Graduate Advising Workshop for Faculty

Spring 2022

Maribeth Price, Dean of Graduate Education

This workshop focuses on advising of research degrees. Non-thesis degrees are generally supervised by a dedicated program director or program advisor assigned by the department.
The Office of Graduate Education

- Maribeth Price
  - Dean of Graduate Education
- Rachel Howard
  - Admissions, applications, assistantships, commencement
- Stephen Detlefs
  - Student progress, program of study processing, degree audits, thesis/dissertation processing
Helping your students succeed

• Know the policies, forms, and deadlines
• Get assistantship paperwork in on time
• Review coursework plan every semester
• Meet regularly with students to discuss goals/progress
• Help students develop a research proposal early on
• Encourage writing as a long-term process
• Encourage students to consult committee members
• Know how to manage the defense
Council on Graduate Education

- Sets graduate education policies
- Reviews graduate curriculum
- Reviews university fellowship applications
- Does strategic planning

- Anderson, Robert (Nanoscience and Nanoengineering)
- Bai, Xinhua (Physics)
- Clabo, Darren (Atmospheric Sciences)
- Crawford, Grant (Biomedical Engineering)
- Jasthi, Barat (Materials and Metallurgical Engineering)
- Karlsson, Christer (Computer Science and Engineering)
- Liangping Li (Geology and Geological Engineering)
- Lingwall, Bret (Civil and Environmental Engineering)
- McCormick, Kelli (Mining Engineering and Management)
- Ragi, Shankarachary (Electrical Engineering)
- Romkes, Albert (Mechanical Engineering)
- Smirnova, Alevtina (Green and Sustainable Chemistry)
- Walker, Travis (Chemical and Biological Engineering)
- Woldstad, Jeff (Industrial Engineering and Engineering Management)

We meet twice a month. If your department rep is not giving you updates, ask them!
Types of graduate degrees at Mines

• Master of Science (non-thesis)
• Master of Science (thesis)
• Master of Engineering
  • Hybrid technical and management (non-thesis)
• Accelerated MS
  • Permits Mines students to apply up to 12 credits from a Mines BS degree to the MS degree
  • Students admitted to MS after completing 90 credits
• PhD
Registration and Time Limits

• Thesis/PhD students must be continuously registered for fall and spring for at least 2 credits
  • May request a formal leave of absence
  • May need to reapply if lapsed
• 9 credits required to hold an assistantship
• MS must be completed within 5 years
• PhD must be completed within 8 years
Graduate Assistantships

• Types: GRA or GTA or Hybrid
  • Full time (0.5 FTE) = 20 hours per week
  • Half time (0.25 FTE) = 10 hours per week
  • < 0.25 FTE or Hourly (no reduced tuition)
  • Minimum stipend is set by BOR each year
  • No maximum (but depts should be consistent)

• Registration requirement is 9 credits
  • At least half-time assistantship needed for reduced tuition
  • May request a 1-time exception in the final semester

• EPAF system is used to authorize
Grant-funded assistantships

- As PI, work with dept secretary to initiate EPAF
- EPAFs must be approved by several offices
  - Head/PI, Grad Ed, Budget, Research Affairs, HR…
- Manage grant budget to ensure funds are available
  - Use temporary account if funds not available in time
- Observe deadlines (about 1 month before semester starts)
- Submit for 9 or 12 months if feasible
  - Can be cancelled if needed

Students should not be working without an approved EPAF and contract!
Compensable and non-compensable duties

- Assistantships may include two types of work
  - *Compensable hours* do NOT directly contribute to degree completion
    - Teaching labs, washing glassware, etc.
  - *Non-compensable hours* DO contribute to degree completion
    - Literature review, running your experiments, writing papers
- Compensable hours cannot exceed 20 hours per week
- Proportion of duties varies by position type
  - TA is considered ALL compensable
  - RA may range from all compensable to all non-compensable
Examples of duties

Compensable Laboratory and Computing Support
- Washing glassware
- Equipment testing, calibration, or maintenance
- Writing and maintaining computer code that IS NOT part of a research project
- Laboratory safety checks
- Maintenance of laboratory supplies
- Waste monitoring and disposal
- Laboratory/technology QA/QC
- Laboratory and technology documentation of all kinds
- Organizing and supporting field trips
- Writing technical reports that are deliverables for grants or contracts
- Supervising/mentoring undergraduate students working on research projects not related to the student thesis

Compensable Teaching and Mentoring
- Grading
- Mentoring students
- Laboratory tours
- STEM education support and events
- Undergraduate student recitation/tutoring support
- Organizing & supporting seminars and colloquia
- Supervising undergraduates working on routine lab or maintenance tasks
- Teaching classes
- Teaching Laboratories
- Office hours
- Outreach activities
- Recruiting activities

Non-compensable duties
- Writing and maintaining computer code for student’s research project
- Supervising/mentoring undergraduate students working on aspects of student’s research
- Research that supports student’s broader education
- “Field” or internship activities that support student’s broader education
- Presentations on student’s research
- Writing engineering or science articles
- Writing project summaries
- Writing technical reports that are NOT deliverables for grants or contracts
- Writing theses or dissertations
- Attending classes, guest lectures, colloquia and seminars

RA’s must report each type of hours monthly, and you must approve the report.
Hourly graduate pay

**Academic work**  
(Departments, Centers)

- Applies to work normally done by GTA/GRA
- Allowed when < (~$4K/sem)
- Hourly rate must be same as for assistantship
- New EPAF each semester/summer

**Non-academic work**  
(e.g. Dining, Facilities)

- Applies to other types of work
- No maximum amount
- Maximum 20 hr/wk, 40 in summer/winter break
- May pay going rate for similar work

- 2-cr minimum registration (0 in summer)
- No reduced tuition
Incentive graduate tuition

- Currently students on assistantships pay a **reduced** tuition rate and **all** fees
- Pending BOR approval, this summer we move to a new system, the “incentive graduation tuition” rate
  - Grad assistants pay *no tuition or discipline fees*
  - Grants may pay 100% of tuition and discipline fees
  - Other fees may still apply, but student out of pocket is greatly reduced
- We will be communicating more about this change in March and April
The Graduate Committee

• Guides the student’s coursework and research

• Master’s committee (3 or more)
  • Major professor (has at least a master’s degree) *
  • Graduate Division Representative *
  • At least one additional member

• Dissertation committee (5 or more)
  • Major professor (must have a PhD) *
  • Graduate Division Representative *
  • At least three additional members

* Must be full-time Mines faculty
Graduate Division Rep must be from another department/program
All members must have a minimum of a BS degree
All committees must have at least 3 and/or a majority of full-times Mines faculty
Co-Major Professors

• Required when the research is being directed by someone not full-time Mines faculty
  • Emeritus faculty
  • Adjunct faculty (unpaid or part-time)
  • Industry representatives
  • Government employees
  • Faculty from other academic institutions

• Why?
  • To allow student to register for research credits
  • To ensure committee oversight by full-time faculty

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Committee roles

• Major professor
  • Guide student’s coursework
  • Assist student in choosing a committee
  • Assist student in developing research problem
  • Guide student’s research and progress
  • Mentor student’s development as a research professional

• Graduate Division Representative
  • Uphold Graduate Education and University scholarly standards
  • Assure that procedures are correctly and fairly applied
  • Participate in examinations and provide outcome reports
  • Assist in the resolution of committee disputes or student concerns.

• Members
  • Assist student to complete research
  • Assist major professor in guiding student as needed
  • Evaluate thesis for technical and written quality
Degree requirements

- Graduate School has **minimum** requirements that ALL programs must meet, such as:
  - 30 credits for an MS
  - 72 credits for PhD, at least 36 must be courses
  - At least 50% of credits must be > 600-level or higher
  - No more than 9 cr of seminar, topics, independent study!

- Departments may set additional requirements
  - Grad Office will enforce your requirements in the catalog
  - Committees/heads may request exceptions

- Departments specify timing and format of graduate exams
  - But the Grad Office must be notified of the results
**PhD Reduction in Credit**

Students who earned a Mines MS do not fill out this form.

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**Reduction of Credits for PhD Form**

for PhD students with a completed Master’s degree from another institution

Students who earned a Master’s degree from another institution may apply credits to the total needed to earn the PhD. A thesis Master’s degree counts for 24 semester course credits and 6 research credits. A non-thesis Master’s degree counts 24 semester course credits only. See the Graduate Education policies in the catalog for special conditions pertaining to undergraduate-level credits.

Date: ______________ Student Name: ________________________________ Student ID# ______________

Institution that awarded the Master’s degree: ____________________________________________

Note: An official transcript showing the completed MS degree must be on file with the Office of Graduate Education at South Dakota Mines before this request can be considered. The student is responsible for arranging for the official transcript to be sent to the Office of Graduate Education, if necessary.

☐ The full prior thesis Master’s degree is accepted to provide 24 course and 6 thesis credits toward the PhD.

☐ The full prior non-thesis Master’s degree is accepted to provide 24 course credits toward the PhD.

☐ The prior Master’s degree is NOT accepted to reduce credits toward the PhD as a bulk reduction. However, the student may apply to transfer up to 24 course credits approved by the committee.

Please list courses from the accepted prior MS that will be used to satisfy a **required course** or a **specific elective** in the PhD program. If no courses are being used to satisfy specific requirements, put “Not applicable”.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name (only list courses that satisfy specific requirements)</th>
<th>Mines course prefix/# satisfied</th>
<th>Semester taken</th>
<th>Credit hours</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
Research credits

- Research credits
  - XXX 798 Thesis
  - XXX 898 Dissertation
- Allowable grades
  - U Unsatisfactory
  - S Satisfactory
  - NP Normal Progress
    - Temporary grade, must be converted to S in ALL semesters before student diploma can be released
    - Checkout form verifies advisor approval of change
- Non-research project credits (XXX 788)
  - Usually limited to non-thesis master’s degrees
  - Grading may be S/U or A-F

Students may take more research credits than required for purposes of continuing registration, but there is a maximum that can be counted toward a degree.
Research credit substitutions

- Research credits (798, 898) cannot be substituted for core or elective (coursework) credits.
- Project (788) credits may be substituted for thesis credits if approved by the department.
- Thesis credits (798) may be substituted for project credits if approved by the department.
- Up to 6 thesis credits may be substituted for dissertation credits.
Graduate examinations

- Graduate exams tracked by the Grad Office
  - Master’s proposal (2020 catalog and later)
  - PhD qualifying exam (coursework exam)
  - PhD comprehensive exam/admission to candidacy (research proposal defense)
- These exams are scheduled and conducted by the major professor and committee
  - The Graduate Office is NOT involved in scheduling
  - Only the defense is scheduled through the Graduate Office
- Report results of an exam to the Graduate Office within two weeks.
- Reports must be emailed or hand delivered by a faculty member; reports are NOT accepted from students.
Degree milestones

**MS**
- File Program of Study
  - 2nd semester*
- Complete courses
- Master’s Proposal defense**
- Thesis defense

**PhD**
- File Program of Study
  - 2nd semester
- Complete courses
- Qualifying exam
  - Time varies by program
- Comprehensive exam and Admission to Candidacy
  - 12 months before defense
- Defend dissertation

* Accelerated MS students in 1st semester
** Fall 2020 catalog and later

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CURIOSOMETENACIOUS
Degree progress tracking

- Graduate office monitors milestones completed vs accumulated credits (includes PhD Reduction credits)
- Students may be placed on a progress alert list (PAL)
  - Reminders sent to student and advisors each semester
  - Brief progress report each spring until items are completed

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Alerts</th>
<th>Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS thesis proposal</td>
<td>27 cr</td>
<td>40 cr</td>
</tr>
<tr>
<td>MS defense</td>
<td>36 cr</td>
<td>60 cr</td>
</tr>
<tr>
<td>PhD qualifying exam</td>
<td>54 cr</td>
<td>60 cr</td>
</tr>
<tr>
<td>PhD Admission to Candidacy</td>
<td>54 cr</td>
<td>60 cr</td>
</tr>
<tr>
<td>PhD defense</td>
<td>90 cr</td>
<td>120 cr</td>
</tr>
</tbody>
</table>

Make sure the Grad Office is inFORMed when your student completes one of these milestones!
DegreeWorks

- A degree audit system
- Tracks student progress
- Evaluates courses against degree requirements
- Available in Banner Self Service
- You can view your advisees

### SD Mines Major in Geology/Geological Engr

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan of Study</td>
<td>PhD Plan Study Geologic Engr</td>
<td>S</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PhD Qualifying Exam</td>
<td>Still Needed: An oral or written qualifying examination is required for this degree. Consult your department to learn when and how this exam is given.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PhD Admission to Candidacy</td>
<td>Still Needed: To gain admission to PhD candidacy, you must complete the comprehensive examination, which includes the defense of a written proposal for your PhD research. Admission to Candidacy must be completed at least 12 months before the PhD defense.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPECIALIZATION OPTIONS (COMPLETE A, B, OR C)</td>
<td>Courses may not initially appear in your desired specialization. As you complete more requirements, they should shift to the specialization you have chosen to follow.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C) MINING SPECIALIZATION</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>C1) Fundamental Problems Engr/Sci</td>
<td>AES 808</td>
<td>Fundamental Problems Engr/Sci</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C2) Specialization Electives, 9 cr</td>
<td>MEM 550</td>
<td>Rock Slope Engineering</td>
<td>A</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MEM 592</td>
<td>TP: PROJ MNGMT FOR MIN INDUST</td>
<td>A</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MEM 650</td>
<td>Mine Systems Optimization</td>
<td>A</td>
<td>3</td>
</tr>
</tbody>
</table>
Exceptions

- Exceptions are approved variances to program requirements
- Departments may authorize
  - Substitutions for core courses
  - Non-standard electives
  - Variances from department program requirements
- Departments may request variances from Graduate Education policies
- Approved exceptions are entered in DegreeWorks and appear on audits
- [Graduate Exception Request form]

Standard electives in DW

12 Credits in GEOE 5@ or 6@ or 7@
or GEOL 5@ or 6@ or 7@ or PALE 5@ or 6@
or 7@ Except @ 788 and 798
Program of Study (POS)

- Establishes graduate committee
- Plans courses
- Due at midterm in second semester for most students (first for accelerated MS)
- OK if courses change
- DegreeWorks used to verify completion of degree requirements
- Developed by student in consultation with major professor/advisor
- Approved by committee, program head, dean
Submitting the POS

- The Program of Study includes
  - **Cover page** and instructions
  - What If audit from DegreeWorks
  - Transfer and exception requests, if needed

- Steps for research students
  1. Submit info to Grad Office to configure audit
  2. Complete transfer/exception forms if needed
  3. Fill out cover page including committee names
  4. Submit to advisor with audit and supporting forms
  5. Advisor emails all to Graduate Office
  6. Grad Office routes cover page using DocuSign to obtain committee signatures

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POS Workshop video

Ignore bits about non-thesis POS
Degree Audits

- POS What If audit
  - Done by student and approved by advisor

- Preliminary degree audit
  - Grad Office reviews DW audit when student submits graduation application

- Department audit
  - Major professor and head approve audit in student’s final semester

- Final degree audit (after defense)
  - Grad office verifies that degree requirements are complete
**Thesis/Dissertation styles**

**Traditional style**
- Title Page,
- Abstract,
- Acknowledgements,
- Table of Contents,
- List of Tables,
- List of Figures,
- Introduction
- Theory and/or Literature Search
- Methods
- Results
- Conclusions
- Bibliography,
- Appendices,
- Vita.

**Journal style**
- Title Page,
- Abstract,
- Acknowledgements,
- Table of Contents,
- List of Tables,
- List of Figures,
- **Introduction to the full body of work represented by the articles**
- **One or more journal articles**, including a summary of conclusions from the articles and implications from the work as a whole
- Bibliography of all references,
- Appendices (include documentation for permission to reproduce published/copyrighted articles),
- Vita.

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Chapter titles and organization are flexible to accommodate differences in disciplines, but these components should be present and recognizable.

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Use one or the other. No hybrid styles are allowed!
Thesis/Dissertation Formatting

• Committee reviews technical content and writing quality

• Graduate Office reviews formatting
  • But you can help your student if you recognize formatting errors early on…

• Writing manual gives complete guidance

• Two-page checklist of critical format rules
Keeping reproduction costs down

- Use color only when absolutely needed
  - Don’t let Excel default to color graphics!
- Consider using electronic appendices
  - Computer code
  - Very large tables
  - Libraries of color photos

Poor planning of graphics can cost students hundreds of $ in unnecessary reproduction costs
The defense process (student perspective)

The Graduate Office manages student defense forms and final submissions using a D2L course. The committee is not part of the D2L course but works directly with the student.
# The defense process

## Pre-defense

### Step 1
- Major professor approves student’s final semester DegreeWorks audit
- The Grad Office sends heads a list of students needing audits each semester.

### Step 2
- **The major professor reviews the thesis/dissertation.**
- The major professor informs the student whether the document may proceed to the committee.

### Step 3
- **The graduate committee reviews the thesis/dissertation and determines if it is defensible.**
  - The committee evaluates whether the document is defensible: that it is an acceptable manuscript in terms of technical quality and proper expression in American Standard English, and that the revisions can reasonably be completed by the end of finals week. The committee may discuss their assessments in person or by email if needed.
  - During this time, the Grad Office also conducts a preliminary formatting and content check, and notifies the student and major professor of any issues.
  - Committee members should immediately notify the major professor if their reviews reveal any substantial issues that might prevent a successful defense.
  - If the document is not deemed defensible, the major professor discusses the deficiencies with the student and notifies the Grad Office that the defense will be delayed.

### Step 4
- **The committee approves the scheduling of the defense.**
  - The student formally schedules the defense with the Grad Office using the *Defense Approval and Scheduling* form. *By signing the form, the committee is certifying that the thesis/dissertation is defensible as defined above.*
  - The signed form must be submitted no later than 5 working days before the defense.
Defenses are not permitted between the deadline and end of finals week.
Defense Approval and Scheduling form

- Committee should be confident that it is defensible
- You are not just agreeing to show up at the defense!

<table>
<thead>
<tr>
<th>Date Specified Above</th>
<th>Student Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Committee approvals:

I have reviewed this thesis/dissertation and verified that it appears to be an acceptable manuscript in terms of technical quality and proper expression and usage in American Standard English. (You are encouraged to provide written comments to the student immediately following your review, so that the student may work on revisions prior to the defense.)

<table>
<thead>
<tr>
<th>Major Professor Signature</th>
<th>(Print Name)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Representative Signature</td>
<td>(Print Name)</td>
<td>Date</td>
</tr>
<tr>
<td>Committee Member Signature</td>
<td>(Print Name)</td>
<td>Date</td>
</tr>
<tr>
<td>Committee Member Signature</td>
<td>(Print Name)</td>
<td>Date</td>
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<td>Committee Member Signature</td>
<td>(Print Name)</td>
<td>Date</td>
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<tr>
<td>Committee Member Signature</td>
<td>(Print Name)</td>
<td>Date</td>
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</tbody>
</table>
Defense results report

Send to Grad Office within 2 days of the defense.

Part I. The undersigned have conducted the defense examination for the above-named candidate for the degree specified and have judged that the [ ] has [ ] has not demonstrated competence in the discipline.

Checking “has not” requires that the candidate must repeat the oral examination in addition to any revisions indicated in Part II.

Part II. In addition, the undersigned have reviewed the thesis or dissertation and determined that (select one)

[ ] The work is accepted with minor corrections and requires no further committee review.

*If this option is checked, the committee can immediately sign the title page to indicate acceptance of the work. Students should understand that the student will complete any minor style and grammatical corrections indicated by the committee as soon as possible. The document is submitted to the Graduate Office for final checkout.*

[ ] The work is accepted with revisions that require review by the committee.

The revisions may affect the grammar, style, format, structure, or organization of the work but do not fundamentally alter the data collected, the interpretation of the results, or the conclusions. They may include addressing frequent issues with grammar or style, rewriting or expanding existing sections, creating new tables/figures, or revising existing tables/figures. The committee believes that the revisions could reasonably be completed within 3 weeks of full-time effort. After revisions are completed, committee members sign the thesis or dissertation title/signature page as certification that the revisions have been done to their satisfaction.

[ ] The work requires substantial revisions and all or part of the defense must be repeated.

Substantial revisions fundamentally alter the organization, structure, data, methods, interpretation, or conclusions of the work. Extensive revisions expected to take more than 3 weeks of full-time effort. They include adding new chapters, additional data, reanalyzing data, reinterpreting results, or rewriting more than ~20% of the work. The committee must determine the length and format of the re-defense appropriate to the type and scope of the revisions, from a modified defense to a full re-defense. Regardless of format, however, the re-defense must be scheduled with the Graduate Office.
### The defense process

#### Defense and after

<table>
<thead>
<tr>
<th>Step 5</th>
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<tbody>
<tr>
<td><strong>The committee, chaired by the major professor, conducts the defense.</strong></td>
</tr>
<tr>
<td>The committee signs the <em>Defense Results Report</em> and delivers it to the Grad Office within two working days after the defense. Submit to <a href="mailto:gradoffice@sdsmt.edu">gradoffice@sdsmt.edu</a>. The form will NOT be accepted from students.</td>
</tr>
<tr>
<td>Required revisions should be summarized by the GDR, attached to the <em>Defense Results Report</em>, and given to the student in writing.</td>
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<tr>
<th>Step 6</th>
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<tr>
<td><strong>The committee certifies acceptance of the thesis/dissertation, after the student completes the required revisions, by signing the title page.</strong></td>
</tr>
<tr>
<td>The major professor notifies the Grad Office when the committee is ready to sign the title page.</td>
</tr>
<tr>
<td>The Grad Office routes the title page through DocuSign to gather committee signatures.</td>
</tr>
<tr>
<td>The major professor fills out and signs the <em>Checkout Sheet for Graduate Students</em> so the student can begin collecting signatures if necessary. Signing this document will also authorize the Registrar to convert all prior NP thesis/dissertation grades to S.</td>
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<th>Step 7</th>
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<tr>
<td><strong>The Graduate Office coordinates the final document production and degree audit.</strong></td>
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<tr>
<td>The document undergoes a proofreading check*, an abstract review, and a final formatting check.</td>
</tr>
<tr>
<td>Major professors and department heads must sign the library order form if not done earlier.</td>
</tr>
<tr>
<td>The student makes any last corrections and submits the final electronic copy to ProQuest.</td>
</tr>
<tr>
<td>The student returns the completed <em>Checkout Sheet for Graduate Students</em> to the Grad Office.</td>
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</table>

* Students who cannot pass the proofreading check in two attempts must receive advisor permission to continue graduation process.
Thesis/dissertation approval

• Your DocuSign signature on the title page indicates your **approval** and **acceptance** of the student’s final copy.

• The student cannot proceed to the Grad Office final review without all committee signatures.

• The Dean signs AFTER the final review by the Grad Office has been passed.
ProQuest submission

- Effective Fall 2021, all students must submit document to ProQuest
  - Committees don’t need to worry about this process
  - Library obtains electronic copy from ProQuest submission
- Student may delay release up to 12 months to allow time for journal publication
  - Major professor must approve on Library Order Form
  - Longer delays require a restricted thesis declaration
- Students may order personal copies for themselves from Library or from ProQuest
Library order form for required copies

- Library makes 1 bound and 1 unbound copy
- Major professors and departments may request more
- Student must pay for all copies unless an account number is provided
  - Accounts cannot pay for student personal copies
- Student may print their own copies

The Library does NOT provide electronic copies to the dept or major professor. Request them from the student before they leave.
**Checkout Sheet**

- Required for all on-campus students for degree release
- Major prof completes top
  - Authorizes NP to S
  - Verifies if student will remain on campus
- Students gains signatures by completing these tasks
  - Returns keys or signs volunteer agreement
  - Lab safety walkthrough

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### Check Out Sheet for On-Campus Graduate Students

Return this form to the Office of Graduate Education (C2201) as soon as you have obtained all necessary signatures. It is due no later than 4 p.m. on the last day of finals week in the semester of graduation.

<table>
<thead>
<tr>
<th>Print Student Name</th>
<th>ID#</th>
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<tbody>
<tr>
<td>Degree Program</td>
<td>Semester of completion</td>
</tr>
</tbody>
</table>

**Section A: To be completed by the student’s major professor/advisor**

1. Degree research/project completion: Please check one:
   - [ ] Student is a non-thesis student and has no project to complete
   - [ ] Student is a non-thesis student and has completed the final project requirements
   - [ ] Student completed a thesis/dissertation; OK to change NP grades to S
2. Student is remaining enrolled to complete another degree: [ ] Yes  [ ] No
   - [ ] Yes: Student has been issued keys (Section B must be completed)
   - [ ] No: Student has been using laboratory facilities (Section C must be completed)
   - [ ] Neither of these items applies

Signature of Major Professor: ___________________________  Print Name: ___________________________  Date: ___________________________

**Section B: To be completed by the Facilities and Risk Management Office or Human Resources**

- [ ] The Facilities and Risk Management Office (Facilities Building) certifies that this student has returned any building and room keys issued to him/her OR
- [ ] Human Resources certifies that this student has submitted a Volunteer Work Agreement for continued access to campus buildings, rooms, or labs. [Link](https://www.sdsmt.edu/campus-services/human-resources/docs/volunteer-work-agreement/)

Signature of certifying official: ___________________________  Print Name: ___________________________  Date: ___________________________

**Section C: To be completed by the Campus Environmental Health and Safety Manager**

Student: To get this section completed, you will need to arrange an appointment for a lab walk-through by emailing Margaret.Smalbrock@sdsmte.edu. The sooner you make this appointment, the better.

The Campus Environmental Health and Safety Manager certifies that this student has cleaned his/her laboratory space and properly disposed of all chemicals or hazardous waste.

Signature of certifying official: ___________________________  Print Name: ___________________________  Date: ___________________________
Commencement policy

Graduation and commencement are different things

• Graduation
  • Student completes all requirements by the semester deadline
  • Degree is awarded in the semester of completion

• Commencement participation
  • Student must successfully defend by the deadline
    • Degree not released until all requirements are met
    • Student may need to register for another term
  • Student walks and is listed in the program
    • May occur in a different semester than graduation
  • MS summer grads may petition to walk in spring
PhD hooding ceremony

• Hooding is performed by major professor and the Graduate Dean

• Hooding practice at the Civic Center
  • Please attend; it is fun and it helps your student feel more comfortable with the process
  • Helps you remember the little details
<table>
<thead>
<tr>
<th>Steps (with recommended completion dates) and Deadlines (must be completed on time)</th>
<th>Fall 2021</th>
<th>Spring 2022</th>
<th>Summer 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earn your Admission to Candidacy for PhD</td>
<td>One year before defense date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apply for graduation</td>
<td>9/2/2021</td>
<td>1/19/2022</td>
<td>1/20/2022</td>
</tr>
<tr>
<td>Submit thesis/dissertation to committee for review and to Grad Office (via D2L) for preliminary format check (The major professor must review it first and give student permission to submit it to the committee and the Grad Office.)</td>
<td>11/2/2021</td>
<td>3/23/2022</td>
<td>6/17/2022</td>
</tr>
<tr>
<td>Last day to submit defense scheduling form</td>
<td>11/16/2021</td>
<td>4/7/2022</td>
<td>7/1/2022</td>
</tr>
<tr>
<td>Last day to hold defense</td>
<td>11/23/2021</td>
<td>4/14/2022</td>
<td>7/8/2022</td>
</tr>
<tr>
<td>Submit electronic thesis/dissertation to D2L for Dean’s final review and signature</td>
<td>12/6/2021</td>
<td>4/28/2022</td>
<td>7/21/2022</td>
</tr>
<tr>
<td>Submit digital thesis/dissertation to ProQuest for final processing and payment for printing/binding</td>
<td>12/10/2021</td>
<td>5/4/2022</td>
<td>7/25/2022</td>
</tr>
<tr>
<td>Last day to submit Checkout Sheet for Graduate Students</td>
<td>12/15/2021</td>
<td>5/6/2022</td>
<td>7/29/2022</td>
</tr>
</tbody>
</table>

Defenses are not permitted between the deadline and end of finals week.
Graduation deadlines

• If students do not complete the requirements, they must register for at least 2 credits the next semester. This may cost them MONEY.
  • Major professors should encourage students to set realistic deadlines and submit the thesis or dissertation in plenty of time.
  • Committees should review and return edits within two weeks of receipt.
  • The committee is NOT obligated to perform high-speed reviews because the student is pushing the deadlines.
  • The committee should NEVER agree to review or hold a defense with a partial document!!
Help your students avoid the trap

• Typically 1/3 of students who apply to graduate do not finish in the same semester.
  • Writing not finished in time
  • More substantial revisions than anticipated
• Advise students to allow 8-10 weeks from final draft to completion.
  • Fall: give to major prof by mid-October
  • Spring: give the major prof by spring break
• Committees should review promptly and NOT permit the defense to go forward unless the document is complete and the work sound
Finishing in the summer

• Challenges
  • Faculty are not on contract and may be unwilling
  • Faculty are often busy or traveling
  • Getting reviews and signatures is extra challenging
  • Summer deadlines come quickly!
    • Last day to defend comes in early July
    • Last day to submit final copy is mid-July

• A petition is required to defend in summer
  • Helps student avoid unnecessary expense
  • Helps ensure student success
  • Submit by the spring defense scheduling deadline

• Advise students to carefully consider strategy
  • Writing should be largely DONE by May
  • Get agreement and target date from committee FIRST
  • If they miss the summer deadlines, they pay TWICE
  • It may be better to skip summer and complete in fall
Forms

(Additional reference materials can be found on the current students page)

How to Digitally Sign Graduate Forms

Admission Forms

Accelerated MS Interim Advising Plan
Graduate Admissions Application

Exam Forms

GRADUATE EDUCATION POLICIES

I. Admissions Policies
1. General Requirements for Graduate Admissions
2. International Student Admissions
   2.a. English Proficiency
   2.b. International Transcript Evaluation Requirements
   2.c. Visa Requirements
   2.d. Medical Insurance

II. Funding Policies
1. Graduate Assistantships
2. Assistantships with Tuition and/or Fee Support
3. Graduate Fellowships and Other Resources

III. Registration Policies
1. Graduate Student Registration
2. Definition of Full Time & Half Time Registration

VI. General Degree Requirements
1. Supervision of Advanced Degree Programs
   1.a. Composition of Graduate Committees
   1.b. Changes in Committee Membership
   1.c. Emergency Committee Substitutions
2. Program of Study
3. Certification of Degree Requirements
4. Credit Policies for All Graduate Degrees
   4.a. Graduate Course Level Requirements
   4.b. Advanced Degree Grade Requirements
   4.c. Research Credits
   4.d. Dual Credit for Multiple Programs
   4.e. Graduate Credits Earned at SD Mines
   4.f. Applying Credits from Outside Institutions
   4.g. Applying Undergraduate Level Credits Toward Graduate Degree
   4.h. Applying Graduate Level Credits Taken as Undergraduate Credit