Office of Graduate Education – South Dakota School of Mines and Technology
Submit to GradOffice@sdsmt.edu

# Adjust Program Requirements Form

*Use this form to request an adjustment to your program requirements. Select and complete one or more sections as needed.*

Student Name: _____ Student ID _____

Program _____ ☐ MS ☐ Accelerated MS ☐ PhD

Submitted for approval by: _____ _____
Signature of Student Date

☐ **Requesting a course exception**

*Use this section to ask that a course be substituted for a required course or to use an elective that requires approval by your advisor. If a substitution, indicate the required course for which the substitution is being made.*

| Course Number | Course title | Credit hours | Semester & year taken | Substitution or elective? | Required class (if substitution) |
|---|---|---|---|---|---|
| | | | | Elective | |
| | | | | Elective | |
| | | | | Elective | |
| | | | | Elective | |

Other program exceptions: Describe the exception being requested and ***provide a justification***.

☐ **Requesting to double-count credits toward BS and MS (Accelerated MS students only)**

*Use this section for approval of your final list of courses to be double-counted. It may or may not match the list on the accelerated advising plan submitted with your application. 400-level courses (up to 9 credits, if allowed by program and with a grade of B or better) will be copied to graduate transcript.*

| Course Number | Course title | Semester & year taken | Credit hours | Grade received |
|---|---|---|---|---|
| | | | | |
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☐ **Requesting to move 400-level courses to graduate transcript (regular MS and PhD students)**

*Use this section if you need to move a 400-level course (if allowed by program) to the graduate transcript and receive graduate credit for it. Courses must have a grade of B or better. A maximum of 9 credits may be moved.*

| Course Number | Course title | Semester & year taken | Credit hours | Grade received |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

_____ _____ _____
Advisor Signature Print Name & Dept Date

_____ _____ _____
Dept. Head (or Program Director) Signature Print Name and Department Date

_____ _____ _____
Dean of Graduate Education Signature Print Name Date

Revised Aug 2022