

SDSM&T
Department of Civil and Environmental Engineering
MSCE Student Responsibilities

Welcome to the MSCE program! The list below gives the information you need to meet important deadlines and degree requirements. It is your responsibility to read and understand all graduate education requirements and MSCE degree requirements as presented in the catalog: <http://ecatalog.sdsmt.edu/>.

Steps for successful completion of your MSCE degree:

- First, you must select the thesis or non-thesis option. The thesis option requires 30 credits, of which 6 credits are thesis research and 1 credit is a research methods class (CEE 500). The non-thesis option requires 33 credit of coursework. See the catalog and [department web site](#) for more details.
- Your academic advisor will be assigned based on your stated interest area unless otherwise requested. If you are taking the non-thesis option, your academic advisor will also be your major professor. If you wish to be considered for the thesis option, you must select a committee consisting of your major professor, a faculty member from outside of the Civil and Environmental Engineering (CEE) Department, and at least one additional CEE faculty member. Note that non-thesis students do not have committees.
- You must file a preliminary program of study (called the [program development form](#)) during your first semester of graduate study. The form is available on the department [web site](#) under “Forms.” Students should download the form and type in the appropriate information and save the document. Submit this form to your academic advisor/major professor/and committee members for approval and forward the signed copy to the CEE Graduate Program Coordinator. Electronic submission is preferred and handwritten programs of study will not be accepted. The program of study is only a plan - it may be altered if circumstances require. However, any changes to your program of study will require the approval of your major professor and committee members.
- During your second semester of study, update the program development form if necessary and ensure that all required signatures are present. The CEE Graduate Program Coordinator will then file the approved Program of Study (POS) with the Graduate Education Office. Students who have completed two semesters of graduate work are not eligible for financial assistance unless a plan of study is on file at the Graduate Education Office. In addition you may be prevented from registering for classes until the plan of study is filed.
- If you wish to be considered for the thesis option, you must complete a written thesis proposal and oral presentation of that proposal during your second semester of study or no later than the semester preceding your final semester of study. Refer to the [Thesis Proposal Guidelines](#) for further information. Your major professor, thesis committee members and CEE faculty and students are invited to the thesis proposal presentation.
- All full-time MSCE students are expected to participate in the seminar series as published on the [department web site](#). This schedule is subject to change and it is the student’s responsibility to monitor the site and be aware of changes.
- An [Application for Graduation and Commencement](#) must be completed by the date indicated on the academic calendar (located in the academic calendar section of the catalog). If you are completing degree requirements during the summer term, you must complete the form for the preceding May graduation.
- If you are pursuing the thesis option, it is also your responsibility to schedule your thesis defense with the CEE Department and the Graduate Education Office. Make sure to provide your major professor and committee members a copy of your final draft of the thesis at least two weeks before the defense. Allow two weeks after the defense for corrections. When signature approval of the final draft of your thesis has been obtained, submit your thesis for review to the Graduate Education Office three weeks before the end of the semester. See the [Graduate Education Deadlines for Exams, Defenses, Thesis & Dissertations](#) for more details.

Questions?

Contact the CEE Graduate Program Coordinator, Dr. Scott Amos
Scott.Amos@sdsmt.edu
(605)394-1694