

# SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

## Policy Manual

**SUBJECT: Graduation Policy**

**NUMBER: Policy II-17-1 (Formerly Policy III-11)**

**REVISED: August 2022**

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South Dakota Mines will confer degrees and issue diplomas three times a year: (1) at the conclusion of the fall term, (2) at the conclusion of the spring term, and (3) at the conclusion of the summer term. Official dates of graduation and final graduation verification dates are established in [Board of Regents policy](#).

1. Undergraduate Students
  - A. Proposed summer graduates will be allowed to participate in the spring commencement ceremony. Summer graduates will have their names printed in the spring commencement program. There will not be a summer commencement ceremony.
  - B. If a student is provisionally approved for graduation by the degrees committee, the student may walk at commencement and have his or her name on the program on one occasion only. The student's final and actual graduation date will coincide with completion of all requirements.
  - C. All students must complete an Application for Graduation and Commencement by the date indicated on the academic calendar. Students completing degree requirements during the summer term must complete the form for the preceding May commencement.
2. Graduate Students
  - A. To be eligible for graduation at a specified date the student must:
    - 1) Satisfactorily complete all oral and written examinations and have the reports of the examinations (including "reservations" signed off) filed with the Office of Graduate Education.
    - 2) Complete all course work with acceptable grades.
    - 3) Not be on probation.
    - 4) Have the thesis (for thesis programs) signed off by all of the committee members and the executive administrator with responsibility for Graduate Education and Research.
    - 5) Have the check-out sheet completely signed.
    - 6) Have all incomplete or in-progress grades converted to letter grades.

- B. The requirements specified above must be completed by the final day grades are due from the faculty for all terms. Summer graduates will be invited to participate in the following December commencement ceremony.

**Revision History: Office of the Vice President, Aug. 1989; Office of the Vice President, July, 1991; Office of the Provost, Dec. 2009; University Cabinet, August 2022**

**BOR Policy/Committee References: Policy 2:17**