THE GRADUATE SCHOOL

ACADEMIC CODE

UNIVERSITY OF NOTRE DAME | THE GRADUATE SCHOOL

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1. INTRODUCTION

The following academic code contains the policies and regulations governing the attainment of academic credit and degrees from the Graduate School of the University of Notre Dame. These policies and regulations do not apply to the Schools of Architecture, Business, or Law. The responsibility to abide by this code resides with graduate students, faculty, and administrators who are required to know and observe its regulations.

The following information represents the minimum standards established by the Graduate School. Individual programs may require higher standards. Students are expected to be aware of and to be in compliance with their program's requirements.

No exceptions to the following policies and procedures will be valid without the formal written approval of the Graduate School. Further elaboration and clarification of these policies may be found in the *Graduate School Bulletin of Information* published each academic year.

2. ADMISSION TO THE GRADUATE SCHOOL

2.1 Degree Applicants

Applicants for admission to a degree program in the Graduate School must hold a bachelor's degree or its equivalent from an accredited American college or university or from a foreign institution of acceptable standing by the time of graduate matriculation. If at that time an admitted applicant does not hold a bachelor's degree, the Graduate School admission is void. The applicant should have earned at least a B average (3.0 on a 4.0 G.P.A. scale) in her or his undergraduate major courses and should meet the level of academic achievement that implies a developed ability for advanced study and independent scholarship.

An applicant may seek admission to degree-seeking status in either a master's or doctoral program, or to non-degree status.

Admission to a graduate degree program is not equivalent to admission to candidacy for the degree; see section 6.1.6 Admission to Candidacy (master's degree requirements) and section 6.2.9 Admission to Candidacy (Ph.D. degree requirements). It should also be noted that admission to the master's program does not mean admission to the associated doctoral program upon completion of the master's program. A separate decision is required for admission into the doctoral program.

2.2 Admission to Multiple Degrees

Students seeking admission to more than one program (whether they intend to enroll in only one or both programs) must submit separate applications for each program and be accepted by each. Admission to one program does not guarantee admission to another program. Applicants may seek admission to two programs prior to enrolling, or apply to an additional program after they have begun an initial program. It is possible for a student to enroll in two master's degree programs, a master's degree program and a Ph.D., or a program in the Graduate School and a professional degree in one of the other colleges or schools in the University. The Graduate School does not allow students to enroll in two Notre Dame doctoral programs simultaneously. The Graduate School will consider only applicants whose past academic performance indicates the potential for success in each of the programs. No more than nine credit hours of classes from any one master's degree may be counted toward any other graduate degree.

All funding arrangements and degree requirements must be approved in advance by the student's advisor (if he or she has one), the respective program administrators, and the Graduate School.

2.3 Non-Degree Applicants

A non-degree applicant may seek admission as a departmental non-degree student or as an unclassified student in the Graduate School. A graduate student who is dismissed from his or her program of study for academic reasons cannot be admitted as a non-degree student.

A departmental non-degree student is one who has been admitted to a program but does not seek an advanced degree from the University. An applicant with degree intent who lacks one or more admission requirements may be admitted temporarily to this non-degree status at the discretion of the program and with the approval of the associate dean of recruiting and admissions. The student may register for one to 15 credit hours in any graduate courses for which he or she meets the course prerequisites. However, no student initially admitted to non-degree status will be admitted to degree status until all admission requirements have been satisfied. No more than 12 credit hours earned by a student while in non-degree status may be counted toward a degree program. Admission as a departmental non-degree student does not guarantee later admission as a degree-seeking student.

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

2.4 Visiting Students, Research Visitors, and Auditors

A visiting student is normally a degree-seeking student at another university who enrolls for credit in select courses at Notre Dame. Unless otherwise arranged by the home university and Notre Dame, the visiting student is considered a non-degree student at Notre Dame and follows the same application and enrollment procedures as a non-degree student. Unless the student is a part of a university approved exchange program, the student is not eligible for tuition support.

A research visitor is normally a degree-seeking student in another university who comes to Notre Dame to conduct research with a faculty member, but does not register or enroll in any courses at Notre Dame. The researcher is not a student at Notre Dame, and is therefore not required to apply to the Graduate School for admission. The appointment process is completed at the request of the program in which the supervising faculty member is appointed. Research visitors are not eligible for benefits.

An auditor is a non-degree student who meets the course prerequisites but receives no academic credit. With the permission of the instructor a degree-seeking student may also audit courses. Audited courses are recorded on a student’s permanent record only if the student is properly registered as an auditor and attends the course throughout the entire semester. A

recorded audit is graded V. Incomplete audits are not recorded. The audit grade of V cannot be changed to a grade with credit after the sixth class day.

2.5 Acceptance

Only the Graduate School grants official acceptance to Graduate School programs. Applicants will be officially informed of the decision on their application by a letter from the Graduate School.

3. REGISTRATION

3.1 Enrollment in the University

All degree and non-degree graduate students must both register and complete the ND Roll Call process each semester during the dates and times announced by the University Registrar. Any admitted student who fails to register and complete the ND Roll Call process for one semester or more must seek readmission through their department and then the Graduate School. (See section 3.5 Continuous Registration.)

3.2 Assignment of Credit in the Graduate School

The Graduate School adheres to the same principles set forth in the Undergraduate Academic Code governing the award of credit for coursework.

A student may receive credit only for classes for which the student is duly registered.

Credits for all courses are reported in "semester hours." A semester hour of credit represents approximately 750 minutes of classroom instruction, which is equal to one 50-minute class period per week or its equivalent throughout a fifteen-week semester (1 x 50 x 15 = 750), plus a minimum of two hours of out of class student work per week or its equivalent throughout a fifteen-week semester. A semester hour of credit for laboratory, drafting, or studio work represents approximately double the time required for a semester hour of credit for classroom instruction.

3.3 Full-Time and Part-Time Status

A full-time student is one who registers for at least nine credit hours per semester. All degree-seeking students are expected to maintain full-time status and to devote full time to graduate study. No degree-seeking student may be employed, on or off campus, without the express permission of his or her program and the Graduate School.

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

A student who registers for less than nine credit hours per semester will be considered part-time. Part-time students are not eligible for financial support from the institution.

During the academic year, students who are enrolled in summer-concentrated degree programs with year-round training (programs in which a predominance of credit hours are taken during the summer term) are considered full-time if they register for a program-required course in the fall or spring semester.

3.4 Residency and Non-Residency Status

Residency status is determined by a student's continual presence or non-presence on campus. If a student is on campus a majority of the days of a week or a majority of weeks per month, he or she will be considered in residence. If a student is not present on campus in this fashion, he or she will be considered a non-resident student. With the exception of library privileges, a student classified as a non-resident cannot use University services, such as meal plans, student housing, and athletic facilities. The student determines resident status when registering for courses, which is then verified by their program.

3.5 Continuous Registration

All students must enroll each semester in the academic year and register for at least nine credits to maintain full-time status. Continuous enrollment is normally met by completion of the ND Roll Call process and registration in graduate-level courses relevant to the student's program. A student who is concurrently pursuing degrees in the Graduate School and in another program in the University meets the continuous enrollment requirement by registering for courses in either program. The Graduate School must approve any exception to this rule, including a leave of absence. (See section 5.1 Leave of Absence.)

A student who fails to complete the ND Roll Call process and registration for one semester or more must complete the readmission process upon their return.

3.6 Summer Registration Requirements

Continuing students, i.e., degree-seeking students who are eligible to continue their studies in the fall semester and are not receiving an academic stipend during the summer months have access to University facilities and services from May through August without registering for academic credit or completing the ND Roll Call process. Students who are enrolled full-time during the academic year are considered full-time continuing students in the summer. Incoming students who are full-time admits, but choose to start in the summer term, are considered full-time students in the summer with any registration, including zero credits. Graduate students receiving a summer stipend and conducting independent research must register for their program's zero-credit "Independent Summer Research" section. Registering for this course will ensure proper classification for tax purposes. Only those students both actively engaged in research and receiving a stipend are eligible for this course.

3.7 Semester of Graduation

Degree students must register and complete the ND Roll Call process during the semester in which they plan to graduate; this includes the summer session.

3.8 Maximal Registration

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

4. COURSES

4.1 Course Numbers

Courses numbered 60000 and above are typically taken by graduate students. Courses numbered 70000 and above are advanced graduate courses open only to students who have completed the prerequisites.

It is the expectation of the Graduate School that all full-time degree-seeking graduate students enroll in graduate-level coursework. Therefore, full-time degree-seeking graduate students are expected to register for at least three hours of credit at the 60000 level or higher every semester that they are enrolled, except with the permission of the associate dean for academic affairs in the Graduate School.

The advanced undergraduate courses numbered 40000 – 59999 may be taken to satisfy up to six hours of graduate credit requirements. Grades in these courses will count towards the student's G.P.A. Programs may place additional constraints on the use of 40000 – 59999 level courses to meet their degree requirements.

For purposes of progress within a graduate department or program of study or admission to degree candidacy, no graduate credit is allowed for courses below the 40000 level.

4.2 Add/Drop Policy

A student may add courses through the first six class days of the semester. A student may add courses after this time only on the recommendation of the program and with the approval of the Graduate School dean or authorized designee and only up until the end of a term. No courses may be added once a semester has been completed.

A student may drop courses at his or her discretion through the first six class days of the fall or spring semester. To drop a course after this period and up to the last day for course discontinuance (see the Graduate School calendar for the exact date), requires the approval of the chair or the director of graduate studies of the program offering the course, the student's advisor, and the Graduate School dean or authorized designee. A course may be dropped after the last day for course discontinuance only in cases of serious physical or mental illness incurred by the student or an immediate family member of that student. Courses dropped after this period will be posted on the student's permanent record with the grade of W.

A course taken for credit can be changed to an audited course until the end of the sixth class day. An audit request form must be submitted to make this change. Only in cases of serious physical or mental illness can a course be changed from credit to audit after the deadline, and only until the end of the term. No changes can be made once a semester has been completed.

4.3 Grades

Listed below are graduate grades and the corresponding number of quality points per credit hour. It is the expectation of the Graduate School that all courses taken at the graduate level will be graded by the level of the course, not by the status of the enrolled student.

A 4.000
A- 3.667
B+ 3.333
B 3.000
B- 2.667
C+ 2.333
C 2.000
C- 1.667
D 1.000
F 0.000
I 0.000 (until Incomplete is removed)
NR Not reported
S Satisfactory
U Unsatisfactory
V Auditor
W Discontinued with permission

Grades of C- and D are awarded in the Graduate School and are used to calculate both semester and cumulative G.P.A.; however, they will not be accepted for completion of graduate degree requirements, specific required coursework, and/or total credit hours for completion of coursework. If a student receives lower than a grade of C in a required course, he or she must either retake the same course or its equivalent as determined by the program.

Under exceptional circumstances, a student receives the temporary grade of I when he or she has not completed the requirements for a 60000 or higher-level graduate course within the semester or summer session (See section 4.4 Incomplete Coursework). No grade of I can be given for courses below the 60000 level or to graduating students in the final semester or final summer session of a terminal degree program.

The grades of S and U (Satisfactory and Unsatisfactory) are used in courses without semester credit hours, as well as in research courses, departmental seminars, colloquia, workshops, directed studies, field education, and skills courses. An S grade factors into a student's earned semester credit hours but does not factor into the computation of the G.P.A. No credit is given for a grade of U.

The grade of V (Auditor) does not have quality-points associated with it. It is the only grade available to the registered auditor. The audit must be requested before the sixth class day of the semester. The audited class is made part of the student's permanent record, and the auditor should attend the course throughout the entire semester. The grade of V cannot be changed to a credit-earning grade. Normally, graduate students are limited to auditing a maximum of two courses per semester.

The grade of W (discontinued with permission) is given for a course that a student is allowed to drop after the last date for course discontinuance. Approval of the grade of W is granted by the associate dean for academic affairs in the Graduate School or other authorized officer.

4.4 Incomplete Coursework

Students should complete the work of graduate courses at the 60000-90000 level during the regular academic term in which they are taken. This expectation of students should also guide faculty members who teach graduate courses. That is, faculty are obligated to evaluate and grade graduate work by the end of the term in which the course is offered.

A grade of "Incomplete" (I) should be given *only in exceptional circumstances* and only for compelling reasons. When a student receives a grade of I, he or she has 30 calendar days from when grades were due (for the semester in which the I was given) to complete the coursework. The instructor of record then has 14 calendar days to report the grade. If the coursework is not completed by this date, the grade of I will be changed permanently to a grade of F. Extensions for Incompletes require formal approval from the associate dean for academic affairs in the Graduate School. The associate dean reserves the right to seek appropriate documentation from the Office of Disability Services if a request for an extension beyond the usual 30 calendar days is made for mental or physical health reasons.

4.5 Grade Point Average

Quality point values are used to compute the student's G.P.A. The G.P.A. is the ratio of accumulated earned quality points to the accumulated graded semester credit hours. Only courses taken at Notre Dame are used to calculate a student's G.P.A.

Continuation in a graduate degree program, admission to degree candidacy, and graduation require maintenance of at least a 3.0 (B) cumulative grade point average (G.P.A.).

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

4.6 Transfer Credits

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

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

A student transferring from an unfinished master's program may not transfer more than six (6) semester credit hours into either a Notre Dame master's or Ph.D. program.

If the student has completed a master's or Ph.D. program, he or she may transfer up to nine (9) semester credit hours to a Notre Dame master's program and up to 24 semester-credit hours to a Notre Dame Ph.D. program. Grades for transferred courses do not factor into the student's Notre Dame G.P.A.

With advanced approval from the graduate program of study, a Notre Dame undergraduate who is registered for graduate courses at Notre Dame may use this coursework to meet graduate program requirements. These credits cannot be used to satisfy both undergraduate and graduate degree requirements. However, students in an integrated bachelor's/master's degree program may count up to six graduate-level credits toward both degrees.

5. GRADUATE STUDENT STATUS

5.1 Leave of Absence

For exceptional reasons and on the recommendation of the program, a student in good academic standing may request a leave of absence for a maximum of two consecutive semesters. A request for a leave of absence can be made for study, athletic training, military, mission work, medical, and personal reasons. A request for a leave of absence must be made before the first class day of the semester in which the leave is requested, and be approved by the Graduate School. If, for some urgent reason a student chooses to leave the University after the beginning of the semester, the student must officially withdraw from the University (see section 5.5 Withdrawal from the Program). If the student does not return at the end of the leave of absence period, he or she is no longer considered a student at Notre Dame and must go through the readmission process if he or she decides to return.

In the case of a medical leave of absence, the Graduate School may require a recommendation from the University Health Center or University Counseling Center regarding the student's readiness to resume academic work prior to readmission.

5.2 Medical Separation from Academic Duties

Students enrolled in the Graduate School who wish to temporarily interrupt their programs for medical reasons must make an official request to the Graduate School. Students are eligible under this policy if they have a "serious medical condition." For purposes of this policy, "serious medical condition" is defined as a medical condition that (1) requires a multiple-day hospitalization OR (2) renders the student unable to engage in coursework and all other Graduate School-related duties for a period of at least ten (10) calendar days. Written certification by a physician that the student has a serious medical condition as defined in this policy must be submitted to the Graduate School as soon as the need arises (for emergency requests). In situations involving childbirth or adoption, see section 5.4 Childbirth and Adoption Accommodation Policy. In all cases, regardless of the nature of the medical condition, the duration of the separation will be as certified by the physician up to a maximum of six weeks. Students may utilize this medical separation policy two non-consecutive times during their graduate studies. Should students need more than six weeks at any one time, they must withdraw from the University. The Graduate School approves leaves of absence for one or more semesters for medical or other reasons (see section 5.1 Leave of Absence).

5.3 Crisis Separation from Academic Duties

Students enrolled in the Graduate School who wish to temporarily interrupt their programs for reasons of crisis must make an official request to the Graduate School. Students are eligible under this policy if they, their spouse, or their dependent(s) have a "crisis." For purposes of this policy, "crisis" is defined as a situation that renders the student unable to engage in coursework and all other Graduate School-related duties for a period of at least ten (10) calendar days. Eligible crises are as follows: natural disaster, legal, spouse or dependent medical, eldercare, and death of a first order family member. Documentation by a third party that the student, spouse, or dependent(s) is in crisis as defined in this policy must be submitted to the Graduate School as soon as the need arises (for emergency requests). The duration of the separation will be based on the nature of the crisis, up to a maximum of six weeks, and will be determined jointly by the advisor/department and the student. Final approval will be granted by the Graduate School's associate dean for academic affairs. Students may utilize this crisis policy two non-consecutive times during their graduate studies. Should students need more than six weeks at any one time, they must withdraw from the University.

5.4 Childbirth and Adoption Accommodation Policy

The childbirth and adoption accommodation policy is intended to assist graduate students who are new parents. Unlike the medical separation policy that covers any medical condition, this accommodation policy addresses a single set of circumstances: new parenthood. It is not a leave of absence; it is an accommodation. Students maintain their standing as students, are provided relief from full-time responsibilities and academic deadlines for up to one semester, and are eligible for financial support.

Programs are encouraged to work out specific arrangements with students on a case-by-case basis within the broad framework of this policy. The policy can be found at http://graduateschool.nd.edu.

5.5 Withdrawal from the Program

To withdraw from the University before the end of the semester, a student must inform the program and the Graduate School, and complete the Registrar's Separation from the University Form.

Grades of W are given when a student withdraws after the mid-semester course discontinuance deadline. If a student withdraws before this deadline, the courses in which the student was registered will not be recorded. If a student drops out of the University without following the procedure described above, a grade of F is recorded for each course.

To re-enter a program, the student must follow the readmission process. Credit for any course or examination will be forfeited if the student interrupts his or her program of study for five years or more.

In the case of a health withdrawal, the Graduate School may require a recommendation from the University Health Center or University Counseling Center regarding the student's readiness to resume academic work prior to readmission.

The University reserves the right to require the withdrawal of any student when academic performance, health status, or general conduct may be judged clearly detrimental to the best interests of either the student or the University community (see section 5.8 Dismissal of a Student).

5.6 Assessment of Student Progress

All students should receive written feedback annually. This may come from the advisor, the area coordinator (or faculty member responsible for the area in which the student is working), or the director of graduate studies.

If an advisor has serious concerns about a student's academic performance or progress to degree, he or she should communicate this to the student in written form. This should be copied or forwarded to the director of graduate studies. If the advisor's recommendation calls into question the student's suitability for the program, the director of graduate studies will issue a warning letter to the student that specifies the concerns and the steps necessary to correct the situation, as well as the consequences of continued sub-standard academic performance. If the student's advisor happens to be the director of graduate studies, the chair of the department will initiate this letter. The warning letter should specify a specific date when the student's progress will be re-evaluated. A copy of the warning letter should be sent to the associate dean for academic affairs in the Graduate School.

If the student does not meet the stipulations outlined in the warning letter within the timeframe specified, the student will be either put *on probation* or dismissed from his or her program of study. See section 5.7 Graduate Student Status Designations for additional details.

5.7 Graduate Student Status Designations

There are two status designations available to graduate students: *in good standing* and *on probation.* A graduate student can only have one designation, per program, at any given time.

5.7.1 In Good Standing

Graduate students who are enrolled and making satisfactory progress in their program of study are considered *in good standing*. Students must be in good standing to receive a graduate degree.

5.7.2 On Probation

A student who does not meet the stipulations within the timeframe outlined in the warning letter may be placed *on probation*. *On probation* status is intended to offer a student a final opportunity to correct deficiencies in his or her academic progress. Normally, a student will be *on probation* one or, at most, two semesters.

A student *on probation* must complete the stipulations outlined in the probation letter within the required timeframe or will be dismissed from his or her program of study.

Students *on probation* receive a tuition scholarship that covers eight of the nine credit hours required to maintain full-time status. The student will be financially responsible for the remaining one credit. While *on probation*, if a student meets the stipulations within the timeframe outlined in the probation letter, the student will return to *in good standing* status the next semester of enrollment.

5.7.3 Probation Initiated by the Graduate School

In addition to the probation letter initiated by the student's program of study, there are three ways in which the Graduate School may place a student on probation. These are:

1. A cumulative grade point average below 3.0 in any two semesters;
2. A failure to pass candidacy exams and/or successfully defend the dissertation proposal and be admitted to doctoral degree candidacy by the end of the eighth semester;
3. Earning a U in research for two consecutive semesters.

Students who are placed *on probation* by the Graduate School will receive an official letter from the associate dean for academic affairs in the Graduate School informing them of their status change.

5.8 Dismissal of a Student

Failure of a student to meet the stipulations within the timeframe outlined in either the warning letter or the probation letter may lead to dismissal from the program.

In addition, a student can be immediately dismissed from his or her program of study without a warning letter or probationary status for the following reasons:

> **Extreme Under-performance**: This dismissal will be applied to a student whose performance is deemed wholly unacceptable by the student's advisor, director of graduate studies, or program faculty. A semester G.P.A. below 2.5 in any single semester, or below 3.0 for two consecutive semesters; three consecutive U grades in research are examples of extreme underperformance.

Inability to Secure a Laboratory/Advisor: In some cases, a student may not be able to secure a laboratory and/or advisor. Normally, the student will be given funding for the remainder of the semester in which the student has registered. If the student and the director of graduate studies are unable to find an advisor, the student may be dismissed from the program.

Threat to Health and/or Safety: In rare circumstances, continued enrollment of a graduate student may constitute a serious disruption of the residential community or the academic environment. A student may be dismissed if: (a) The student poses a direct threat to the health or safety of himself or herself or others, or has seriously disrupted others in the student's residential community or academic environment; or (b) the student's behavior or threatening state is determined to be the result of a medical condition, or the student refuses to cooperate with efforts deemed necessary by the University Health Services and/or the University Counseling Center to evaluate the cause of the student's behavior or threatening state. In some circumstances, the level of care and accommodation recommended may exceed the resources or appropriate staffing capabilities of the University or may be beyond the standard of care that University Health Services can be expected to provide or monitor.

The Graduate School is responsible for monitoring and assessing the academic progress of its students. However, there are other reasons for which a student can be disciplined. For more details on these policies, please consult *du Lac*.

Students will be notified in writing by the director of graduate studies of the decision to dismiss them from their program of study for academic reasons. This notification will also be sent to the associate dean for academic affairs. The student may appeal the decision per the grievance and appeal procedures, which can be found at graduateschool.nd.edu.

5.9 Academic Integrity

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

Violation of integrity in research/scholarship includes, but is not limited to: plagiarism; deliberate fabrication or falsification in proposing, performing, or reporting research; or other deliberate misrepresentation in proposing, conducting, reporting, or reviewing research.

Misconduct in research/scholarship does not include errors of judgment; errors in recording, selection, or analysis of data; differences in opinions involving interpretation; or conduct unrelated to the research process. Misconduct includes practices that materially and adversely affect the integrity of scholarship and research.

Plagiarism is a form of misconduct. A person's words and ideas are his or her own; they belong to the individual and should be considered the individual's property. Those who appropriate the words and/or ideas of another, and who attempt to present them as their own without proper acknowledgement of the source, whether intentional or not, are committing plagiarism or intellectual theft. It is assumed that all work submitted by a student represents the student's own ideas and work. Verbatim copying, paraphrasing, adapting or summarizing the work of another, regardless of the source – whether books, journals, periodicals, websites, or other forms of media – must be properly cited. Any representation of the work of another that is not properly referenced is considered to be plagiarism. Ignorance of what constitutes plagiarism is not a defense to an allegation of a violation of the academic integrity policy. It is the responsibility of students to familiarize themselves with this definition of plagiarism and to learn proper citation techniques.

Any student who is found in violation of integrity in research and/or scholarship can be dismissed from the University. The appeal procedure for academic integrity can be found online on the Graduate School's website at http://graduateschool.nd.edu.

5.10 Falsification of Academic Credentials

A student who has been admitted to a graduate degree program based in part upon a previously earned academic degree and is found to have intentionally misrepresented this information will be immediately dismissed from his or her program of study and will be barred from future graduate work at the University.

A current student or a student who has recently left the University without completing a degree who then claims to have earned said degree will be immediately dismissed from the program of study (if applicable) and barred from future graduate work at the University.

5.11 Grievance and Appeal Procedure

Students follow the grievance and appeal procedures of the program in which they are studying. Appeals beyond the program are made directly to the dean of the Graduate School. The Graduate Student Appeal Procedure can be found on the Graduate School website at http://graduateschool.nd.edu.

The purpose of this procedure is to afford graduate students the opportunity to resolve complaints dealing with academic issues such as dismissal from graduate standing, placement on probationary status, denial of readmission to the same program (if the student was previously in good standing), and other program decisions that terminate or impede progress toward the degree.

This procedure is not to be used to address issues of sexual or discriminatory harassment (see grievance procedure available through the Office of Institutional Equity), of academic fraud (see the 'Academic Integrity' section of the *Graduate School Bulletin of Information*), or for disability-related grievances (see grievance procedure available through the Office of Disability Services).

6. DEGREE REQUIREMENTS

6.1 The Master's Degree

The goal of the University master's programs is to address all aspects of a student's development as he or she transitions from a student to a professional. To this end, the Graduate School expects that the student will become knowledgeable of the broad scope of the discipline. The student should also have the capacity to think through ethical issues raised by their coursework and/or research, and to weigh important implications within value systems. Finally, students should be professionally prepared so that when they assume their careers, they can do so with confidence. These goals should be reflected in the requirements for the degree.

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

6.1.1 Credit Hours

At least thirty (30) credit hours are required for the master's degree. Some programs may require more. These credit hours are earned through a combination of coursework and/or research. (See also section 4.6 Transfer Credits.)

6.1.2 Residency

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

6.1.3 Foreign Language Requirement

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

6.1.4 Time Limits

All requirements for the master's degree must be completed within five years.

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

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

6.1.5 Comprehensive Examination

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

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

6.1.6 Admission to Candidacy

To qualify for admission to candidacy, a student must be in a master's degree program. He or she must be registered and enrolled in the program and must maintain a minimum cumulative G.P.A. of 3.0 in approved coursework. A student who seeks admission to candidacy in a research master's program must also demonstrate research capability and receive program approval of his or her thesis.

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

6.1.7 Thesis Requirement

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

6.1.8 Submitting the Thesis

To receive the degree at the next graduation, the master's candidate who is completing a thesis must submit it to the Graduate School on or before the deadline published in the Graduate School calendar. Candidates should be cognizant of deadlines for graduation established by the Graduate School and the program.

The format of the thesis should follow the guidelines established by the Graduate School. These guidelines can be found online at http://graduateschool.nd.edu. The Graduate School reserves the right to reject theses not properly formatted.

6.2 The Doctor of Philosophy Degree

The goal of the University in its Ph.D. programs is to address all aspects of a student's development as he or she transitions from a student to a professional. To this end, the Graduate School expects that the student become an expert in a specific area within her or his discipline. In addition, the student should also become fully competent in the broad scope of the discipline, and be able to engage with others in professional society meetings at a sophisticated level. The student should have the capacity to think through ethical issues raised by his or her research and to weigh important implications within value systems. Finally, students should be professionally prepared so that when they assume their careers, they can do so with confidence. These goals should be reflected in the requirements for the degree.

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

6.2.1 Credit Hours

At least sixty (60) credit hours, or a minimum of 30 credit hours beyond a previously awarded master's degree, are required for the Ph.D. Some programs may require more. These credit hours are earned through a combination of coursework and/or research. (See section 4.6 Transfer Credits.)

6.2.2 Residency

The minimum residency requirement for the Ph.D. degree is normally full-time status for four semesters.

6.2.3 Foreign Language Requirement

The Graduate School does not have a foreign language requirement, but some programs do. Students should consult their program concerning this requirement.

6.2.4 Responsible Conduct of Research and Ethics Training

As part of its holistic approach to graduate education, the Graduate School requires all Ph.D. students to complete any and all training modules for the Responsible Conduct of Research and Ethics requirements. All students supported by federal grants must be certified in accordance with national guidelines and the policies of the Office of Research. For more information, please consult the Professional Development portion of the Graduate School website at http://graduateschool.nd.edu.

6.2.5 Award of Master's Degree to Doctoral Students

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

6.2.6 Time Limit

The student must fulfill all doctoral requirements, including the dissertation, its defense, and the official submission within eight years from the time of matriculation, unless interrupted by approved medical leave(s) and/or approved childbirth accommodation(s). Failure to complete any of the Graduate School or program requirements within the prescribed period results in forfeiture of degree eligibility.

6.2.6.1 Dissertation Completion Status

If, after the eighth year of study, a student has not fulfilled all doctoral requirements, he or she may apply for *dissertation completion status* for up to two semesters. Students who are granted this status are considered part-time and must register each semester for the equivalent of one credit hour of resident tuition, payable by the student.

6.2.7 Advisors and Dissertation Directors

Advisors and dissertation directors are chosen from the tenured and tenure-track faculty of the student's program or from the faculty in their program who hold a concurrent tenured or tenure-track position at Indiana University School of Medicine – South Bend. There also may be one co-director chosen from the faculty outside (or within) the student's program. A co-director can be chosen from non-tenured and non-tenure-track faculty (e.g., special professional faculty, research professional faculty) if the other co-director is tenured or tenure-track faculty. In exceptional cases, a student may choose a dissertation director from the Notre Dame tenured and tenure-track faculty outside the program or department. Arrangements for extra-departmental directors or co-directors must be consistent with program policies and must be approved by the program.

6.2.8 Candidacy Examination

The examination consists of two parts: a written component and an oral component. The written part of the examination normally precedes the oral part. It is designed, scheduled, and administered by the program. The oral part of the examination is normally taken after the completion of the coursework requirement. If the proposal defense is part of the oral, it should be a defense of a proposal and not of a completed dissertation.

Normally, the candidacy examination is passed, and the dissertation topic approved, by no later than the student's eighth semester of enrollment. A student who fails to meet this deadline will be placed *on probation* and University funding will be discontinued.

6.2.9 Admission to Candidacy

Admission to candidacy is a prerequisite to receiving a doctoral degree. To qualify for admission to doctoral candidacy, a student must: be in a doctoral program, complete the program coursework and language requirements with a cumulative G.P.A. of 3.0 or better, pass the written and oral parts of the doctoral candidacy examination, and have the dissertation proposal approved (if this is not part of the candidacy exam).

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

6.2.10 The Dissertation

In continuing consultation with the dissertation director, the candidate explores research areas in his or her field to formulate a dissertation proposal. The methods of approval of the dissertation proposal are determined by the student's program of study. The department chair or director of graduate studies will appoint a dissertation committee consisting of the dissertation director and at least two readers. Normally, the committee is drawn from the membership of the student's oral candidacy board. The student's department or program must approve the appointment of committee members from outside the department and/or University.

6.2.11 Defense of the Dissertation

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

6.2.12 Submitting the Dissertation

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

The format of the dissertation should follow the guidelines established by the Graduate School. These guidelines can be found online at http://graduateschool.nd.edu. The Graduate School reserves the right to reject dissertations not properly formatted.

6.3 The Doctor of Musical Arts Degree

The goal of the University in its DMA program is to address all aspects of a student's development as he or she transitions from a student to a professional and well-informed performing musician and pedagogue. To this end, the Graduate School expects that the student becomes an expert in a specific area within her or his discipline. In addition, the student should also become fully competent in the broad scope of the discipline, and be able to engage with others in professional society meetings at a sophisticated level and to perform within his or her expertise at the highest level. The student should have the capacity to think through ethical issues raised by his or her research and performance and to weigh important implications within value systems. Finally, students should be professionally prepared so that when they assume their careers, they can do so with confidence. These goals should be reflected in the requirements of the degree.

In addition to the following Graduate School requirements, students applying for the DMA are required to have an appropriate master's degree, either the MA, MM, or the MSM. The holding of this degree is assumed in the description that follows. Note that the DMA is a stand-alone degree, separate from the appropriate master's degree earned either at Notre Dame or at another institution. If the student has an MSM from Notre Dame, that transcript is a separate document and grades from the MSM have no bearing on the grade-point average of the DMA.

6.3.1 Credit Hours

At least sixty (60) credit hours are required, beyond the previously earned master's degree. All GPA credits must be completed during the first two years of residency and prior to admission to candidacy.

6.3.2 Residency

The normal residency requirement for the DMA is full-time status for six consecutive semesters, with a minimum of four.

DMA students often are recruited for positions at the end of the second summer of residency. When this is the case, or in the case of taking a fellowship abroad, the DGS and the dissertation director help the student to negotiate ways of preparing for the lecture recital and taking lessons with her/his studio teacher. In some cases, the student may study with an approved professional outside of ND; in other cases, the student may arrange occasional visits to ND to meet with her/his studio teacher. Increasingly, it is possible to have lessons using some form of online communication.

6.3.3 Foreign Language Requirement

As part of admission to candidacy by the end of the summer of the second year, a student must have met the program's requirements for competency in at least one foreign language.

6.3.4 Ethics Training

As part of its holistic approach to graduate education, the Graduate School requires all DMA students to complete 3-hour ethics training. For more information, please consult the Graduate Training portion of the Graduate School website at http://graduateschool.nd.edu.

6.3.5 Time Limit

The student must fulfill all DMA requirements, including the dissertation, its defense, and the official submission within 4.5 years from the time of matriculation, unless interrupted by approved medical leave(s) and/or approved childbirth accommodation(s). Failure to complete any of the Graduate School or program requirements within the prescribed period results in forfeiture of degree eligibility.

6.3.5.1 Dissertation Completion Status

Intense work toward completion of the dissertation is necessary for a student to remain in good standing in the DMA program, and this progress will be evaluated each semester after admission to candidacy. If, after 4.5 years of enrollment, a student has not fulfilled all doctoral requirements, he or she may apply for dissertation completion status for one semester. Students who are granted this status are considered part-time and must register for the equivalent of one credit hour of resident tuition, payable by the student.

This request for an extension must be made in the semester before the status to be granted, that is, within the fall semester of the fifth year of enrollment. No further extensions will be granted after the end of the fifth year of enrollment. If a student has not defended their dissertation by the end of the semester of dissertation completion status, he or she will be terminated.

6.3.6 Candidacy Examination

The examination consists of two parts: a written component and an oral component. The written part of the examination normally precedes the oral part. It is designed, scheduled, and administered by the program. The oral part of the examination is normally taken after the completion of the 47 GPA credit hour coursework requirement.

Normally, the candidacy examination is passed, and the DMA dissertation topic approved, no later than the summer following the fourth semester of enrollment.

6.3.7 Admission to Candidacy

Admission to candidacy is a prerequisite to receiving a doctoral degree. To qualify for admission to doctoral candidacy, a student must: complete the program coursework and language requirements with a cumulative G.P.A. of 3.0 or better, pass the written and oral parts of the doctoral candidacy examination, and have the DMA dissertation proposal approved.

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

6.3.8 The DMA Dissertation

In continuing consultation with the dissertation director, the candidate explores research and performance areas in his or her field to formulate a proposal. The methods of approval of the dissertation proposal are determined by the student's program of study.

6.3.9 Defense of the DMA Dissertation

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

6.3.10 Submitting the DMA Dissertation

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

The format of the dissertation should follow the guidelines established by the Graduate School. These guidelines can be found online at http://graduateschool.nd.edu. The Graduate School reserves the right to reject dissertations not properly formatted.

APPENDIX A: ACCOMMODATIONS FOR STUDENTS AFFECTED BY COVID-19

Students enrolled during the spring 2020 semester who experienced disruption to their academic progress during the COVID-19 pandemic are eligible for the following accommodations to policies within the *Academic Code of the Graduate School*.

Changes from the original policy are indicated where text is underlined.

A.1 Incomplete Coursework

Original policy: Section *4.4 Incomplete Coursework*. This applies to all Graduate School master's and doctoral students.

A grade of "Incomplete" (I) should be given *only in exceptional circumstances* and only for compelling reasons. When a student receives a grade of I, he or she has 60 calendar days from when grades were due (for the semester in which the I was given) to complete the coursework. The instructor of record then has 14 calendar days to report the grade. If the coursework is not completed by this date, the grade of I will be changed permanently to a grade of F. Extensions for Incompletes require formal approval from the associate dean for academic affairs in the Graduate School. The associate dean reserves the right to seek appropriate documentation from the Office of Disability Services if a request for an extension beyond the usual 60 calendar days is made for mental or physical health reasons.

A.2 Leave of Absence

Original policy: Section *5.1 Leave of Absence*. This applies to all Graduate School master's and doctoral students.

For exceptional reasons and on the recommendation of the program, a student in good academic standing may request a leave of absence for a maximum of three consecutive semesters. A request for a leave of absence can be made for study, athletic training, military, mission work, medical, and personal reasons. A request for a leave of absence must be made before the first class day of the semester in which the leave is requested, and be approved by the Graduate School. If, for some urgent reason a student chooses to leave the University after the beginning of the semester, the student must officially withdraw from the University (see section 5.5 Withdrawal from the Program). If the student does not return at the end of the leave

of absence period, he or she is no longer considered a student at Notre Dame and must go through the readmission process if he or she decides to return.

In the case of a medical leave of absence, the Graduate School may require a recommendation from the University Health Center or University Counseling Center regarding the student's readiness to resume academic work prior to readmission.

A.3 Medical Separation from Academic Duties

Original policy: Section *5.2 Medical Separation from Academic Duties*. This applies to all Graduate School master's and doctoral students.

Students enrolled in the Graduate School who wish to temporarily interrupt their programs for medical reasons must make an official request to the Graduate School. Students are eligible under this policy if they, their spouse, or their dependent(s) have a "serious medical condition." For purposes of this policy, "serious medical condition" is defined as a medical condition that (1) requires a multiple-day hospitalization OR (2) renders the student unable to engage in coursework and all other Graduate School-related duties for a period of at least ten (10) calendar days. Written certification by a physician that the student, their spouse, or their dependent(s) has a serious medical condition as defined in this policy must be submitted to the Graduate School as soon as the need arises (for emergency requests). In situations involving childbirth or adoption, see section 5.4 Childbirth and Adoption Accommodation Policy. In all cases, regardless of the nature of the medical condition, the duration of the separation will be as certified by the physician up to a maximum of six weeks. Students may utilize this medical separation policy two times during their graduate studies. Should students need more than six weeks at any one time, they must withdraw from the University. The Graduate School approves leaves of absence for one or more semesters for medical or other reasons (see section 5.1 Leave of Absence).

A.4 Probation Initiated by the Graduate School

Original policy: Section *5.7.3 Probation Initiated by the Graduate School*. This applies to all Graduate School Ph.D. students.

In addition to the probation letter initiated by the student's program of study, there are three ways in which the Graduate School may place a student on probation. These are:

1. A cumulative grade point average below 3.0 in any two semesters;
2. A failure to pass candidacy exams by the end of the ninth semester;
3. Earning a U in research for two consecutive semesters.

Students who are placed *on probation* by the Graduate School will receive an official letter from the associate dean for academic affairs in the Graduate School informing them of their status change.

A.5 Time Limit (Degree Requirements > Doctor of Philosophy Degree)

Original policy: Section *6.2.6 Time Limit*. This applies to all Graduate School Ph.D. students.

The student must fulfill all doctoral requirements, including the dissertation, its defense, and the official submission within nine years from the time of matriculation, unless interrupted by approved medical leave(s) and/or approved childbirth accommodation(s). Failure to complete any of the Graduate School or program requirements within the prescribed period results in forfeiture of degree eligibility.

A.6 Dissertation Completion Status (Degree Requirements > Doctor of Philosophy Degree)

Original policy: Section *6.2.6.1 Dissertation Completion Status*. This applies to all Graduate School Ph.D. students.

If, after the time limit expires, a student has not fulfilled all doctoral requirements, he or she may apply for *dissertation completion status* for up to two semesters. Students who are granted this status are considered part-time and must register each semester for the equivalent of one credit hour of resident tuition, payable by the student.