

Procedure for M.S. Plan of Study and Thesis Research Proposal

Create **Plan of Study** for approval by Department and Graduate School using form sent to you via email.

1. Select your course work.
 - a. Limits/guidelines for completing the M.S. Plan of Study can be found in:
 - the Graduate Bulletin: <https://bulletin.ndsu.edu/graduate/graduate-school-policies/masters-program-policies/#planofstudytext>
 - the PLSC Handbook: <https://www.ag.ndsu.edu/plantsciences/graduate/plant-hort/handbook/ms>
 - the CS Handbook: <https://www.ag.ndsu.edu/cerealscience/handbook/view>
 - b. Important things to note:
 - Any credits over 30 listed on a M.S. Plan CANNOT be used to build an NDSU Ph.D. Plan. If you are considering a NDSU Ph.D., do not list over 30 credits even though you may take over 30 credits.
2. Select the members of your committee using <https://bulletin.ndsu.edu/graduate/graduate-school-policies/masters-program-policies/#supervisorycommitteeplanofstudytext> and [PLSC faculty and affiliate faculty](#) lists to guide you.
3. Submit the electronic PDF you were emailed to begin the Draft Plan of Study review process. **Signatures are NOT needed on the Plan yet.**
 - a. PLSC Students: send to Grad Student secretary; CS Students: send to Program Chair
4. Following review, you may choose to meet with your advisor to discuss revisions. After that, create the final document and digitally submit your Plan of Study for final signatures and approval by logging into the form here: https://www.ndsu.edu/gradschool/current_students/forms

Work with your advisor to create a draft, meet to discuss, correct, and submit **research proposal for approval by the Department.**

1. After selecting your thesis topic, type the first draft of your proposal and submit for advisor review and approval.
2. With advisor approval, contact all committee members to coordinate a meeting time. This could also serve as a time for them to view your proposed Plan of Study.
 - a. Meet early in your writing process to assure you are on the correct research path. Your team can help you narrow your focus, tell you what gaps exist in your proposed research area, and lead you to a more exacted plan of action. If you need to meet more than once, that is ok!
3. Contact Graduate Student Secretary to book a meeting room.
 - a. Meetings MUST be scheduled at least one week prior to the planned meeting date.
4. Confirm the meeting with your committee via email and complete the "Report of Research Proposal Meeting" form which will be signed by each committee member at the meeting
http://www.ag.ndsu.edu/plantsciences/graduate/forms/Report_Research_Proposal_Meeting.pdf
5. Following your meeting, submit the signed "Report of Research Proposal Meeting" form, make all suggested revisions, and with advisor approval, submit your finalized thesis proposal to the Graduate Student Secretary via email by the deadline.