

# Information Sheet for Graduate Students

Graduate Education Office, Paleontology Research Lab, Rm. 113/ (605) 355-3468

## Communication

- Read your Mines email regularly; *this is the only email address used for official school communications*
- Check the Graduate Education website for information on programs and requirements: <http://graded.sdsmt.edu/>
- Check your department mailbox for other updates
- Check out the numerous bulletin boards on campus
- Ask questions

## Catalog

- Available on line at <http://graded.sdsmt.edu/catalog/>
- General graduate education and department information is provided

## Graduate Student Support Team

- Graduate Office staff, located in PL113 or via email at [Graduate.Admissions@sdsmt.edu](mailto:Graduate.Admissions@sdsmt.edu)
- Academic advisor, for help with course requirements and course content
- Department chair/Program coordinator and department secretary
- Graduate Guidance Committee: Major Professor, Grad Office Rep (out-of dept. rep), additional committee members

## Grade Requirements

- Minimum GPA of 3.0 (B) must be maintained at all times
- C or better on courses 500 level or above and a B or better on level 400 courses, that are listed on your program of study
- Any F or U grade or a cumulative GPA of less than 3.0 results in immediate probation
- Any F **must** be retaken

## Continuing Registration

- Minimum 2 credit hour registration *continuously* (every fall and spring semester) from enrollment to diploma release
- Includes summer session if using campus resources such as lab equipment, faculty time, etc.

## Assistantships – GRA/GTA

- Awarded by the departments – contact your advisor for information
- Must be a full time, degree-seeking graduate student; *cannot receive if on probation*
- Tuition reduction available

## Program of Study

- Due by mid-term of second semester
- Failure to submit results in probation and hold on assistantship funding
- Changes in coursework or major professor require a new form; other committee member changes require an email notice
- Grad rep *must* be from outside your major department
- Forms available electronically from department secretaries or the website, and in the Grad office
- At degree check, POS *must* match transcript
- Transfer credits must be approved by your Graduate Guidance Committee and the Dean of Graduate Education

## Thesis Preparation

- Instructions posted on website <http://graded.sdsmt.edu>, follow the forms link on the left
- Plan ahead: approval process from defense to final signature can take several weeks, depending upon corrections necessary
- Grammar and punctuation is important and will be checked before final submission
- Thesis/Dissertation briefing session is offered each semester

## Path to Graduation

- Check the academic calendar
- Status check at 20 credit hours
- Follow-up is *your* responsibility
- Deadlines are *not negotiable*. Mark them on your calendar and plan accordingly.