Program of Study Instructions

The program of study consists of the appointment of a graduate advisory committee, along with a schedule of coursework leading to the advanced degree. The program of study form is due to the Office of Graduate Education at midterm of the second semester of study or after the completion of 9 credits, whichever is later. If the program of study is being revised, a new form must be submitted with all approval signatures. This document is intended for planning purposes only; please visit the SDSM&T catalog for a full list of requirements.

Graduate advisory committee requirements:

The student's graduate committee assists the student with research questions, coursework selection, etc. Graduate committees consist of the following members:

- major professor: must be a full time faculty member at SDSM&T. M.S. advisors must have a minimum of an M.S. degree; Ph.D. advisors must have a minimum of a doctoral degree.
- graduate division representative: must be a full time faculty member at SDSM&T and chosen from outside the major department/program and approved by the Dean of Graduate Education. M.S. grad reps must have a minimum of an M.S. degree; Ph.D. grad reps must have a minimum of a doctoral degree.
- minimum of 1 additional member for M.S. students
- minimum of 3 additional members for Ph.D. students

To be eligible to serve as a committee member at large on a graduate student advisory committee, the person must hold a minimum of a B.S. degree, and must be approved by the student's major program. Students must have a minimum of one committee member with a doctoral degree. Off-campus persons, including emeritus faculty, retired faculty, and members of industry, may serve as a co-major professor or committee member at large if they meet the requirements listed above. The committee must consist of a minimum of 3 members from the SDSM&T campus. If a committee contains more than 5 members, a majority of the committee must be members from the SDSM&T campus. A person with graduate student status cannot serve on a graduate student advisory committee.

Coursework schedule requirements:

- M.S. thesis option credit requirements:
  - 30 credits required for graduation; 15 credits must be coursework 500 level and above
  - A minimum of 6 (but no more than 9) credits of thesis research (798) is required
- M.S. non-thesis option credit requirements:
  - 32 credits required for graduation; 20 credits must be coursework 500 level and above
  - A maximum of 6 credits of non-thesis project research (788) is allowed
- Ph.D. option credit requirements:
  - 80 credits required, 50 credits must be coursework
  - Minimum of 20 credits of research (898) is required
  - Students holding an M.S. degree can apply up to 24 coursework credits and 6 research credits toward the Ph.D. degree, with committee approval; these credits are a reduction of the required credits and are not transferred to your Mines transcript.
- Credit limitations:
  - Maximum of 12 credits can be transferred from another institution for M.S. students (Ph.D. students using credits from the M.S. degree may not transfer additional credits)
  - Maximum of 9 undergraduate level (300-400) credits not used toward undergraduate degree requirements can be applied toward an advance degree; must have a B grade or better
  - Up to 12 credits applied toward an SDSMT bachelor's degree program may be used to satisfy graduate credit requirements in approved accelerated M.S. programs. Additional institutional and program restrictions apply.
- Grade requirements:
  - Students must maintain a 3.0 cumulative GPA of ALL graduate level courses taken (including courses not applied toward an advanced degree)
  - Must earn a C or better in all graduate courses (500 and above) applied to an advanced degree
  - Must earn a B or better in all undergraduate courses to be applied toward the degree
  - Students who receive an F grade in a graduate level course must repeat the course or take an appropriate approved substitute course

PROGRAM OF STUDY FOR PH.D. STUDENTS
GRADUATE ADVISORY COMMITTEE SIGNATURE PAGE

The original program of study is due to the Office of Graduate Education no later than midterm of the second semester of registration as an advanced degree-seeking candidate.

If the program of study is being revised, a new form must be submitted, complete with all approval signatures.

☐ **Original** ☐ **Revision**

Student Name and ID #: _____ **Today's Date:** _____
(Print)

Current Ph.D. Department/Program: _____

Specialization/emphasis (if applicable): _____

Undergraduate degree received: _____

State your dissertation research area, as close to the anticipated topic as possible:

Graduate Advisory Committee:
By signing below I agree that the courses listed represent a specific program leading toward graduation.

_____	_____	_____
Major Professor (Print Name & Dept)	Signature	Date
_____	_____	_____
Graduate Division Representative (Print Name & Dept)	Signature	Date
_____	_____	_____
Committee Member (Print Name & Dept)	Signature	Date
_____	_____	_____
Committee Member (Print Name & Dept)	Signature	Date
_____	_____	_____
Committee Member (Print Name & Dept)	Signature	Date
_____	_____	_____
Committee Member (Print Name & Dept)	Signature	Date
_____	_____	_____
Committee Member (Print Name & Dept)	Signature	Date
_____	_____	_____
Program Coordinator or Dept. Head (Print Name & Dept)	Signature	Date

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I certify that the courses listed represent a specific program leading toward graduation. I understand that the course list can be changed at a later date with the approval of my Graduate Advisory Committee.

Submitted for approval by: _____ _____
Signature of Student Date

Dean of Graduate Education: _____ _____
Signature of Dean Date

PROGRAM OF STUDY FOR PH.D. STUDENTS
COURSEWORK SCHEDULE

Name_____ Student ID_____ Date_____

Graduate Education Coursework Schedule for Ph.D. Students

The coursework page must be accompanied by the Graduate Advisory Committee Signature Page (page 1 of this document).

Contact your advisor/major professor for assistance in selection of courses. Refer to the academic catalog for additional information.

If substitutions for required courses have been approved by your committee, please note the required course title next to the substituted course.

Course Number	Course Name	Anticipated Semester of Registration	Required Coursework Credits	Research Credits	Others	Required Deficiency Courses
Note: Courses counted from M.S. work should be submitted on the attached "reduction of credits for PhD" form.				Minimum 20 credits	Electives, make-ups	courses **NOT** counted toward graduation requirements

Course Number	Course Name	Anticipated Semester of Registration	Required Coursework Credits	Research Credits	Others	Required Deficiency Courses
Note: Courses counted from M.S. work should be submitted on the attached "reduction of credits for PhD" form				Minimum 20 credits	Electives, make-ups	courses **NOT** counted toward graduation requirements
		Total Credits	0	0	0	0

Request for Reduction of Credits for PhD students

A maximum of 24 semester credits are allowed from appropriate M.S. coursework to apply to the Ph.D. credit requirement. A maximum of 6 additional semester credits of acceptable M.S. research credits can be applied to the Ph.D. research credits, for a maximum total credit reduction of 30 credits. See individual program requirements for further details. Credits necessary for degree requirements will be reduced upon approval of this petition by the student's department/program and the Dean of Graduate Education.

Date: _____

Student Name: _____ Student ID# _____

Institution from which credits are being considered: _____

Course Number	Course Name	Semester taken	Number of credit hours

Note: An official transcript must be sent directly to the Graduate Education Office at SDSM&T from the institution from which the credits are being considered before this request can be approved. The student is responsible for arranging for the official transcript to be sent to the Graduate Education Office.

Major Professor: _____ _____ _____
(Signature) (printed name) (date)

Program Coordinator _____ _____ _____
or Department Head (Signature) (printed name) (date)

Graduate Dean: _____ _____ _____
(Signature) (printed name) (date)