A third member, who could be either a faculty member from outside the student's program or a qualified off-campus expert in the field. If this committee member is not a full or associate member of the graduate faculty, the approval of the Dean of the Graduate School is required. Approval by the dean requires a recommendation from the director accompanied by rationale and a curriculum vitae.

NOTE: Other qualified individuals may participate as committee members following approval by the graduate dean upon a recommendation accompanied by rationale and curriculum vitae by the director.

The supervisory committee agreed upon by the major adviser and student, and approved by the academic dean, shall be recommended to the Dean of the Graduate School for final approval.

4.4 Plan of Study

The plan of study shall meet the interests and needs of the student in his or her chosen field as determined by the supervisory committee and approved by the academic dean and the Dean of the Graduate School. The plan of study should be submitted to the Graduate School for approval no later than the term immediately after the supervisory committee is formed and must be filed with the Graduate School. Revisions may be made later as advisable and necessary, but must be approved by the student, all supervisory committee members, the academic dean, and the graduate dean.

The plan of study shall include the specific courses the student is expected to complete and any other special requirements of the particular master's degree the student is seeking.

For the master's, of the required minimum 30 graduate credits, at least 21 credits must be completed using courses approved for graduate credits numbered from 601-689, 691, and 700-797 while the MTUS (creative component) credits (797) must be more than 2 but less than 4 credits.

4.5 Transfer of Credit

All graduate credits used to meet the requirements of a master's degree must be approved by the supervisory committee, the academic dean, and the Dean of the Graduate School. A candidate for the master's degree must petition in order to transfer up to a maximum of 9 semester hours of graduate credit from another institution to satisfy course requirements on the plan of study.

Transfer credits

1. Must have been earned from a U.S. or Canadian institution accredited to offer graduate courses and degrees (Credits from international institutions can be transferred only if approved by a committee from the student's program.)
2. Must carry only grades of A or B on a 4.0 scale
3. Must have been earned within a seven-year period at the time of the final examination
4. Must be graduate level
5. Must not be a continuing education, correspondence, extension, or workshop course
6. Must not be internship, individual study, special problem, or research (disquisition) courses, or courses graded pass/fail or satisfactory/unsatisfactory

7. Must not have been used to fulfill the requirements of a baccalaureate degree
8. Must be verified by an official transcript
9. Will not be used in calculation of the grade point average.

It is the responsibility of the student to provide official transcripts of graduate courses taken elsewhere to the Graduate School.

4.6 Time Limitations

Graduate credit for any course work that is more than seven (7) calendar years old at the time of degree application cannot be used to satisfy degree requirements.

4.7 Master Creative Component

Each student must complete a creative component, which can be a case study, practicum, or paper. In the creative component, a student may develop a case study of a metropolitan region, transit system, or public program. Case studies may include the following: (1) comprehensive transportation planning processes in metropolitan areas, (2) urban transit systems or operations, (3) emergency or disaster response case studies or plans, (4) security programs or issues, and (5) integrated transportation/environmental plans. The case study must be approved by the student's adviser and should involve transportation and community professionals from federal, state, or local agencies, or private industries. In lieu of a case study, the adviser may approve other activities or outcomes that would comprise the creative component. A minimum of two (2) credits and a maximum of four (4) credits will be awarded for the creative component.

4.8 Sample Plan of Study and Timeline – Minimum of 30 credits Required for Plan of Study

- Core Courses (≥ 18 credits)
 - From: TL 751, TL 752, TL 753, TL 754, TL 755, TL 756
- Elective Courses (≥ 10 credits)
 - From: TL 711, TL 721, TL 723, TL 729, TL 731, TL 786, TL 787
- Creative Component (MTUS) – TL 797 (At least 2 credits, but no more than 4 credits)

Timeline

Year 1

- Select adviser
- Form supervisory committee
- Submit plan of study

Year 2

- Finish course work
- Apply for graduation
- Graduate

5. MASTER OF MANAGERIAL LOGISTICS

5.1 Program Objectives

The online Master of Managerial Logistics program targets inspiring logisticians, industry professionals, military officers, and DOD civilians who want to meet the logistical challenges of the 21st century. A wide range of career opportunities exists in the logistics industry: civil engineering, plane and ship pilots, bridge designers, transit system managers, railroad engineers, environmental engineers, contract managers, auditors, accountants, biologists, foresters, archaeologists, and many more.

5.2 Military Personnel

The Master of Managerial Logistics is offered online in conjunction with a Memorandum of Understanding with the Army Logistics University at Fort Lee, Virginia, and addresses all 12 points of the National Logistics Curriculum. The goal of the program is to provide educational access for U.S. military personnel wherever they may be located—at bases throughout the United States and around the world. NDSU's unique program provides the breadth and depth of knowledge needed for global logistics and supply chain operations, and employs an innovative learning strategy that stresses the need for coordinated and integrated actions in complex emergencies, consistent with the goals of the Joint Logistics Enterprise. The Master of Managerial Logistics curriculum is built around a supply chain/logistics concentration of 17 credit hours, complemented by courses that build a broader understanding of the technological and operational context of modern logistics. Students who successfully complete the Theatre Logistics Planner (TLog) program at the Army Logistics University may be awarded nine transfer credits with submission of their official transcript toward the completion of the Master of Managerial Logistics degree. Other military courses such as CLC3 and CGSC are also considered for transfer credits per ACES. DA Pam 600-3 lists the Master of Managerial Logistics as a preferred graduate program for service members.

5.3 Coursework

The Master of Managerial Logistics online professional program requires the completion of 35 credits beyond the baccalaureate degree. The degree does not require a thesis. The credits are required to consist of the following:

- A minimum of 35 credits of approved courses numbered 700-789 and 790

5.4 Supervisory Committee

Students should seek an adviser immediately upon entry into the program. This process should consist of finding a graduate faculty that the student feels fits his or her personality and program concentration. This should be completed by the end of the second semester in the program. The student's adviser will assist in recommending committee members to ensure a well-rounded group of faculty, who will assist in completing the degree. The supervisory committee should be formed during the term immediately after the major adviser is selected, and members must be identified before the plan of study is

formulated so all committee members have a chance to contribute to the plan of study. All committee members must approve the plan of study.

The supervisory committee will have at least three members. The members consist of

1. The major adviser, who must be a full or associate member of the graduate faculty. The student selects the adviser with approval of the academic dean. The major adviser-student relationship must be a mutually acceptable one. The major adviser will act as the chair of the student's supervisory committee and will be in charge of the plan of study. The remaining members of the committee must be agreed upon by the student, the major adviser, and the Dean of the Graduate School.
2. A second member, who must be a full or associate member of the graduate faculty.
3. A third member, who could be either a faculty member from outside the student's program or a qualified off-campus expert in the field. If this committee member is not a full or associate member of the graduate faculty, the approval of the Dean of the Graduate School is required. Approval by the dean requires a recommendation from the director accompanied by rationale and a curriculum vitae.

NOTE: Other qualified individuals may participate as committee members following approval by the graduate dean upon a recommendation accompanied by rationale and curriculum vitae by the director.

The supervisory committee agreed upon by the major adviser and student, and approved by the academic dean and the academic dean, shall be recommended to the Dean of the Graduate School for final approval.

5.5 Plan of Study

The plan of study shall meet the interests and needs of the student in his or her chosen field as determined by the supervisory committee and approved by the academic dean and the Dean of the Graduate School. The plan of study should be submitted to the Graduate School for approval no later than the term immediately after the supervisory committee is formed and must be filed with the Graduate School. Revisions may be made later as advisable and necessary, but must be approved by the student, all supervisory committee members, the academic dean, and the graduate dean.

The plan of study shall include the specific courses the student is expected to complete and any other special requirements of the particular master's degree the student is seeking.

For the master's, of the required minimum 35 graduate credits, all 35 credits must be completed using approved courses numbered from 700-789. Students will participate in a capstone experience, culminating all course material, applications, and research skills together in the Case Studies in Logistics course. An overall GPA of 3.0 or higher must be maintained to remain in good academic standing.

5.6 Transfer of Credit

All graduate credits used to meet the requirements of a master's degree must be approved by the supervisory committee, the academic dean, and the Dean of the Graduate School. A candidate for the master's degree must petition in order to transfer up to a maximum of 9 semester hours of graduate credit from another institution to satisfy course requirements on the plan of study.

Transfer credits

1. Must have been earned from a U.S. or Canadian institution accredited to offer graduate courses and degrees (Credits from international institutions can be transferred only if approved by a committee from the student's program)
2. Must carry only grades of A or B on a 4.0 scale
3. Must have been earned within a seven-year period at the time of the final examination
4. Must be graduate level
5. Must not be a continuing education, correspondence, extension, or workshop course
6. Must not be internship, individual study, special problem, or research (disquisition) courses, or courses graded pass/fail or satisfactory/unsatisfactory
7. Must not have been used to fulfill the requirements of a baccalaureate degree
8. Must be verified by an official transcript
9. Will not be used in calculation of the grade point average.

It is the responsibility of the student to provide the Graduate School with official transcripts of graduate courses taken elsewhere.

5.7 Time Limitations

Graduate credit for any course work that is more than seven (7) calendar years old at the time of degree application cannot be used to satisfy degree requirements.

5.8 Access Fee

Access fees support adjunct teaching, teaching assistants, instructor training, course development and improvements, professional membership fees for students within the Master of Managerial Logistics degree, student attendance at conferences, software and equipment, and other student initiated activities. A \$350 per credit per semester access fee is assessed to students taking in the following Master of Managerial Logistics classes:

- TL 711 Logistics Systems
- TL 715 Enterprise Resource Planning
- TL 719 Crisis Analysis and Homeland Security
- TL 721 International Logistics Management
- TL 723 Advanced Supply-chain Across the Enterprise
- TL 725 Technology Advances and Logistics
- TL 727 Organizational Change Management
- TL 729 Adaptive Planning in Logistics Systems
- TL 731 Logistics Decision Analysis
- TL 733 Case Studies in Logistics

Financial aid can be used to pay for access fees. Access fees are designed to reduce out-of-pocket expenses for students and allow us to enhance our program to provide a high-quality education for students.

5.9 Sample Plan of Study and Timeline

Sample plan of study – Minimum of 35 credits required for Plan of Study

- Courses (35 credits): TL 711, TL 715, TL 719, TL 721, TL 723, TL 725, TL 727, TL 729, TL 731, TL 733, and TL 751

Timeline

Year 1

Select adviser
Form supervisory committee
Submit plan of study

Year 2

Finish course work
Apply for graduation
Graduate

6. CERTIFICATE IN TRANSPORTATION & URBAN SYSTEMS

6.1 Program Objectives

The certificate in Transportation & Urban Systems is primarily targeted at practicing professionals who are unable to study in residency, but who wish to gain additional knowledge in the emerging fields of transportation and urban systems.

6.2 Coursework

The certificate in Transportation & Urban Systems program requires the completion of a minimum of 9 credits of graduate study beyond the baccalaureate degree. Courses can be selected from the following: Transportation Systems Security, Transportation Planning and Environmental Compliance, Transportation System Modeling, Urban Transportation Systems Analysis, Context Sensitive Solutions, and Public Transportation.

6.3 Time Limitations

Graduate credit for any course work that is more than seven (7) calendar years old at the time of degree application cannot be used to satisfy degree requirements.

6.4 Apply for Certificate

Upon completion of the certificate, students must submit the “Verification of Certificate” form to their academic adviser. The academic adviser will oversee the application is successfully completed. The form can be found on the NDSU Graduate School website.

6.5 Sample Plan of Study

Sample Plan of Study – Minimum of 9 credits required for certificate

- Courses (≥ 9 credits): TL 751, TL 752, TL 753, TL 754, TL 755, TL 756, TL 757, TL 781, TL 786, TL 786, TL 787, or TL 789

7. GENERAL GRADUATE STUDENT POLICIES

7.1 Code of Academic Integrity (Source: NDSU Policy 335, 2a-m)

Academic misconduct (intentional or otherwise) includes but is not limited to the following:

1. Plagiarizing, i.e., submitting work that is, in part or in whole, not entirely one's own without attributing such portions to their correct sources.
 - Cases of apparently unintentional plagiarism or source misuse must be handled on a case-by-case basis and in the context of the instructor's policies. Unintentional plagiarism may constitute academic misconduct.
 - Improper attribution of sources may be a symptom of bad writing and not plagiarism. Instructors are encouraged to recognize that citation skills are developed over time and are contextual.
2. Receiving, possessing, distributing, or using any material or assistance not authorized by the instructional staff member in the preparation of papers, reports, examinations, or any class assignments to be submitted for credit as part of a course or to fulfill other academic requirements.
3. Unauthorized collaboration on individual assignments or representing work from unauthorized collaboration as independent work.
4. Having others take examinations or complete assignments (e.g., papers, reports, laboratory data, or products) for oneself.
5. Stealing or otherwise improperly obtaining copies of an examination or assignment before or after its administration and/or passing it on to other students.
6. Unauthorized copying, in part or in whole, of exams or assignments kept by the instructional staff member, including those handed out in class for review purposes.
7. Altering or correcting a paper, report, presentation, examination, or any class assignment, in part or in whole, without the instructional staff member's permission and submitting it for re-evaluation or re-grading.
8. Misrepresenting one's attendance or the attendance of others (e.g., by PRS or attendance sheet) in a course or practical experience where credit is given and/or a mandatory attendance policy is in effect.
9. Fabricating or falsifying information in research, papers, or reports.
10. Aiding or abetting academic misconduct, i.e., knowingly giving assistance not authorized by the instructional staff member to another in the preparation of papers, reports, presentations, examinations, or laboratory data and products.
11. Unauthorized copying of another student's work (e.g., data, results in a lab report, or exam).
12. Tampering with or destroying materials (e.g., in order to impair another student's performance).
13. Utilizing false or misleading information (e.g., illness or family emergency) to gain extension or exemption on an assignment or test.

7.2 Reporting Violations

A student may report a violation of the honor code in person or in writing to the instructor, a member of the Honor Commission, or the respective chair of the department in which the violation occurred. Violations should be reported within one week of witnessing academic dishonesty.

7.3 Enrollment Status

Nine credits are considered a full-time graduate load. To receive financial aid, students must be enrolled at least half time (e.g., 5 credits). Loan deferment may also require full- or half-time status. Eligibility varies with financial aid programs; students should contact their lender for requirements.

Graduate assistants working 20 hours per week are considered full time if registered for five or more graduate credits. Federal law requires all international students with a 20-hour-per-week assistantship to carry at least six graduate credits for full-time status. Graduate students wishing to register for more than 15 credits in a regular semester shall secure the approval of their department chair and the Dean of the Graduate School.

7.4 Scholastic Standards

To be in good academic standing and to receive a graduate degree, a student must have a cumulative GPA of at least 3.0.

All courses taken by a graduate student for which grades are given will be used in calculating the grade point average, except where a course has been repeated. Both grades will appear on the transcript, but only the second grade will be used in calculating the grade point average. (A specific course can be retaken only once, and only three total courses can be retaken.) Satisfactory or unsatisfactory is assigned for research credits, and they are not used in calculating the GPA.

In fulfilling graduate course requirements on any plan of study, only grades of A, B, or C are acceptable. For a master's paper (797), master's theses (798), and doctoral dissertation (799/899), only the grade of satisfactory (S) is acceptable. For seminar (790/890), case studies (792/892), individual study/tutorial (793/893), practicum/internship (794/894), or field experience (795/895), only grades of A, B, C, or S are acceptable for graduate credit.

Programs and/or supervisory committees may require a higher performance than C in certain courses. While some courses may be used for graduate credit with a grade of C, courses with grades of D, F, and U may not be used for graduate credit. Acquisition of more than two grades of C, D, F, and U may be grounds for dismissal upon recommendation by the program administrator.

7.5 Academic Warning

Any student in good standing whose cumulative grade point average drops to less than 3.0 at any time of attendance is automatically placed on academic warning. Any student admitted in conditional status because of grade deficiency is automatically placed on academic warning. A student on academic warning cannot register for the following semester until the grades for the current semester are posted.

If a student on academic warning fails to achieve a cumulative grade point average of at least 3.0 in the subsequent semester of attendance, the student will then be placed on academic probation.

7.6 Academic Probation

A student on academic probation may not continue the pursuit of the graduate degree program without a waiver from the Dean of the Graduate School acting on a recommendation from the appropriate program administrator. This recommendation must include a review of the student's status and a proposed plan of remediation, which will allow the student an opportunity to return to a cumulative grade point average of at least 3.0 within one additional semester. If the cumulative grade point average is not at least 3.0 after this one additional semester, the student will be dismissed from his or her graduate program.

A student on academic probation is not eligible for a graduate assistantship or tuition waiver.

7.7 Continuous Enrollment

Students are required to register for at least one credit each semester (fall and spring) until all degree requirements are completed, including submitting final copies of a thesis, paper, or dissertation. The graduate dean will not approve the degree until the student has registered for the number of credits of research for any semesters not covered by either registration or leave of absence, but no more than four credits total.

A student who has not registered for longer than a continuous two-year period must also re-apply for admission and is subject to the degree requirements at the time of readmission.

7.8 Leave of Absence

Students who interrupt their graduate program prior to the completion of all degree requirements must maintain continuous enrollment for the fall and/or spring semesters of the absence or obtain a leave of absence, using the Request for Leave of Absence form on the Graduate Studies webpage. Leaves of absences do not amend in any way the seven- and ten-year time limitations.

7.9 Dismissal from the Graduate School

Graduate students may be suspended or dismissed from NDSU as a result of failure to meet NDSU's scholastic standards, academic or professional misconduct, insufficient progress toward a degree, or failure to meet professional expectations or standards. Students suspended or dismissed from the Graduate School are not eligible for admission into any degree-granting or certificate program or into non-degree status for a period of at least one calendar year from the date of their suspension or dismissal. Suspension or dismissal does not become complete until the completion of any appeal process.

7.10 IRB, IBC, and/or IACUC Approval

If a proposed graduate research project involves human, animal, or biohazard subjects, it must be submitted for review and approval by the Institutional Review Board (IRB), the Institutional Animal Care and Use Committee (IACUC), and/or the Institutional Biosafety Committee (IBC). This process should be initiated by the student after his or her supervisory committee has approved the final research design because IRB, IBC, and/or IACUC approval must be obtained before the research project commences and cannot be granted retroactively. Please include a copy of the appropriate approval letters when the dissertation is submitted for editing.

Disquisitions that involve research using humans or animals as subjects or biohazard materials will not be approved by the Graduate School if such research has not been previously approved by the IRB, IACUC, or IBC as appropriate. Every effort should be made by advisers to see that students are aware of these university requirements.

7.11 Intellectual Property Policy

NDSU policy 190 establishes guidelines to support faculty, staff, and students, in identifying, protecting, and administering intellectual property and defining the rights and responsibilities of all involved. See <https://www.ndsu.edu/fileadmin/policy/190.pdf>.

7.12 Drug & Alcohol Free Campus Policy

NDSU maintains an alcohol/drug free campus, subject to minor exceptions noted below. Section 155 of the NDSU Policy Manual: Alcohol and Other Drugs applies to students, campus organizations, and employees, regardless of the individual's age. See Section 155: Unlawful and Unauthorized Use by Students and Employees at <https://www.ndsu.edu/fileadmin/policy/155.pdf>.

7.13 Out of Country Travel

NDSU international students are not allowed to work outside the United States. Student employees must be in the United States in order to work for and be paid from NDSU. This means that any students returning to their home country during breaks, holidays, or on vacation cannot conduct any business or work on projects for which they are being paid. NDSU does not have the tax withholding and filing capabilities in countries other than the United States.

Any student who travels outside of the United States will be terminated from their stipend. Upon the student's return to the United States, the student may be rehired and their stipend can be reinstated after completing the proper paperwork.

APPENDIX A: COURSES OFFERED

TL 711 Logistics Systems (4). Provides foundation material critical to establishing effective supply chains in various decision making environments. Topics include inventory theory, forecasting, aggregate planning, and project management. Decision-making techniques include linear programming, project management, and knowledge management.

TL 715 Introduction to ERP (3). This course introduces Enterprise Systems and their implementation. Topics covered include: process integration, value chain management, change management, project management, and knowledge management.

TL 719 Crisis Analysis and Homeland Security (3). Provides an integrated approach to crisis analysis and response within the contexts of military logistics and homeland security. Focus is on the social and cultural context of emergencies, disasters, and catastrophes.

TL 721 International Logistics Management (4). This course provides a coherent perspective on contemporary global logistics from raw materials through production to the customer. Addresses the roles of governments and intermediaries, international sourcing, and the application of local trade laws. Discussion of economic, political, and social issues that may affect international transportation. Prereq: TL 711.

TL 723 Advanced Supply Chain Planning (3). Builds on theories and tools developed in TL 711. By understanding both current capabilities and evolving needs of an organization, the appropriate modifications to the organization's supply chain can be identified. Prereq: TL 711.

TL 725 ERP Configuration (3). Examines the impact of sensor network systems driving business data collection, and the configuration of Enterprise Systems. Includes peer reviewed articles pertaining to enterprise network system application theory with a focus on supply chain systems. Prereq: TL 715.

TL 727 Organizational Change Management (3). Change management as the process of making either incremental improvements or radical changes to an organization for the purpose of enhancing both organizational and individual effectiveness. A multi-perspective systems viewpoint is employed, stressing pragmatic implications for leadership.

TL 729 Adaptive Planning in Logistics (3). Presents a systems view with a focus on how remote sensing technology enables sense and respond logistics. Topics include organizational structure, strategic alliances, programmed decision making, supply-chain dynamics, and the value of information transparency. Prereq: TL 711.

TL 731 Logistics Research Methods (3). This course covers collection, management, and analysis of logistics information necessary to make good decisions as well as quantitative decision analysis models for systematic evaluation of decision situations involving uncertainty, complexity, alternatives, and preferences.

TL 733 Case Studies in Logistics (3). This course will focus on actual logistics cases along with solutions and how individual/organizational decisions relate to the ultimate outcome. Analyzing processes that

would have reduced/eliminated the supply chain's susceptibility to success or failure. Prereq: TL 721, TL 723, TL 725, TL 729. S/U grading.

TL 751 Transportation Systems Security (3). This course examines security threats and solutions related to transportation systems. Specific focus is placed on securing passenger and freight modes of transportation, including railroad, highway, aviation, maritime, and pipelines, from acts of terrorism and intentional disruption.

TL 752 Transportation Planning and Environmental Compliance (3). This course provides an overview of the procedures of transportation planning and environmental compliance, to include an understanding of the related policies and procedures as they relate to transportation systems, and compliance with local, state, and federal laws. A discussion of emissions, hazardous cargo, and permitting will also be provided.

TL 753 Transportation System Modeling (3). This course focuses on quantitative techniques used for the planning and operation of transportation systems. Topics include system capacities and flows, comprehensive models of transportation and urban systems, and understanding how political processes, new technologies, and economic considerations affect transportation decisions.

TL 754 Urban Transportation Systems Analysis (3). This course provides students with an understanding of system analysis tools used in urban transportation. Students will work with analytical techniques employed in urban transportation planning, such as traffic forecasting and system capacity analysis, and apply these techniques using real-world data for analyzing both demand and supply transportation.

TL 755 Context Sensitive Solutions (3). Context Sensitive Solutions (CSS) examines, in addition to traditional transportation engineering factors, impacts on the community as well as the natural and human environment. This course will introduce students to the main principles of CSS and allow them to learn how they are applied through the use of case studies.

TL 756 Transportation and Land Use Integration (3). This course provides students with an understanding of the interrelationships that exist between land use and transportation and the related impacts to the economy, environment, and to society as a whole in the planning context.

TL 782 Highway Planning and Logistics I (3). Fundamentals of highway transportation and freight logistics, including motor carrier economics and operations, effects of heavy trucks on highway infrastructure, truck size and weight issues, regulations, highway classifications, highway capacity planning, and level of service.

TL 783 Transportation Systems II (3). This course focuses on railroads and freight multimodal planning. It includes an introduction to railroads, an overview of the railroad industry and services, cost models, regulations, energy requirements, route analysis, operations, line capacities, intermodal terminals, environmental considerations, and multimodal freight issues. Prereq: TL 782.

TL 785 Spatial Analysis in Transportation (3). This course focuses on applications of Geographic Information Systems (GIS) to transportation networks and problems. The emphasis is on data modeling.

Topics include linear referencing, dynamic segmentation, network analysis, urban and land use planning, routing of hazardous materials, and asset management applications.

TL 786 Public Transportation (3). This course focuses on public transportation issues and models. Topics include policy issues, government's role in transit, transit planning, demand forecasting, performance evaluation, and system costing. Students will work on projects directly related to a transit system. Industry experts will provide guest lectures.

TL 787 Public Transportation II (3). This course focuses on concepts and modeling procedures used when planning and operating public transportation systems. Topics covered include transit demand analysis, quality of service concepts and estimation, bus and rail capacity, and service planning. Prereq: TL 786.

TL 789 Academic Conduct and Ethics (3). This course focuses on academic conduct in students' educational programs, but then goes on to explore theories, concepts, and practices of ethics that students may apply to their academic program and then into their career.

TL 790 Graduate Seminar (1-5)

TL 793 Individual Study (1-5)

TL 796 Special Topics (1-5)

TL 797 Master's Paper

TL 798 Master's Theses

TL 811 Modeling for Logistics Research (4). Models used in logistics research are studied. Topics include statistical models, mathematical programming, network models, stochastic decision processes, and simulation. The ability to perform and present logistics research is cultivated.

TL 823 Contemporary Supply Chain Research (3). This course focuses on contemporary research in supply chain management. Topics include advertising, information technology, game theory, supply chain contracts, and sustainability. The ability to perform and present supply chain research is cultivated. Prereq: TL 811.

TL 829 Supply Chain Risk Management (3). This course focuses on risk management in supply chains. Topics include random yields, exchange rates, real options, complex systems, and disruptions. The ability to perform and present supply chain risk management research is cultivated. Prereq: TL 811.

TL 831 Modeling for Transportation and Logistics Decision Analysis (3). This course emphasizes critical thinking skills and Excel spreadsheet modeling skills to solve and analyze logistics and transportation issues. It includes an introduction to modeling, Excel, add-in tools, optimization, and uncertainty analysis. Prereq: ENGR 770.

TL 885 Geospatial Information Systems for Transportation (3). This course focuses on spatial analysis in transportation using GIS to build a research framework and solve problems in transportation and logistics. The emphasis is on data modeling and cutting-edge theories. Prereq: GEOG 655 or TL 785.

TL 899 Doctoral Dissertation (1-15)

EDU 885 Structural Equation Modeling Fundamentals (3). Conceptual and mathematical foundations of structural equation modeling techniques will be presented. Application to education research including modeling specification, testing, and interpretation using appropriate software will be emphasized. Prereq: EUC 873.

ENGR 770 Quantitative Modeling (3). Applications modeling and optimization methods. Domains include transportation, logistics, manufacturing, service systems scheduling, and supply-chain management. Decision models include linear programming and sensitivity analysis, transportation and assignment, network models and algorithms, and integer, dynamic, and nonlinear programming. Cross-listed with IME 770.

ENGR 771 Probabilistic and Deterministic Methods (3). Applications modeling. Domains include transportation, logistics, manufacturing, service systems scheduling, and supply-chain management. Quantitative models and tools include Markov chains, stochastic processes, queuing, deterministic and stochastic decision analysis, time series, forecasting, and regression modeling. Prereq: IME 660. Cross-listed with IME 771.

AGEC 771 Economics of Transportation Systems (3). The course will provide an understanding of transportation economics and policy issues facing society. Topics include transportation demand, model costs, transportation competition and market power, transportation regulation, transportation investment, and the economics of transportation safety. Cross-listed with CE 771.

COMM 707 Quantitative Research Methods in Communications (3). Introduction to quantitative research planning and design, methods of research, and presentation of research results. Prereq: COMM 700

GEOG 655 Introduction to Geographic Information Systems (4). Application of the principles of GIS and integrally related mapping to solve problems related to environment site characterizations, resource exploration, soil and groundwater contamination, geological and geotechnical investigations, waste management, construction, etc. Comprehensive lab assignments included to give students hands-on experience solving problems with current state-of-the-art software and hardware, digitizers, scanners, and GPS units. (*Also offered for undergraduate credit - see GEOG 455.*)

GEOG 656 Advanced Geographic Information Systems (3). Application and analysis of advanced techniques and principles of GIS and remote sensing technologies to fully address spatial and time-related problems related to urban site characterizations, hydrology analyses, risk assessment, policy making, disaster response, and strategies defense techniques. Comprehensive lab assignments included to give students hands-on experience solving problems with current state-of-the-art software and hardware, digitizers, scanners, and GPS units. Prereq: GEOG 655. (*Also offered for undergraduate credit - see GEOG 456.*)

APPENDIX B: PARTICIPATING FACULTY

Canan Bilen-Green, Ph.D.

University of Wyoming, 1998

Research Interests: Quality and reliability engineering, design and auditing of quality and productivity monitoring systems, statistical modeling and applications, applied operations research

Department: Industrial and Manufacturing Engineering

Jarret Brachman, Ph.D.

University of Delaware, 2006

Research Interests: Al-Qa'ida strategy and ideology, transportation systems security, complex adaptive systems

Department: Upper Great Plains Transportation Institute

John Bitzan, Ph.D.

University of Wisconsin-Milwaukee, 1997

Research Interests: Transportation economics

Department: Management and Marketing

Raj Bridgelall, Ph.D.

North Dakota State University, 2015

Research Interests: Intelligent transportation systems, remote sensing of multimodal transportation infrastructures, applications of big data to transport systems

Department: Upper Great Plains Transportation Institute

Alan Dybing, Ph.D.

North Dakota State University, 2013

Research Interests: Asset management, energy impacts, freight transportation, agricultural transportation, supply chain management, transportation economics, spatial analysis, transportation systems modeling

Department: Upper Great Plains Transportation Institute

Kambiz Farahmand, Ph.D., PE

University of Texas @ Arlington, Texas, 1992

Research Interests: Productivity improvement of manufacturing systems, lean manufacturing and implementation, ergonomics, safety and human factors engineering, human exposure and physiology simulation, simulation and modeling, facilities and production layout planning, operations & materials logistics management and strategic planning, ISO and QS 9000 standards, and healthcare management

Department: Industrial and Manufacturing Engineering

Karen A. Froelich, Ph.D.

University of Minnesota, 1994

Research Interests: strategic management in nonprofit organizations, organizational transformation, case studies

Department: Management and Marketing

Ranjit Godavarthy, Ph.D.

Kansas State University, 2012

Research Interests: Public transportation, small urban and rural transit, traffic operations, transportation safety, and roundabouts.

Department: Upper Great Plains Transportation Institute

Robert Hearne, Ph.D.

University of Minnesota, 1995

Research Interests: Natural resource and environmental economics

Department: Agribusiness and Applied Economics

Siew Hoon Lim, Ph.D.

University of Georgia, 2005

Research Interests: Production economics, transportation, industrial organization

Department: Agribusiness and Applied Economics

Jill Hough, Ph.D.

University of California-Davis, 2007

Research Interests: Public transportation, travel behavior, built environment, accessibility, and mobility of seniors

Department: Upper Great Plains Transportation Institute

Ying Huang, Ph.D.

North Dakota State University, 2015

Research Interests: Intelligent transportation systems, pavement and pipeline performance evaluation, vehicle identification and traffic analysis, structural health monitoring/smart structures for transportation infrastructure, applications of adaptive and smart materials, multi-hazard assessment, and mitigation

Department: Civil and Environmental Engineering

Daniel J. Klenow, Ph.D.

North Dakota State University

Research Interests: Social vulnerability and functional needs populations, homeland security and terrorism, tornado vulnerability, disaster preparedness, response, and recovery

Department: Emergency Management

Andrew Kubas, Ph.D.

North Dakota State University, 2014

Research Interests: Driver perceptions/attitudes, oil extraction traffic safety, and impaired driving prevention/intervention

Department: Upper Great Plains Transportation Institute

EunSu Lee, Ph.D.

North Dakota State University, 2011

Research Interests: Transportation systems modeling, informatics, spatial analysis, logistics, supply chain management, and industrial engineering

Department: Upper Great Plains Transportation Institute

Pan Lu, Ph.D.

North Dakota State University, 2011

Research Interests: Asset management, freight transportation, statistical modeling and applications, multi-modal transportation, and applied operation research

Department: Upper Great Plains Transportation Institute

Diomo Motuba, Ph.D.

North Dakota State University, 2009

Research Interests: Transportation economics, transportation systems modeling, freight transportation, econometrics, logistics, supply chain management

Department: Upper Great Plains Transportation Institute

Kendall E. Nygard, Ph.D.

Virginia Polytechnic Institute, 1978

Research Interests: Advanced technologies in logistics, optimization modeling, simulation modeling, data science, and computational methods

Department: Computer Science and Operations Research

Peter O'Dour, Ph.D.

University of Missouri-Rolla, 2004

Research Interests: GIS, groundwater contamination, remote sensing

Department: Geosciences

David C. Roberts, Ph.D.

Oklahoma State University, 2009

Research Interests: Impacts of agricultural production methods on the environment and natural resources, economics of precision agriculture technologies and the response of cropping patterns, and land use change to emerging biofuels policy at the federal level

Department: Agribusiness and Applied Economics

Joseph Szmerekovsky, Ph.D.

Case Western Reserve University, 2003

Research Interests: Project management and scheduling, complex systems and flexible manufacturing, and using linear and nonlinear dynamic and integer programming and network flows

Department: Management and Marketing

Denver D. Tolliver, Ph.D.

Virginia Polytechnic University, 1989

Research Interests: Transportation systems planning, freight transportation, and economic analysis

Department: Upper Great Plains Transportation Institute

Rodney D. Traub, Ph.D.

Purdue University, 1994

Field: Operations Management

Department: Management and Marketing

Kim Vachal, Ph.D.

George Mason University, 2005

Research Interests: Policy, economics, and regional development

Department: Upper Great Plains Transportation Institute

Amiy Varma, Ph.D.

Purdue University, 1993

Research Interests: Transportation systems and planning, traffic engineering, airports, and infrastructure management

Department: Civil Engineering

David L. Wells, Ph.D.

University of Missouri-Rolla, 1996

Research Interests: International studies in manufacturing technology, strategic management, and economic development strategies

Department: Industrial and Manufacturing Engineering

William W. Wilson, Ph.D.

University of Manitoba, 1980

Research Interests: Commodity marketing, agribusiness, and industrial organization

Department: Agribusiness and Applied Economics

APPENDIX C: REQUEST FOR TL 899 CREDITS FORM

Request for TL 899 Credits

Student name: _____ Student ID #: _____

Requested number of TL 899 credits: _____

Semester for which TL 899 credits are requested: _____

Adviser for TL 899 credits: _____

Goals and objectives for TL 899 credits requested this semester:

Student's signature and date

I approve the proposed work for the TL 899 credits.

Adviser's signature and date

- The student has made sufficient progress on the proposed work to warrant a grade of "S".
- The student has NOT made sufficient progress on the proposed work to warrant a grade of "S".

What goals and objectives were met this semester:

Adviser's signature and date

APPENDIX D: NORTH DAKOTA STATE UNIVERSITY GRADUATE RESEARCH ASSISTANT (GRA) CONTRACT – ACADEMIC YEAR

North Dakota State University Graduate Assistant Contract

Student Name: ID #:

Hiring Department:

Appointment Details

AssistantshipType (select all that apply): Research Teaching Service

You are expected to work hours/week and/or teach credits during the academic year.

Stipend amount: Start Date: End Date:

-
- Your assistantship includes a tuition waiver covering base tuition. (Please note: Special programs that have differential tuition beyond University base tuition are not included in this tuition waiver).
 - If you choose to accept this appointment you must also complete W4 and I-9 forms in the Payroll Office, located in SGC 102, on or before your first day of work.
 - Teaching and Service assistants must consent to a criminal background check.
 - Graduate assistantships at NDSU shall not exceed an average of twenty (20) working hours per week and your hours must be documented using an appropriate method approved by your supervisor.
 - Your responsibilities as a Graduate Assistant include completing required trainings annually. (Baseline Safety Training, Sexual Harassment Prevention Training, Title IX Training) within 30 days of accepting this appointment. **Failure to complete training can lead to sanctions, including revocation of your tuition waiver and/or termination of the assistantship.**

Your specific responsibilities include:

This appointment and terms of appointment are subject to and governed by the laws of the State of North Dakota and the policies, rules, and regulations of the State Board of Higher Education and the University, as may be amended. This offer is contingent on:

- acceptance and continued enrollment in the University's graduate program as applicable
- the University's verification of credentials and other information required by law and/or University policies, including, but not limited to, a criminal background check (for Teaching and Service assistants) prior to beginning duties
- signing and returning one copy of this contract to the Graduate School by .

Expectations

- Your performance will be reviewed by [redacted]. Your first performance review will be on or around [redacted]. Continuation of this assistantship is contingent upon you receiving satisfactory performance reviews by your supervisor.
- To maintain this appointment you must continue to meet the academic standards established for Graduate Assistants by the University and remain in good standing at NDSU and in the graduate program.
- You will be expected to complete all graduate degree requirements, including thesis and dissertation research, with time outside of the paid assistantship work hours.
- This Graduate Assistantship is subject to the policies and procedures described in the Graduate Assistant Policy that can be found in the [Graduate Bulletin](#).
- You are expected to fulfill your responsibilities adhering to the professional and academic expectations of your discipline and in compliance with NDUS and NDSU policies. Violations of these policies and expectations may result in sanctions including termination of your assistantship and/or dismissal from the Graduate School. Adjudication of these violations will occur in accord with NDSU Policy 335.1, or other appropriate policy.
- Your appointment may be renewed depending upon performance and the availability of funding. You must remain in good standing with NDSU, the Graduate School, and the graduate program to continue receiving an appointment.

This notice is effective only when approved by the University. No other official or employee of the University has authority to extend any offer of employment or re-employment or to modify or to adjust the terms thereof. Upon receipt of your acceptance of this offer, your appointment will be processed for action by the University administration.

Although this letter is necessarily focused on NDSU's policies and procedures and carries a somewhat legalistic tone, I do want to say that I'm excited that you may join our department at NDSU. You will find we have a very collegial atmosphere here; we will strive to help you meet your educational goals. If you have any questions please do not hesitate to contact:

[redacted]
(supervisor name)

I accept this job offer as described above.

Prospective Employee: _____ Date: _____

Department Head or Designee: _____ Date: _____

This contract letter represents our complete agreement and replaces all prior written or oral agreements for assistantships. If there is any term or provision that you feel should be a part of this contract, you need to have this contract revised so that it is included or it will not be part of your contract [please discuss its inclusion with your supervisor before signing and returning this letter as its addition must be agreed to by the University]. The reason for this is to avoid any misunderstanding in the future about what was promised and accepted between us.

Rights and Privileges of Graduate Assistants

Graduate assistants have certain rights and privileges specific to the assistantship experience:

- The right to be notified in writing of all decisions that affect their status as a graduate assistant. This includes advance notification of evaluation procedures and a summary of their performance evaluation.
- The right to be notified of any complaints received by a supervisor or department chair concerning their performance of duties.
- The right to respond in writing to such complaints.
- The right, depending on the availability of departmental and university resources, to be supported in pursuing additional activities that pertain to their professional development.
- The right to balance their assistantship responsibilities with their responsibilities to their academic program so that they can complete their degree in a timely manner.
- The privilege of being treated as a professional in their chosen field of study.

Termination

Graduate assistants may have their assistantship terminated by the Dean of the College of Graduate and Interdisciplinary Studies, upon recommendation by their supervisor, with documentation of probable cause. Early termination for cause may occur when:

- A student does not abide by the appointment conditions.
- A student fails to perform tasks as assigned.
- A student does not make adequate degree progress.
- A student is placed on Academic Probation.
- A student does not make satisfactory research progress.
- A student fails to maintain minimum registration.
- A student persistently refuses to follow reasonable advice and counsel of faculty in carrying out assistantship obligations.
- A student fails to comply with responsibilities as an employee set forth in the *Graduate Bulletin*, department rules and regulations governing assistantships, or the terms of sponsored research agreements that fund the assistantship.
- A student's personal conduct is seriously prejudicial to the university, including violation of the NDSU Code of Student Behavior, state or federal law, and general university regulations.

From the *Graduate Bulletin Graduate Assistantship policy*:
<https://bulletin.ndsu.edu/graduate/graduate-school-policies/graduate-assistantship-policy/>

I have read and understand the Graduate Assistantship Policy information above. (initial)

Student:

Department Head or Designee:

APPENDIX E: NORTH DAKOTA STATE UNIVERSITY GRADUATE RESEARCH ASSISTANT (GRA) CONTRACT – SUMMER

NDSU Graduate Assistant Contract-Summer

Student Name: ID #:

Hiring Department:

Appointment Details

Assistantship Type (select all that apply): Research Teaching Service

You are expected to work hours/week and/or teach credits during

Stipend amount: Start Date: End Date:

-
- Your assistantship includes a tuition waiver covering base tuition. (Please note: Special programs that have differential tuition beyond University base tuition are not included in this tuition waiver).
 - If you choose to accept this appointment you must also complete W4 and I-9 forms in the Payroll Office, located in SGC 102, on or before your first day of work.
 - Teaching and Service assistants must consent to a criminal background check.
 - Graduate assistantships at NDSU shall not exceed an average of twenty (20) working hours per week and your hours must be documented using an appropriate method approved by your supervisor. Students may be eligible to work up to 40 hrs/wk during the summer.
 - Your responsibilities as a Graduate Assistant include completing required trainings annually. (Baseline Safety Training, Sexual Harassment Prevention Training, Title IX Training) within 30 days of accepting this appointment. **Failure to complete training can lead to sanctions, including revocation of your tuition waiver and/or termination of the assistantship.**

Your specific responsibilities include:

This appointment and terms of appointment are subject to and governed by the laws of the State of North Dakota and the policies, rules, and regulations of the State Board of Higher Education and the University, as may be amended. This offer is contingent on:

- acceptance and continued enrollment in the University's graduate program as applicable
- the University's verification of credentials and other information required by law and/or University policies, including, but not limited to, a criminal background check (for Teaching and Service assistants) prior to beginning duties
- signing and returning one copy of this contract to the Graduate School by .

*If other, please provide explanation:

Expectations

- Your performance will be reviewed by [_____] . Your first performance review will be on or around [_____] . Continuation of this assistantship is contingent upon you receiving satisfactory performance reviews by your supervisor.
- To maintain this appointment you must continue to meet the academic standards established for Graduate Assistants by the University and remain in good standing at NDSU and in the graduate program.
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[_____] (supervisor name)

I accept this job offer as described above.

Prospective Employee: _____ Date: _____

Department Head or Designee: _____ Date: _____

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- The right to be notified of any complaints received by a supervisor or department chair concerning their performance of duties.
- The right to respond in writing to such complaints.
- The right, depending on the availability of departmental and university resources, to be supported in pursuing additional activities that pertain to their professional development.
- The right to balance their assistantship responsibilities with their responsibilities to their academic program so that they can complete their degree in a timely manner.
- The privilege of being treated as a professional in their chosen field of study.

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- A student fails to perform tasks as assigned.
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- A student is placed on Academic Probation.
- A student does not make satisfactory research progress.
- A student fails to maintain minimum registration.
- A student persistently refuses to follow reasonable advice and counsel of faculty in carrying out assistantship obligations.
- A student fails to comply with responsibilities as an employee set forth in the *Graduate Bulletin*, department rules and regulations governing assistantships, or the terms of sponsored research agreements that fund the assistantship.
- A student's personal conduct is seriously prejudicial to the university, including violation of the NDSU Code of Student Behavior, state or federal law, and general university regulations.

From the Graduate Bulletin Graduate Assistantship policy:
<https://bulletin.ndsu.edu/graduate/graduate-school-policies/graduate-assistantship-policy/>

I have read and understand the Graduate Assistantship Policy information above. (initial)

Student:

Department Head or Designee: