SOUTH DAKOTA MINES

Graduate Advising Workshop for Faculty

Spring 2023

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.

SOUTH DAKOTA MINES

Graduate Advising for Faculty
Workshop Series

Recorded Spring 2023

About Graduate Education at Mines

Graduate School governance

Policies and requirements for all degrees

Degree milestones and student progress

Links to Sections

- About Graduate Education at Mines
  - Governance, policies, degree requirements
- Audits and Program of Study
  - DegreeWorks, transfer courses, PhD reduction, filing the POS
- Graduate Assistantships and Fellowships
  - Types, workload, stipends, reduced tuition, duties, EPAFS
- Advising a Thesis or Dissertation
  - Student progress, committees, thesis styles and formatting
- The Defense Process
  - Scheduling, conducting, approvals, revisions, archiving, final checkout
- The Graduate Division Representative
  - Responsibilities, relevant policies, defense process

The Office of Graduate Education

From app to cap!

We do nearly everything related to graduate education from processing applications to confirming graduation.

- Maribeth Price
  - Dean of Graduate Education

- Rachel Howard
  - Admissions, applications, assistantships, graduation, commencement

- Leslie Hill
  - Student progress, program of study processing, degree audits, thesis/dissertation processing

Council on Graduate Education

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

Fall 2022 - Spring 2023 Members

- Anderson, Robert (Nanoscience and Biomed Eng)
- Bai, Xinhua (Physics)
- Jasthi, Bharat (Materials and Metallurgical Engineering)
- Karlsson, Christer (Electrical Eng and Computer Sci)
- Kowalski, Travis (Data Science and Engineering)
- Li, Liangping (Geology and Geological Engineering)
- Lingwall, Bret (Civil and Environmental Engineering)
- McCormick, Kelli (Mining Engineering and Management)
- Romkes, Albert (Mechanical Engineering)
- Barth, Brian (Green and Sustainable Chemistry)
- Walker, Travis (Chemical and Biological Engineering)
- Piper, Adam (Industrial Engineering)

We meet twice a month. If your department rep is not giving you updates, ask them!

Graduate Education Policies

- Academic catalog
- Mines Policy Manual
- BOR Policy Manual

Each fall, the Graduate Office sends out a summary of changes in policy and procedure for the coming year.

Catalog Search

Search Catalog

Advanced Search

Catalog Home

University Information

Academic Calendar

Academic Programs

Course Descriptions

Undergraduate Studies

- Admission

- Financial Aid

- General Education Requirements Checklist 2022

- Graduation Requirements

- Policies/Definitions

- Tuition and Fees

Graduate Studies

- Graduate Education Policies

Graduate Education Policies

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

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

III. Registration Policies
- III.1. Graduate Student Registration
- III.2. Definition of Full Time and Half Time Registration
- III.3. Continuing Registration Requirements
- III.4. Minimum Academic Load
- III.5. Maximum Academic Load
- III.6. Leave of Absence
- III.7. Registration at Other Institutions

IV. Enrollment Policies
- IV.1. Dual Enrollment in PhD and MS Programs
- IV.2. Accelerated Master's Programs
- IV.3. Change of Program
- IV.4. Adding a PhD Program
- IV.5. Non-degree Seeking Graduate Students
- IV.6. Probation and Reinstatement Policy
- IV.7. Appeal procedure

V. Grade Policies
- V.1. Graduate Grading System
- V.2. Course Retake Policy
- V.3. Pass-Fail Option for Graduate Students

VI. General Degree Requirements
- VI.1. Supervision of Advanced Degree Programs
  - VI.1.a. Composition of Graduate Committees
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- VI.4. Credit Policies for All Graduate Degrees
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  - VI.4.b. Advanced Degree Grade Requirements
  - VI.4.c. Topics, Seminar, Co-op, and Independent
  - VI.4.d. Dual Credit for Multiple Programs
  - VI.4.e. Graduate Credits Earned at SD Mines
  - VI.4.f. Applying Credits from Outside Institutions
  - VI.4.g. Applying Undergraduate Level Credits Tov
  - VI.4.h. Applying Graduate Level Credits Taken as
  - VI.4.i. Applying Graduate Level Credits Taken as
- VI.5. Theis/Dissertation Submission Requirements
- VI.6. Thesis/Dissertation Defense Requirements
- VI.7. Time Limitation for Graduate Degrees
- VI.8. Participation in Commencement
  - VI.8.a. Applying to Graduate
  - VI.8.b. Deadline for Participation in Commencem
- VI.9. Catalog of Graduation for Graduate Students

VII. Master's Degree Requirements
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- VII.2. Thesis Option Requirements
  - VII.2.a. Thesis Submission Requirements
  - VII.2.b. Thesis Defense Requirements
- VII.3. Non-thesis Option Requirements
- VII.4. Accelerated MS Option Requirements
- VII.5. Final Examination

Types of graduate degrees at Mines

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- Master of Science
  - Non-thesis option
    - Coursework only with optional project
    - Declared by notifying the Grad Office
  - Thesis option
    - Includes a thesis and defense
    - Declared by filing a Program of Study
- Doctor of Philosophy

Accelerated Master's programs

- Permits Mines students to apply up to 12 credits from a Mines BS degree to the MS degree
- Some programs have additional restrictions
- Encouraged to apply in junior spring
- Same application process but
  - No transcripts or GREs
  - Accelerated advising plan
- Admitted to MS after completing 90 credits and are dually enrolled
- Final double-counted courses are confirmed after the BS is complete
- Cannot have assistantship until BS is complete

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Degree requirements

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- Graduate School has minimum requirements for degrees
  - 30 credits for an MS, 15-20 must be graduate courses*
  - 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 400-level courses
  - No more than 9 cr of seminar, topics, co-op, ind. study
- Departments may set additional requirements
  - Grad Office will enforce your requirements in the catalog
  - Advisors may request exceptions if approved by head

You can use DegreeWorks to review your graduate advisee's progress at any time.

* Courses do not include thesis, non-thesis project, or dissertation

PhD Reduction in Credit

- PhD students with a prior MS from <u>another institution</u>
- Reduces # of Mines credits needed for the PhD
- MS courses do not appear on the transcript
- Students with a Mines MS do NOT complete the form
  - Relevant MS credits count toward the PhD by default

Non-thesis MS
24 course cr

Thesis MS
24 course cr
6 thesis cr

Graduate Course Transfers

- Graduate courses may be transferred from other accredited institutions
  - Courses used for undergraduate degree not eligible
- Requires transcript and must be matched to a course at Mines
  - Specific course OR general elective such as CEE 600T
- Requires advisor and department head approval
- Grades are transferred and become part of overall GPA
- Up to 12 credits may be transferred to an MS
- Up to 24 credits may be transferred to a PhD
- Students with PhD reduction may not transfer courses

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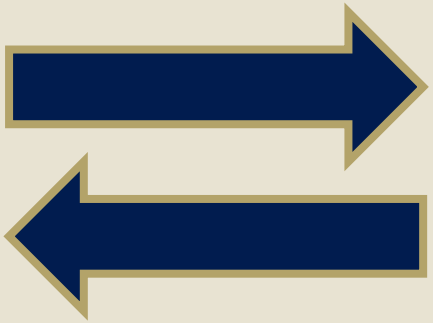
Research credits

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 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
- Non-research project credits (XXX 788)
  - Usually limited to non-thesis master's degrees
  - Grading may be S/U or A-F

Research credit substitutions

- Research credits and course credits are considered different things
- Research credits (798, 898) **cannot** be substituted for course credits
- Project (788) credits may be substituted for thesis credits if approved by the department
- Thesis credits (798) may be substituted for project (788) credits if approved by the department
- Up to 6 Mines 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 (research proposal defense)
- Students are admitted to PhD candidacy after passing the qualifying and comprehensive examinations.
- Exams are conducted by the major professor and committee
  - Exam format is determined by the department
  - 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

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- PhD
  - File Program of Study
    - 2nd semester
  - Complete courses
  - Qualifying exam
    - Time varies by program
  - Comprehensive exam
    - When coursework substantially completed
    - No later than 12 months before the defense
  - Admission to Candidacy
  - Dissertation defense

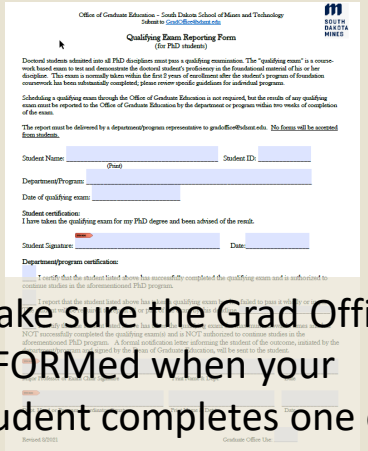
* Accelerated MS students in 1st semester

Degree progress tracking

- Graduate Office monitors milestones completed vs accumulated credits
  - To remind students and advisors to plan completion
  - To document continued progress in cases of significant delay
- Students over the Reminders threshold receive reminders sent to student and advisors each semester
- Students over the Reports threshold must submit a brief progress report each spring until items are completed

Requirement	Reminders	Reports
MS thesis proposal*	27 credits	40
MS defense	36 credits	60
PhD qualifying exam	54 credits	70
PhD Admission to Candidacy	54 credits	70
PhD defense	90 credits	120

Includes PhD reduction credits



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

Qualifying Exam Reporting Form
(for PhD students)

Doctoral students admitted into all PhD disciplines must pass a qualifying examination. The "qualifying exam" is a course-work based exam to test and demonstrate the doctoral student's proficiency in the foundational material of his or her discipline. This exam is normally taken within the first 2 years of enrollment after the student's program of foundation coursework has been substantially completed; please review specific guidelines for individual programs.

Scheduling a qualifying exam through the Office of Graduate Education is not required, but the results of any qualifying exam must be reported to the Office of Graduate Education by the department or program within two weeks of completion of the exam.

The report must be delivered by a department/program representative to gradoffice@sdsmt.edu. No forms will be accepted from students.

Student Name: _____ (Print) Student ID: _____

Department/Program: _____

Date of qualifying exam: _____

Student certification:
I have taken the qualifying exam for my PhD degree and been advised of the result.

Student Signature: _____ Date: _____

Department/program certification:

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

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 or 10 credits required to hold an assistantship
- MS must be completed within 5 years
- PhD must be completed within 8 years

Time extensions may be requested from the dean of graduate education.

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Changing major professors

- Students have the right to change major professors, but
  - Requires approval of new major professor/head
  - May impact funding, research topic, and time to degree
  - Must resolve research obligations if funded
  - Poaching of students is considered unethical
- Process is quick and easy if all agree
- Current major professor may object
  - Triggers a review and discussion by involved parties

Note: The major professor is not official until the Program of Study is approved.

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Changing the type of degree

- Non-thesis MS to Thesis MS:
  - Submit a Program of Study to declare committee and plan courses
- Thesis MS to Non-thesis MS:
  - Submit the Change Thesis to Non-thesis form
- MS en route to a PhD:
  - Submit the Add/Change Degree form
- One MS to another MS or PhD in a different department
  - Submit the Add/Change Degree form

A student is not formally in a thesis option until the Program of Study is approved. Until then, it is easy for them to declare the non-thesis option.

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Your responsibilities

- As a graduate advisor please
  - Know graduate education policies
  - Know your department's program requirements
  - Meet with your advisees regularly
  - Help student plan and complete milestones
  - Be a mentor

A large part of the student's success depends on you.

Questions?

- Contact us!
  - GradOffice@sdsmt.edu
  - 605-355-3468
  - CBEC 2201

ACADEMICS

- Academics
- Academic Calendar
- Academic Catalog Online
- Academic Departments
- Academic Streaming Video
- All Degrees
- Cocurricular Programs
- Department Advisory Boards
- Devereaux Library
- Events and Outreach
- Exams and Testing
- Faculty
- **Graduate Education**
  - **Academic Programs**
  - **Academic Catalo**
  - **Admissions**
  - **Admitted St dents**
  - **Current S dents**
  - **FAQ**
  - **Forms**
  - **Funding**
  - **Online Programs**
  - **Policies**
  - **Tuition and Costs**

Forms

(Additional reference materials can be found on th

How to Digitally Sign Graduate Forms

Admission Forms

Accelerated MS Interim Advising Plan
Graduate Admissions Application

Exam Forms

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sters Exam-Masters Pr
Exam P

Contact Us

Graduate Education Office
South Dakota Mines
Attention: Graduate Education, Mail stop C2201
501 East St. Joseph St.
Rapid City, SD 57701-3995

(605) 355-3468

GRADUATE EDUCATION POLICIES

I. Admissions Policies
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  - VI.4.e. Graduate Credits Earned at SD Mines
  - VI.4.f. Applying Credits from Outside Institutions
  - VI.4.g. Applying Undergraduate Level Credits Tow
  - VI.4.h. Applying Graduate Level Credits Taken as

SOUTH DAKOTA MINES

Graduate Advising for Faculty
Workshop Series

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Audits and Program of Study

DegreeWorks, audits, and exceptions

Transfer courses and the PhD credit reduction

Filing the Program of Study

Degree requirements

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- Graduate School has minimum requirements for degrees
  - 30 credits for an MS, 15 ~~20~~ must be graduate courses*
  - 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 400-level courses
  - No more than ~~9~~ 6 cr of seminar, ~~topics~~, co-op, ind. study
- Departments set discipline requirements
  - Core (required) and elective courses
  - Additional requirements above those of Grad Ed
  - Grad Office will enforce your requirements as written in the catalog

You can use DegreeWorks to review your graduate advisee's progress at any time.

* Courses do not include thesis, non-thesis project, or dissertation

SOUTH DAKOTA MINES

DegreeWorks

- A degree audit system
- Same system used for undergrads
- Tracks student progress
- Available in Banner Self Service to students and advisors
- You can view your advisees AFTER informing the Grad Office that you want to be the major professor
- Has some quirks – contact Alexa Jutila (UG) or Maribeth Price (GR) if you have questions or something seems wrong

SD Mines Major in Geology/Geological Engr

INCOMPLETE

Credits Applied: 38 Catalog Year: 2018-2019 GPA: 3.857

	Course	Title	Grade	Credits	Term
Plan of Study	PhD Plan Study Geologic Engr		S		
PhD Qualifying Exam	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.			
PhD Admission to Candidacy	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.			
SPECIALIZATION OPTIONS (COMPLETE A, B, OR C)	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.				
C) MINING SPECIALIZATION					
C1) Fundamental Problems Engr/Sci	AES 808	Fundamental Problems Engr/Sci	B	3	Fall 2019
C2) Specialization Electives, 9 cr	MEM 550	Rock Slope Engineering	A	3	Fall 2018
	MEM 592	TP: PROJ MNGMT FOR MIN INDUST	A	3	Fall 2018
	MEM 650	Mine Systems Optimization	A	3	Spring 2019

Exceptions

- Exceptions are approved variances to program requirements
- Departments may authorize
  - Substitutions for required 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

Electives/Optional Master's Project, 15 cr (consult your advisor)	ME 502	Gas Dynamics	A	3	2022 Spring
	ME 544	Mechanics/Viscoelastic Solids	B	3	2021 Spring
	ME 736	Adv Finite Element Methods	REG	(3)	2023 Spring
	MATH 551	Math Modeling	B	3	2021 Fall
	Still needed:	**3** Credits in **ME** 5@ or 6@ or 7@ Except @ 798			
	Exception by:	Price, Maribeth H **On:** 10/19/2022	**Also Allow:**	Adv approved elective MATH 551	

Adjust Program Requirements

- Form needed to make program or course adjustments
- Request course exceptions
  - Substitutions
  - Non-standard electives
- Confirm double-counted courses for accelerated MS
- Request moving 400-level courses to graduate transcript
- Approval of advisor, head/coordinator, and dean required.

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

SOUTH DAKOTA MINES

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

☐ 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

This form replaced the "Graduate Exception Form"

Undergraduate exceptions use a different online form.

Steps for Accelerated Master's programs

- Use Registrar online form to request moving GR courses to UG transcript, if needed
- ALSO use graduate Adjust Program Requirements form to document double-counted courses when BS is completed
  - Ensures any UG level courses are moved to the GR transcript
  - Ensures exceptions for 400-level courses are entered if needed
  - Ensures no triple-counting of credits, should the student stay for a PhD

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What is a Program of Study? (POS)

- Officially designates the major professor
- Establishes the student's research committee
- Applies adjustments such as
  - Double-counted courses from accel MS
  - Transfer courses from another institution
  - Reduced PhD credits given for a prior MS
- Defines a course plan
- Due by mid-term of second semester

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Planning future courses

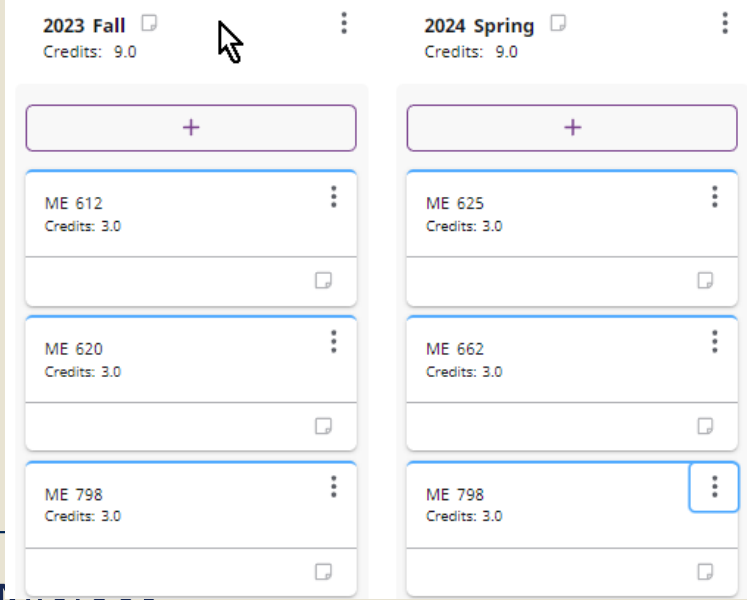
WhatIf instructions
Planner instructions

What If

- Future courses entered as a list
- Cannot be saved or edited
- Easier when only a few more courses are needed
- Can be a little wonky on repeatable credits

Planner

- Future courses entered by term
- Can be saved and edited
- Advisor can view/edit
- Helpful when student has many courses remaining



- Audit tests plan against requirements
- Save as PDF to submit with POS
- Grad Ed accepts either type of audit for the POS

Transfer courses

- Added to graduate transcript
- Must equate to Mines courses
- Grades are included and affect GPA
- Limits
  - 12 credits for MS
  - 24 credits for PhD
- Pay attention to limitations
- Submit form before or with Program of Study
- Not needed for SDBOR institution courses
- Used when student has courses but no degree

Transfer Credits from Outside Institution Form

PhD students holding an MS should use the Reduction in Credits for PhD form.
Accelerated MS students may not transfer credits from outside institutions.

Student Name:_____ ID#:_____

Institution from which credits are being transferred: _____

Note: Before this request can be completed, an official transcript must be sent directly to the Office of Graduate Education at SD Mines from the institution from which the credits are being transferred. The student is responsible for arranging this.

I am requesting to transfer credits to my graduate transcript at SD Mines. I understand that my major professor and graduate advisory committee (if applicable) must approve these credits for use toward an SD Mines degree program by signing the Program of Study form.

_____ _____ _____
Student Signature Print name Date

Student: complete these sections below A maximum of 12 credits (for Masters) or 24 credits (for PhD) may be transferred.					Program: complete these sections below	
Original Course Number	Course Name	Semester & Year Taken	Credit Hours Completed	Grade Received	Equivalent Course	Number of Credits To Transfer

A course may be transferred one of several ways. Refer to the catalog for additional information regarding transferring courses.

a) If there is a match between the transferred course and an SD Mines course, indicate the SD Mines course in the "Equiv. Course" column. The student will receive credit for that exact SD MINES course. Only the number of credits completed at the other institution may be transferred, even if the equivalent course has more credits.

b) If there is not an equivalent course, the course may be transferred as one of the following:

   i. EE500T (or CEE600T etc.) – The prefix indicates the discipline, the number indicates the level on the outside institution transcript, and the T indicates it is transferred. The prefix must be approved for use at SD Mines.

   ii. ELEC 500, ELEC 600 etc. – Used when the course prefix is not approved for use at SD Mines (such as aeronautical engineering), or the prefix is not authorized to use a "T". Level must match course level on the outside transcript.

   iii. EE691 (or CEE 791, ME591 etc.) – This is an independent study number. Such a course can be annotated to indicate the subject area. Level must match course level on the outside transcript.

c) The number of credits transferred to SD Mines is determined by the major professor and the Dean of Graduate Education. For example, a course taken for 3 credits may be transferred for fewer credits if deemed appropriate.

d) Undergraduate level credits (only 400 level allowed) must be transferred to undergraduate level equivalents and must have a grade of B or better. Consult Grad Ed policies for credit limits.

I approve the credits above to be listed on the SD Mines transcript with the intention of being applied toward an SD Mines degree upon approval of a Program of Study by the major professor and graduate advisory committee (if applicable).

_____ _____ _____
Advisor/Major Professor Signature Print name Date

_____ _____ _____
Dept. Head/Program Coordinator Signature Print name Date

_____ _____ _____
Dean of Graduate Education Signature Print name Date

Revised 8/2021 Graduate Office Use: _____

PhD Reduction in Credit

- Reduces credits for students with prior MS from another school
  - 24 course credits for nonthesis MS
  - 24 course and 6 thesis credits for thesis MS
  - Courses do not appear in the transcript or impact the GPA
  - Seen as fewer credits required in DegreeWorks
- Indicates if any MS courses fulfill specific required courses
- Filed before student starts the POS audit
- Cannot be combined with transfer courses

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

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.

You only need to list courses from your Masters if they are being used to satisfy a required course. If you have any courses that are substituting for a specific course in the program requirements, please list them, and only them, in this table. If no courses are being used to satisfy specific requirements, leave this table blank.

Course Number	Course Name (only list courses that satisfy specific requirements)	Mines course prefix/# satisfied	Semester taken	Credit hours

Note to Student: For departments with prescribed lists from which electives must be chosen, a bulk credit reduction may be applied toward fulfilling the electives in the list. This option is useful when the student has completed equivalent content but one-to-one course equivalencies cannot be established. Please see your advisor if you believe you need adjustment of elective credits based on your master's coursework.

Major Professor Signature	Print name	Date
Dept. Head or Program Coordinator Signature	Print name	Date
Dean of Graduate Education Signature	Print name	Date

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 later
- Developed by student in consultation with major professor
- Approved by committee, head, dean
- Required sections
  - Cover page with committee
  - Audit with planned/completed courses
  - Research ethics training certificate
- If needed
  - *Adjust Program Requirements*
  - *Transfer courses form*

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

Program of Study Cover Page
(thesis MS and PhD students)

☐ Original ☐ Revision due to change of Major Professor *(attach a Change of Major Professor Form)*

Student Name: _____ Student ID _____

Check one: ☐ Thesis MS ☐ PHD Program _____

☐ Check this box if you are an Accelerated MS student or need to request any program adjustments; then complete the relevant sections of the *Adjust Program Requirements* form on the following page, leaving the signature lines blank.

Check the attachments included with this cover page:
[X] "What If" audit from DegreeWorks (required)
[ ] Transfer Credits from Outside Institution form (if needed)

I have reviewed the attached plan with my advisor. I understand that my course plan can change but that my final degree audit (at time of graduation) must be approved by my advisor and department head.

Submitted for approval by: _____ _____
Signature of Student Date

The major professor signs on the line below and forwards this form and all POS attachments to the Grad Office. The Grad Office will prepare a DocuSign form and gather the remaining committee signatures.

_____
Major Professor signature

Where you sign

Graduate Advisory Committee
MS committees require a Graduate Division Representative (out of department) and at least one additional committee member.
PhD committees require a Graduate Division Representative (out of department) and at least three additional committee members.
By signing, I confirm that I have seen and approved the course plan and agree to serve on this student's graduate advisory committee. Committee members not employed by SDSM&T also agree to abide by FERPA, SDSM&T graduate policies, and applicable non-disclosure agreements pertaining to the student's research.

Role	Name	Department or Affiliation *and email if not from Mines*	Leave blank for DocuSign signature	Date
Grad Div Rep.				
Member				
Member				
Member				
Member				
Member				

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

_____ _____ _____
Dean of Graduate Education Signature Print Name Date

Adjust Program Requirements

- Often needed with a POS
- Included in POS form to make it easy to
  - Request course exceptions
    - Substitutions
    - Non-standard electives
  - Confirm double-counted courses for accelerated MS
  - Request moving 400-level courses to graduate transcript
- Leave blank if not applicable to the POS

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

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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

☐ **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

Steps to file the POS

- Email Grad Office to agree to be major professor
- Submit PhD Reduction form if applicable
- Help the student select committee members and courses
- Student completes
  - the cover page and committee list
  - DegreeWorks WhatIf or Planner audit
  - Research ethics training certificate (eff. Fall 24)
  - adjust requirements page if needed
  - course transfer form if needed
- You sign the cover page, and other forms if needed
- You or the student sends the package to the Graduate Office
- Grad Office collects committee/head signatures using DocuSign
- You and the student receive a copy when everything is signed

GO configures DW audit

Program of Study Forms

The Program of Study (POS), at minimum, includes a
from DegreeWorks
Program of Study Cover Page and Instructions
WhatIf Instructions for Graduate Program of Study
Planner Instructions for Graduate Program of Study

Additional POS documents may include:
PhD Reduction in Credit Form
Transfer Credits from Outside Institution Form

POS Instructions

- Detailed instructions in the form
- Be familiar with them so you can help the student

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

Instructions for Graduate Program of Study
(thesis and PhD students)

The Program of Study (POS) is due at mid-term of the first semester for accelerated master's students, and at midterm of the second semester of study for all other students. A POS includes this cover page and a DegreeWorks audit, plus any necessary supporting forms. The course plan can change but the final degree audit at time of graduation must be approved by the advisor and department head. Consult with your advisor before departing from your plan.

The **Graduate Education Policy GEP VI.4. Credit Policies for All Graduate Degrees** describes limitations on credits applied to graduate degrees. They are found in the online academic catalog. Please review the policies prior to planning your Program of Study.

I. Declare your degree type:
This step enables the Graduate Office to configure DegreeWorks (DW) to evaluate your audit correctly.

- **MS thesis students**: ask your intended major professor to email the Graduate Office to confirm that he/she has agreed to supervise your thesis. The Grad Office will update DW to use the thesis option. (Note that this step does NOT assign the major professor; the major professor is formally assigned when the complete program of study is submitted and signed.)
- **PhD students without a master's degree**: skip to step II. DW uses this option by default for PhD students.
- **PhD students with a master's degree from another institution**: work with your major professor to complete the *Reduction of Credits for PhD* form. Submit it to the Grad Office immediately so that your DW audit can be adjusted to require the right number of credits.
- **PhD students with a master's degree from SD Mines**: All Mines grad credits will appear on the audit. Skip to part II unless you earned an accelerated MS from SD Mines. If you earned an accelerated MS from SD Mines, be sure to fill out the accelerated MS section of the Adjust Program Requirements page of this form.

II. Create your Program of Study audit and complete additional forms:
In this step, you will create a course plan and make sure it meets degree requirements.

1. Check with your department or program coordinator to see if they have a future semester schedule.
2. Review your program's requirements in DegreeWorks and in the online academic catalog to develop a draft plan of courses to take each semester.
3. Once you have a course plan that meets the approval of your advisor, use the Degree Works "What If" or "Planner" audit worksheet to enter future credits and test that program requirements will be met. See the *WhatIf Instructions* or *Planner Instructions* if needed.
4. If transferring courses from another institution, fill out a *Transfer Courses from Outside Institution* form to be submitted with this POS.

III. Complete the POS Form:
Complete the POS Cover Page using the PDF electronic form below. **Handwritten forms will not be accepted.**

5. Work with your major professor to select your committee members. Contact the committee members and ask them to review your course plan and agree to be on the committee. AFTER they have agreed to serve, type their names and affiliations on the POS Cover Page (signatures will be obtained in a later step). Include the organization name and an email for committee members not from South Dakota Mines.

A graduate committee is composed of a major professor, a graduate division representative from outside your department/program, and a minimum of one (for MS) or three (for PhD) additional committee members. Major professors and the graduate division representatives must be full-time faculty at SD Mines. Committee members may be from other universities or organizations, but additional committee members may then be required. If the desired major professor is not a full-time SD Mines faculty member, a co-major professor who is a full-time faculty member is required. See the Graduate Education Policy Section VI in the academic catalog for more detailed requirements regarding committees.

Revised Oct 2022

Degree Audits

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- POS What If or Planner audit
  - Done by student and approved by advisor
- Preliminary degree audit
  - Grad Office reviews DW audit when student submits graduation application
  - Notifies advisor of any issues
- Final degree audit (after defense)
  - Grad office verifies that degree requirements are complete before degree is released

Your responsibilities

- As a graduate advisor please
  - Know your department's program requirements
  - Help your student select a good committee
  - Help your student submit a valid POS in the first or second semester*
  - Encourage your student to consult committee members when needed
  - Review audits each semester
  - Be prompt in submitting exceptions or program adjustments if needed

A large part of the student's success depends on you.

* You are not the official major professor until the POS is approved. Until then, you have limited options if the student decides to change the thesis option or major professor.

Questions?

- Contact us!
  - GradOffice@sdsmt.edu
  - 605-355-3468
  - CBEC 2201

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(Additional reference materials can be found on th

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Accelerated MS Interim Advising Plan
Graduate Admissions Application

Exam Forms

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sters Exam-Masters Pr
Exam P

Contact Us

Graduate Education Office
South Dakota Mines
Attention: Graduate Education, Mail stop C2201
501 East St. Joseph St.
Rapid City, SD 57701-3995

(605) 355-3468

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  - VI.4.h. Applying Graduate Level Credits Taken as

SOUTH DAKOTA MINES

Graduate Advising for Faculty
Workshop Series

Recorded Spring 2023

Graduate Assistantships and Fellowships

Workload and registration requirements
Stipends and tuition remission
Compensable and non-compensable duties
Hourly appointments
EPAFS
Best practices

What's the difference?

- A **Fellowship** is an award for scholarly excellence
  - No work is expected
  - Minimum registration is 2 credits
  - Managed by CARA
  - Typically awarded for a year
- An **Assistantship** is a salaried employment offer
  - May be awarded for 15 or 20 hours per week
  - Minimum registration 9 credits
  - Typically awarded for a semester, 9 months, or 12 months
  - Pays for tuition and program fees

Fellowships

- Department-specific fellowships
  - Awarded directly by the department
- Graduate Education fellowships
  - Students from more than one department are eligible
  - Students apply or are nominated by a department
  - Applications open in February, are due in mid-March, and students are selected before April
  - Review eligibility criteria for each award carefully

https://www.sdsmt.edu/Academics/Graduate-Education/Graduate-Fellowships/

Graduate Assistantships

- Research assistantship (RA) or Teaching Assistantship (TA)
  - Full time (0.5 FTE) = 20 hours per week
  - ¾ time (0.37 FTE) = 15 hours per week
  - Hybrid RA/TA typically 50-50 split totaling 0.5 FTE (20 hrs)
- Covers full tuition and program fees (students pay the GAF fee and misc charges)
- TA's usually teach labs or assist with grading
  - Grad students do not teach UG courses as sole instructor
- RA's have a variety of responsibilities
- Student are advised that additional effort beyond 15-20 hrs/week is expected

A student with a graduate assistantship should recognize that the prescribed hours of research work are minimum expectations mandated by employment practices and may not represent the effort that will be actually necessary to produce satisfactory progress and completion of a thesis or dissertation within a reasonable period of time. Graduate Education Policy III.1.

Mines Policy II-6

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, grading, etc.
  - *Non-compensable hours* DO contribute to degree completion
    - Reviewing literature, attending class, doing homework, running 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 (not required for TA's)

Registration

- Students must register for 9 or 10 credits while on an assistantship
- Students may be approved to take more if a funding source is available to cover the additional credits
  - Grant funds
  - Department or PI overhead funds
- Students who drop below 9 credits will be responsible for full tuition and program fees at the regular rate.
- A one-time exception in the **final semester** may be approved to hold an assistantship with 2-8 credits.
  - If student does not graduate, 9 credits are required in the next term

EPAFs

- Electronic Personnel Action Forms
- Due about three weeks before the semester starts
- Initiated by the supervisor through the department staff person
- Can be submitted for a semester, 9-month, or summer I & II terms
  - Can be cancelled if needed
- Have long approval queues and take time
- Be sure that grants have the correct budget well ahead of time

Late EPAFs can cause a month's delay in student paychecks, which can create serious financial and emotional stress.

EPAFs

Employee Job Detail Salary - Step 3 (NBAJOBS), MG9984-00 Geology Grad Research Asst

⚠ User does not have access to view current values.

Enter Changes	Current Value	New Value
Contract Type: *		Primary
Job Begin Date: *		01/22/2023
Jobs Effective Date: *		01/22/2023
Personnel Date:		01/22/2023
Job Status: *		Active
Title: *		GRA [redacted]
Annual Salary: *		6236.63
Step: *		0
FTE: *		.37
Employer Code: *		SDMT
Job Change Reason: *		AB000
Timesheet Orgn: *		[redacted]
Supervisor ID: *		
Supervisor Position: *		
Supervisor Suffix: *		00
Hours per Day: *		3
Hours per Pay: *		64.13
Factor: *		4
Pays: *		4
Time Entry Method: *		Payroll Time Entry

Annual salary=total pay for the EPAF award period

FTE: .5=20 hours per week
.37=15 hours
.25=10 hours
.12=5 hours

number of months in EPAF award period (annual salary/pays=monthly stipend)

Employee Job Labor Distribution - Step 4 (NBAJOBS), MG9984-00 Geology Grad Research Asst

⚠ User does not have access to view current values.

Current
Effective Date: 01/22/2023

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance

Review account numbers and percentages of pay

New
Effective Date: 01/22/2023

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance
S	442326	442326	440717	611040	02					75.59	
S	4MSM12	437000	440713	611040	04					24.41	

Faculty member should review these fields for accuracy when approving the EPAF:

- Annual salary (the amount of this epaf, not the actual annual stipend)
- FTE
- Pays (number of payroll periods during this contract)
  - Fall epafs should have 5 if you plan to pay for winter break
- Index/Fund and percentages

Grant-funded assistantships

- As PI, work with department staff person to initiate EPAF
- Grant will be charged tuition remission covering 100% of tuition and program fees.
- 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 months if feasible
  - Can be cancelled if needed

Students should not be working without an approved EPAF and contract!

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Stipend guidelines

- Minimum stipend is published each year
  - Threshold for reduced tuition eligibility
  - Slightly different for resident and non-resident students
  - Is not competitive for recruiting students
  - Is not a living wage
- We encourage departments to pay at least $25K per year if possible
  - Establish department standard stipends
  - Write grants that request higher stipends than the minimum
- International students require at least $18-20K/yr and should be supported for multiple years

RESIDENT Stipend Rates	Min stipend per month	Min per semester	Min per 9 months	Min per 12 months
Full time (.5 FTE, 20 hours)	$1,443	$5,772	$12,987	$17,316
Three-quarter time (.37 FTE, 15 hours)	$1,082	$4,328	$9,738	$12,984

Reduced tuition for GAs

- Graduate assistants get reduced tuition equal to
  - 100% of tuition
  - 100% of program fees
- Must still pay the GAF, international student fee, and miscellaneous fees associated with distance or special courses

Students costs FY2023 rates	General Activity Fee (student pays)	Student costs, 9 credits	Student costs, 18 credits
Campus courses	$49.60/cr	$446.40	$892.80
Distance courses***	$178.85/cr	$1,609.65	$3,219.30

***waived for SD residents

Campus students should avoid distance sections of CEM, ENGM, and MEM courses to avoid paying distance fees.

Tuition remission

- Not charged for GTA appointments
- Charged to an institutional pool for institutionally funded GRA's
  - Includes department GA budgets or VPR contributions
  - OH funds DO have to pay tuition remission on GRAs
- Paid by grants for grant-funded GRAs
- If multiple sources are paying stipend, the tuition remission is split according to the % stipend covered by each source.

Tuition category	Tuition rate	+Program fees	=Tuition remission (funding source pays)	Tuition remission for 9 credits	Tuition remission for 18 credits
SD Resident/WRGP*	$338.90	$84.80	**$423.70**	**$3,813.30**	**$7,626.60**
Nonresident	$680.25	$84.80	**$765.05**	**$6,885.45**	**$13,770.90**
MN resident**	$517.19	$84.80	**$601.99**	**$5,417.91**	**$10,835.82**
Distance courses	$470.45	$0	**$470.45**	**$4,234.05**	**$8,468.10**

FY2023 rates

Hourly graduate pay

- 2-cr minimum registration (0 in summer)
- no reduced tuition

Academic work

(Departments, Centers)

- Applies to work normally done by GTA/GRA
- Limited to 10 hr/wk
- Hourly rate based on GA rate ~$25/hr
- New EPAF each semester/summer
- No reduced tuition

Non-academic work

(e.g. Dining, Facilities)

- Applies to other types of work, including similar work done by undergraduates
- Max 20 hr/wk during semester, 40 hr in summer/winter break
- May pay going rate for similar work by undergrads
- No reduced tuition

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Workload

- During the academic year
  - Limited to **20 hours per week** from all sources combined
  - Assistantships may be combined with hourly
    - 15-hr assistantship + 5-hr hourly
  - Students must be registered for at least 9 credits
- During the summer
  - Assistantships limited to 20 hr/wk
  - Students must be registered for at least 2 credits
  - May combine GA with hourly for up to **30 hrs/wk**
  - Academic hourly is still limited to 10 hrs/wk
- Weekly workload may be flexible
  - Ok to work more one week and less another

Breaks

- Winter break is a separate contract period
  - A 9-month contract includes it
  - A semester contract does not unless specifically requested
  - Do not require compensable duties during winter break unless the student is on contract
  - Be **clear** to your students whether you are funding them for winter break before they sign their fall contract
- Holidays and other breaks (Thanksgiving, Spring break, Easter)
  - GA's may be expected to work during breaks or to make up work missed for holidays or travel
  - Suggest restricting it to when there is a need
  - Be **clear** what your expectations are

Ethical and best practices

- Honor offers and contracts to the extent possible
- Provide a living wage when you can
- Support students for multiple years when possible
- Be clear about when and how much student will be paid
- Do not allow compensable work until students are on contract
- Do not cancel contracts mid-semester without significant cause
- Provide mentoring, guidance, and regular feedback
- Be clear about work expectations, schedules, and deliverables
- Be clear about expectations of work during academic breaks

Cancelling an assistantship

- Mid-semester cancellation of contracts is a serious matter
- Student will be assessed the full cost of tuition and fees unless cancellation occurs after the last day to withdraw
- Avoid unless student is unable or unwilling to work
- Underperforming students must be advised of deficiencies in writing and given **at least two weeks** to remedy their performance
  - Copy the Graduate Office when giving this notice
  - Be specific about what needs to change
  - Be specific about how you will document whether change occurs

Your responsibilities

- As a graduate student supervisor please
  - Know assistantship policies (Mines II-6)
  - Submit approvable EPAF requests on time
  - Ensure student has a signed contract before working on compensable duties
  - Limit compensable duties to hours specified in assistantship contract
  - Complete ACA reports each pay period
  - Communicate changes in funding asap
  - Provide clear expectations on duties and work schedule, including breaks
  - Be a mentor

A large part of the student's success depends on you.

Questions?

- Contact us!
  - GradOffice@sdsmt.edu
  - 605-355-3468
  - CBEC 2201

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South Dakota Mines
Attention: Graduate Education, Mail stop C2201
501 East St. Joseph St.
Rapid City, SD 57701-3995

(605) 355-3468

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SOUTH DAKOTA MINES

Graduate Advising for Faculty
Workshop Series

Recorded Spring 2023

Advising a Thesis or Dissertation

Helping your student progress

Graduate committees

Thesis/dissertation styles and formatting

Degree milestones

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

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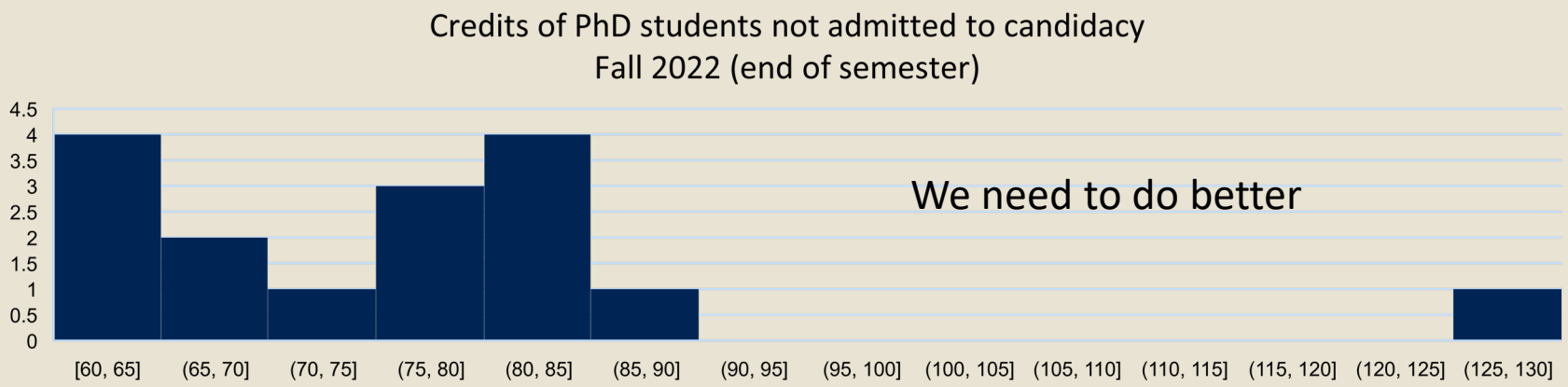
- PhD
  - File Program of Study
    - 2nd semester
  - Complete courses
  - Qualifying exam
    - Time varies by program
  - Comprehensive exam
    - When coursework substantially completed
    - No later than 12 months before the defense
  - Admission to Candidacy
  - Dissertation defense

* Accelerated MS students in 1st semester

Getting your student started

Don't wait until the student's classes are done to start thinking about research!

- Start talking about topics in the first semester
- Require a written literature review by the end of the first year
- Settle on a research question or hypothesis as soon as possible
- Provide abundant guidance and encouragement
- Get the qualifying exam done for PhD students
- Urge PhD students to complete the research proposal and comprehensive exam asap

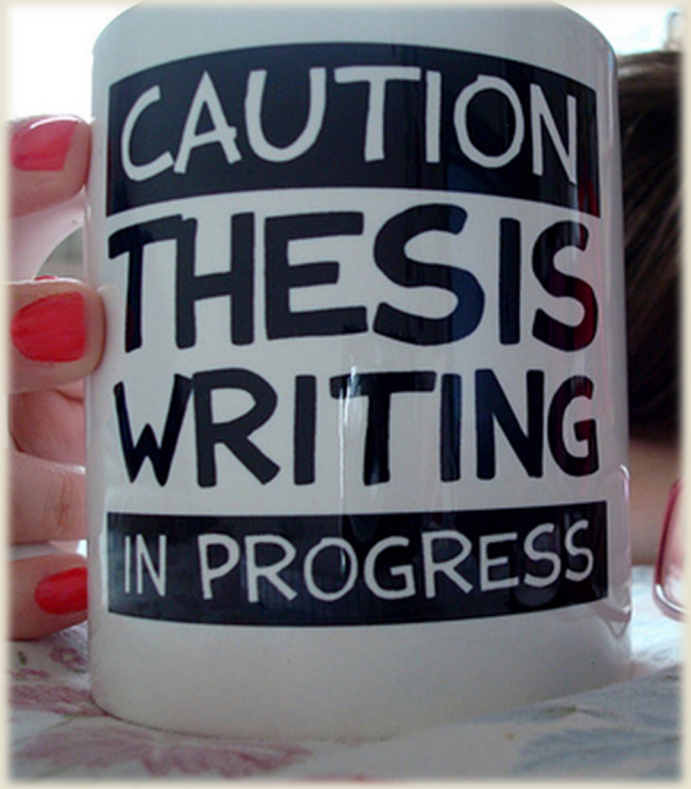


The fine line

- Graduate students must learn independence…
- …but they are not research experts yet
- Your job is to
  - Provide guide rails
  - Keep them moving forward
  - Mentor and teach your expertise
  - Recognize and commend steps toward success
  - Give honest and constructive feedback
  - Provide abundant guidance and encouragement

Treat thesis as evolving document

- **Starts with a lit review in the first semester**
- The proposal is a **first draft** of the thesis or dissertation
  - Literature review to define the problem
  - Methods to plan how to tackle it
- Student can add to the draft with more lit review, results, figures, data interpretation
- Review sections along the way and provide feedback
- Helps prevent surprises and inadequate work at the end



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Graduate advisors

- Graduate coordinator
  - Supervises non-thesis students
  - Assigned to new students by default
  - More like an undergraduate advisor
- Major professor
  - Supervises thesis MS and PhD students
  - Research and coursework advisor
  - You are added as an advisor when you email the Grad Office and agree to supervise the student's research
  - Must be declared on POS to be official
  - Formal declaration gives you some rights, esp. if you are funding the student.

Co-Major Professors

- Required when the research is directed by someone not full-time Mines faculty
  - Emeritus faculty
  - Adjunct faculty (unpaid or part-time)
  - Industry representatives
  - Government employees
  - Faculty from other institutions
- Why?
  - To allow student to register for research credits
  - To ensure committee oversight by full-time faculty

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The Graduate Committee

- Guides the student's coursework and research
- Master's committee (3 or more)
  - Major professor*
  - Graduate Division Representative*
  - At least one additional member
- Dissertation committee (5 or more)
  - Major professor*
  - Graduate Division Representative*
  - At least three additional members

* Must be full-time Mines faculty with a PhD or terminal degree

Graduate Division Rep must be from another department

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

Committee roles

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- 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

Restricted thesis or dissertation

Restricted-access theses or dissertations are restricted by either:

(A) Federal Law as (i) *Export Controls*: EAR (Department of Commerce), ITAR (State Department), FAC (Department of Treasury) or (ii) *Antiquities Acts*

(B) Intellectual Property concerns, namely proprietary Information (either by contract with a private company, or SDSM&T proprietary information).

- Defense attended by committee only
- Thesis may be embargoed for up to three years
- Formally declared when scheduling defense

Publication embargo

- Available for non-restricted thesis or dissertation
- Defense is still a public event
- Delay release of thesis for up to 12 months
- Declared when thesis is submitted to ProQuest

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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
- LaTeX template available

Thesis and Dissertation Writing Manual
Academic Year 2020-2021

Graduate School of the South Dakota School of Mines and Technology

Thesis/Dissertation Format Checklist

Global formatting requirements

Page layout

- ☐ Pages are standard letter size (8.5 by 11 inches) in portrait orientation
- ☐ All pages are one-sided
- ☐ The body text is double-spaced
- ☐ Paragraphs are indented

Margins

- ☐ 1.5-inch margin on the left, including the title page
- ☐ 1-inch margins on the top, bottom, and right
- ☐ Landscape and double-size pages have the same margins as portrait pages

Fonts

- ☐ Body text font is in 12-pt. Times New Roman or similar serif font
- ☐ The same body text font is consistently used throughout
- ☐ Figure/table captions are distinctive from the body text but at least 10 pt.
- ☐ No text is smaller than 10 pt.
- ☐ Headings clearly indicate the hierarchy

Page numbers

Use one style or the other. No hybrids!

Thesis/Dissertation styles

Traditional style

Or one-paper journal 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*
- **Two or more journal articles**,
- **Conclusions** *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.

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

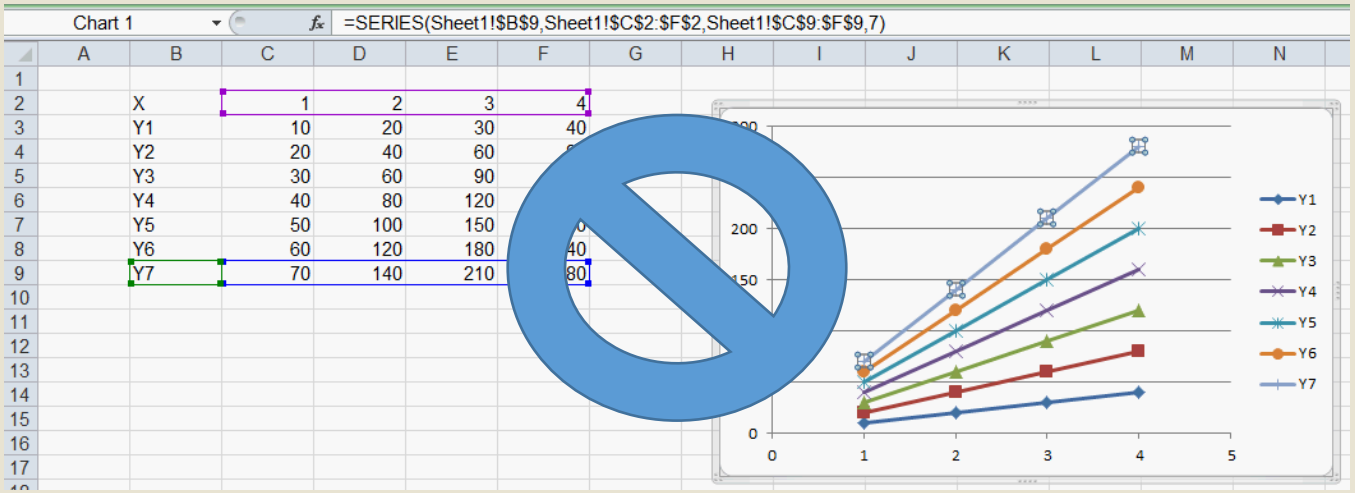
More about journal style

- Helps student publish peer-reviewed articles sooner
- Publication, or even submission, of articles is NOT required to use journal style
- Student usually first/corresponding author of papers
  - If not possible, chapters must be prefaced with a description of the student's role in the research and writing
- The committee has discretion on the number of papers, typically
  - One or two for an MS
  - Three or four for a PhD
- Permission from journal required to include paper in thesis if it has been accepted or published at time of defense
  - Placed in first appendix

Keep reproduction costs down

- Use color only when absolutely needed
  - Don't let Excel default to color graphics!
  - Suppress color references or footnotes
- Consider using electronic appendices for
  - Computer code
  - Very large tables
  - Libraries of color photos

Poor planning of graphics can cost students hundreds of $ in unnecessary reproduction costs



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Your responsibilities

- As a graduate advisor please
  - Help student plan topic early
  - Help student LEARN to do research
  - Meet regularly to discuss goals, methods, results, and interpretation
  - Help student select a useful committee
  - Encourage student to consult with committee when help is needed
  - Require and review early drafts
  - Urge completion of milestones
  - Help student select journal or traditional style and stick with it
  - Help student learn to edit

A large part of the student's success depends on you.

Common writing errors at Mines

- Common errors found during “Final Review” by dean
  - Improper use of commas
  - No noun after “this” or “these”
  - Wordy or confusing style
  - Colloquial phrasing
  - Missing definite or indefinite articles “The” or “A/An”

If a student has difficulty writing, you don’t need to proofread the whole thing.

- Review a few pages and point out common errors
- Discuss how to fix them and ask for revisions before reviewing more
- Encourage your students to help each other with their editing

Questions?

- Contact us!
  - GradOffice@sdsmt.edu
  - 605-355-3468
  - CBEC 2201

ACADEMICS

- Academics
- Academic Calendar
- Academic Catalog Online
- Academic Departments
- Academic Streaming Video
- All Degrees
- Cocurricular Programs
- Department Advisory Boards
- Devereaux Library
- Events and Outreach
- Exams and Testing
- Faculty
- **Graduate Education**
  - **Academic Programs**
  - **Academic Catalo**
  - **Admissions**
  - **Admitted St dents**
  - **Current S dents**
  - **FAQ**
  - **Forms**
  - **Funding**
  - **Online Programs**
  - **Policies**
  - **Tuition and Costs**

Forms

(Additional reference materials can be found on th

How to Digitally Sign Graduate Forms

Admission Forms

Accelerated MS Interim Advising Plan
Graduate Admissions Application

Exam Forms

ission to Candidacy a
sters Exam-Masters Pr
Exam P

Contact Us

Graduate Education Office
South Dakota Mines
Attention: Graduate Education, Mail stop C2201
501 East St. Joseph St.
Rapid City, SD 57701-3995

(605) 355-3468

GRADUATE EDUCATION POLICIES

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

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

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

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

SOUTH DAKOTA MINES

Graduate Advising for Faculty
Workshop Series

Recorded Spring 2023

The Defense Process

Scheduling

Revisions

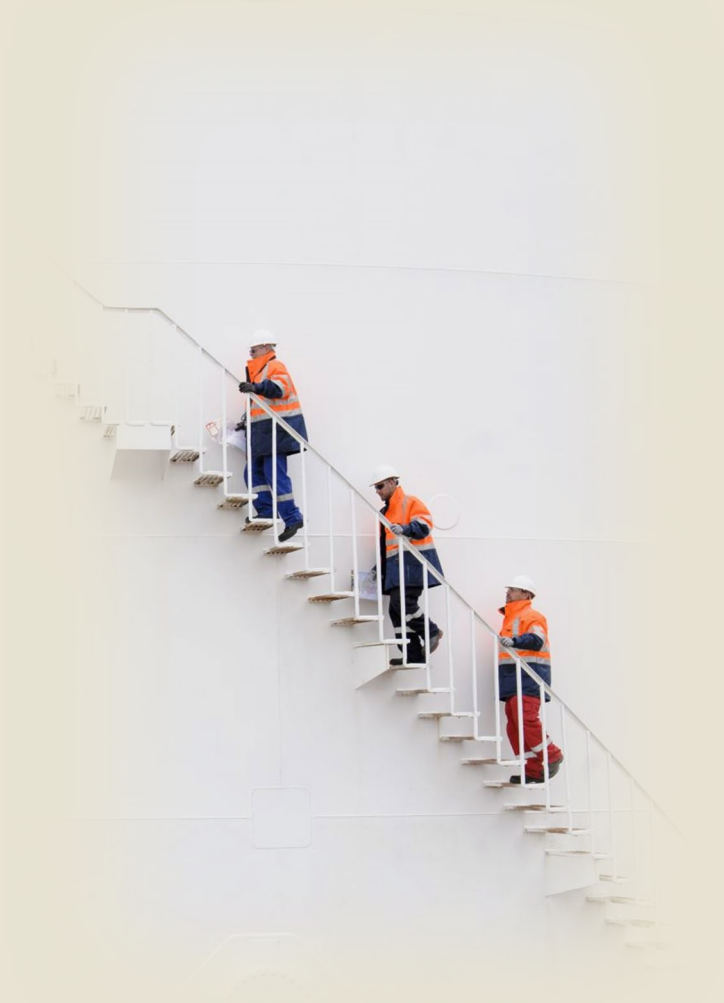
Approval

Library/ProQuest submission

Final checkout and commencement

Defense overview

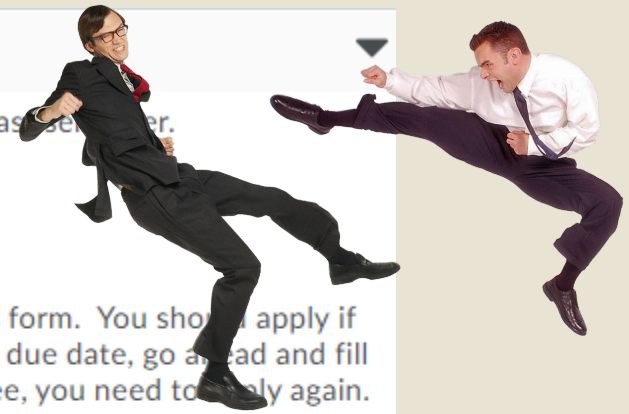
- Major professor approves document
- Committee reviews document
- Defense is formally scheduled
- Defense is conducted
  - Public presentation
  - Committee examination
- Committee submits defense report
- Student completes revisions
- Committee approves revisions
- Final checkout by Grad Office
  - Final review by dean
  - ProQuest/Library submission
  - Final student checkout



The defense process (student perspective)

Preparation

These steps ensure that you have done the background work needed for your las[illegible]er.



- [ ] **Apply to Graduate**

  Due at 4:30 PM on Friday, August 28, 2020

  To apply to graduate in a given semester, you need to go here and fill out this form. You sho[illegible] apply if there is any chance that you will complete the degree. If you have missed the due date, go a[illegible]ad and fill out the form anyway. If you have applied before and did not finish your degree, you need to [illegible]ly again.

- [ ] **Review the Graduate Education Deadlines**

  Review the Graduate Education Deadlines when certain items must be completed. Y[illegible] 8-10 weeks to complete the defense process once your thesis/dissertation is writte[illegible] defense.

- [ ] **Polish your thesis/dissertation**

  Your best chance to complete the defense process this semester is to invest the tim[illegible] that your draft is in the best possible shape. It needs to be well written, contain qua[illegible] and be free of grammar and spelling errors.

- [ ] **Submit the document to your major professor**

  Due at 4:30 PM on Thursday, October 15, 2020

  Your major professor must review your completed document and approve it to be distributed to your

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.

Pre-defense approval process

- Student submits complete document to MP
- MP reviews within two weeks
  - Returns with revisions or
  - Approves it for committee review
- Student submits to committee and Grad Office
  - Grad Office does a format check
  - Committee skims for defensibility
    - If OK, defense is **formally scheduled**
    - If not OK, halt defense process
  - MP and Committee complete reviews prior to defense
  - Student defends

Mid-Oct or Mid-March

End-Oct or End-March

4 weeks before finals

3 weeks before finals

See Graduate Education Deadlines for specific dates

Graduate Education Deadlines

Official Graduate Office Deadlines for the 2022-2023 Academic Year

Steps (with recommended completion dates) and **Deadlines (must be completed on time)**	**Fall 2022**	**Spring 2023**	**Summer 2023** [1]
Earn your Admission to Candidacy for PhD	One year before defense date		
Apply for graduation	9/1/2022	1/18/2023	1/18/2023
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.)	11/1/2022	3/22/2023	6/17/2023
Last day to submit defense scheduling form [2,3]	**11/15/2022**	**4/6/2023**[3]	**6/30/2023**
Last day to hold defense [4]	**11/22/2022**	**4/13/2023**	**7/7/2023**
Defense blackout period (no defenses may be held)	11/23-12/14/2022	4/14-5/5/2023	7/8-7/28/2023
Submit electronic thesis/dissertation to D2L for Dean's final review and signature	12/5/2022	4/27/2023	7/20/2023
Submit digital thesis/dissertation to ProQuest for final processing and payment for printing/binding	12/9/2022	5/2/2023	7/24/2023
Last day to submit *Checkout Sheet for Graduate Students* [5]	**12/14/2022**	**5/5/2023**	**7/28/2023**

Restricted thesis or dissertation

- A thesis or dissertation may be declared restricted if
  1. *It contains patentable content*
  2. *It is subject to export control under federal law, including EAR (Department of Commerce), ITAR (State Department), FAC (Department of Treasury) or the Antiquities Acts*
  3. *It is covered under an existing proprietary or non-disclosure agreement (NDA)*
- Tell committee as soon as possible
- Declare restriction when scheduling defense
- Defense is attended by committee only
- Thesis may be embargoed for up to three years

Defense Approval and Scheduling Form

Dear Student: Select a date/time when your committee members can attend and reserve the room for your defense. (Your department/program secretary is a great resource for available room information.)

- Your defense may not be scheduled during the period between the defense deadline and the last day of finals.
- This form must be completed and received in the Office of Graduate Education (C 2201) NO LESS THAN FIVE WORKING DAYS before the scheduled time of the defense.
- Email your title and abstract to GradOffice@sdsmt.edu as soon as you submit this form.

Print Student Name_____ Student ID _____

Program _____ defense ☐ PhD dissertation defense

Time (include am/pm) _____ on _____ Day Year

Room_____ of the _____Building

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

If a Zoom link is being provided, it should be created by the major professor and emailed to GradOffice@sdsmt.edu

Do any of the following pertain to this thesis/dissertation: (1) it contains patentable content; (2) it is subject to export control under ITAF or EAR; or (3) it is covered under an existing proprietary or non-disclosure agreement? If you are unsure, please discuss with your major professor before answering. ☐ Yes ☐ No

If you answered Yes, the Office of Research Affairs (OH 102) must complete the Restricted Thesis/Dissertation Declaration below. A restricted defense is not announced to the campus community, and the thesis/dissertation documents will be held in the library until the specified release date.

Restricted Thesis/Dissertation Declaration (to be completed by the Office of Research Affairs)

This ☐ is ☐ is not a restricted thesis/dissertation. Release date if restricted: _____

_____ _____ _____

Signature of designated official (Print Name) Date

Defense Approval and Scheduling form

- Sign **after** reviewing the document
- Committee should be confident that thesis is defensible
- You are not just agreeing to show up at the defense!

I request to defend on
the date specified above: Student Signature _____ Date_____

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.)*

Major Professor Signature	(Print Name)	Date
Graduate Representative Signature	(Print Name)	Date
Committee Member Signature	(Print Name)	Date
Committee Member Signature	(Print Name)	Date
Committee Member Signature	(Print Name)	Date
Committee Member Signature	(Print Name)	Date
Committee Member Signature	(Print Name)	Date

About the defense

- Announced to campus community
- Held on campus during business hours
- Public presentation unless restricted
- Committee examination
- Results report must be submitted within 2 days

Remote defense policy

- In person defense preferred
- Remote access permitted if
  - In-person attendance is a hardship
  - All participants have good access
- If technical difficulties interfere
  - Grad Div Rep decides if it must be rescheduled
- Major professor should schedule the Zoom session and include link on the scheduling form

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Emergency committee substitutions

- Absentee notifies major professor and dean asap
  - Provides name of willing alternate if possible
- Major professor decides to go ahead or reschedule
- Alternate attends defense and signs report
- Absentee still provides revisions
- Absentee still signs title page
- No more than one alternate per defense

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Possible defense outcomes

- **Minor corrections**
  - You trust the student to fix a few noted items
  - Committee doesn't need to see it again and is ready to sign title page
- **Major revisions**
  - May affect grammar, style, format, structure, organization
  - Does not significantly impact data, interpretation, conclusions
  - Can be completed within 3 weeks
  - Must not require additional research or experiments
- **Substantial revisions**
  - Fundamentally alter the organization, structure, data, methods, results, or conclusions,
  - Or, cannot be completed within 3 weeks
  - Requires partial or complete re-defense
  - Student cannot participate in commencement

Defense results report

- Send to Grad Office within 2 days of the defense.
- READ the options and select what is appropriate!

Part I. The undersigned have conducted the defense examination for the above-named candidate for the degree specified and have judged that the candidate [ ] **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 t understanding that the student will complete any minor style and grammatical corrections indicated b document is submitted to the Graduate Office for final checkout.

Title page sent for signatures immediately

[ ] **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, re-writing 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 co extensive revisions expected to take more than 3 weeks of full-time effort. They include adding new cha additional data, reanalyzing data, reinterpreting results, or rewriting more than ~20% of the work. The c determine the length and format of the re-defense appropriate to the type and scope of the revisions, fro to a full re-defense. Regardless of format, however, the re-defense must be scheduled with the Graduate Office.

Cannot attend commencement unless re-defends by deadline

Documenting revisions

- **Brief summary** of the required revisions given to the student **in writing**.
- The Grad Div Rep is responsible for task
- Summary entered on page 2 of the defense results report

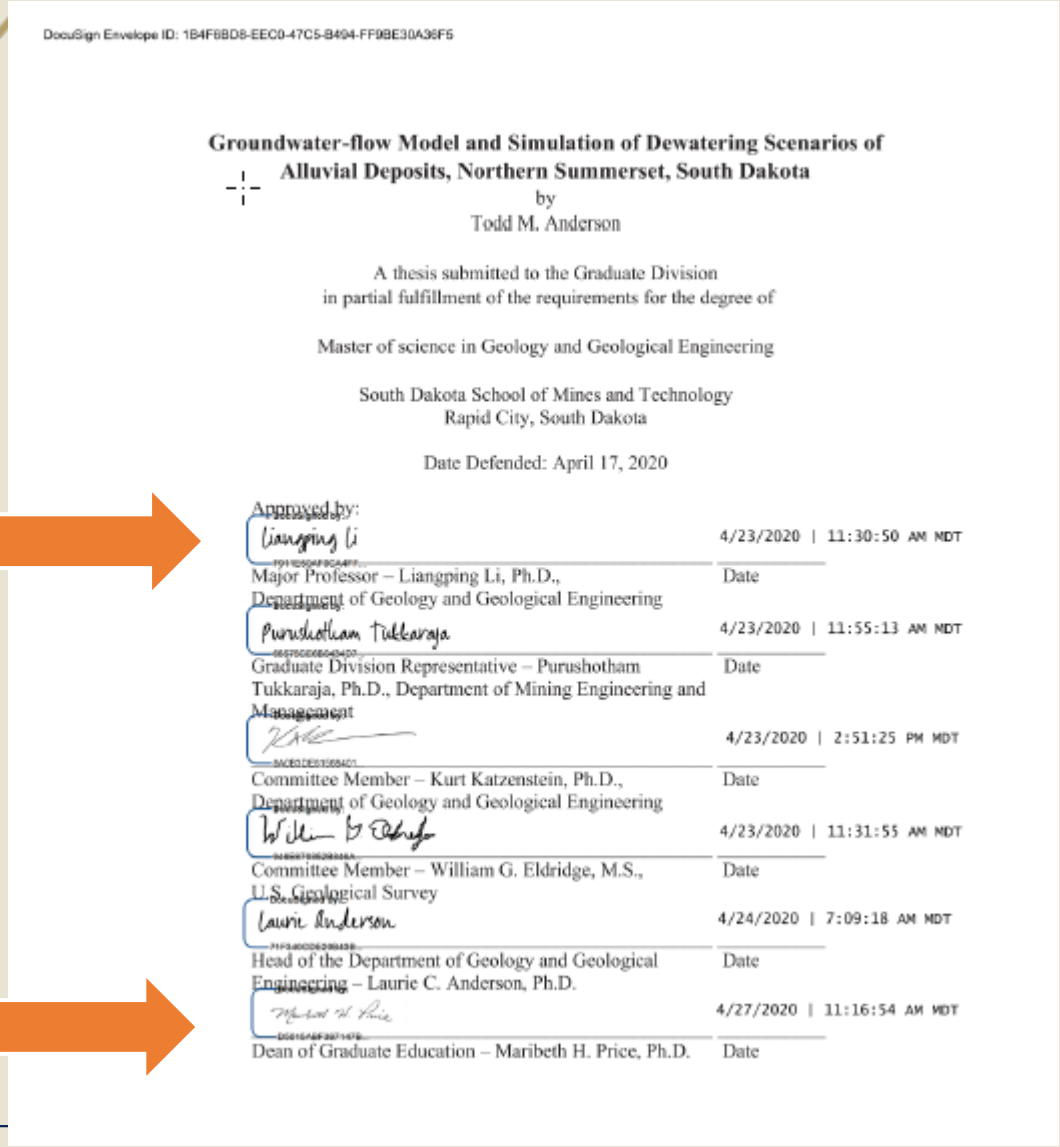
- Why do we ask committees to do this?
  - Difficult for student to recall everything discussed during defense
  - Helps prevent arguments later
- Examples of summary items
  - Make edits indicated in documents returned by the committee
  - Convert to metric units in all writing and figures
  - Expand literature review to include additional references suggested by the committee

Post-defense process

- Student completes revisions
- Designated committee members review
- Committee signs title page to indicate acceptance
- Grad Office begins the Final Review
  - MP must complete Library Order Form
  - MP must complete Checkout Form
- Student uploads to ProQuest
- Payment for Library copies confirmed
- Checkout sheet submitted

Title page approval

- MP or GDR notifies Grad Office when committee is ready to sign
- Grad Office sends title page through DocuSign
- Your signature on the title page indicates your **approval** and **acceptance** of the final copy
- The student cannot proceed to the Grad Office final review without <u>all</u> committee signatures.
- The Dean signs AFTER the Final Review by the Grad Office has been passed.



DocuSign Envelope ID: 1B4F8BD8-EEC0-47C5-B494-FF9BE30A36F5

Groundwater-flow Model and Simulation of Dewatering Scenarios of Alluvial Deposits, Northern Summerset, South Dakota

by

Todd M. Anderson

A thesis submitted to the Graduate Division
in partial fulfillment of the requirements for the degree of

Master of science in Geology and Geological Engineering

South Dakota School of Mines and Technology
Rapid City, South Dakota

Date Defended: April 17, 2020

Approved by:

Liangping Li — 4/23/2020 | 11:30:50 AM MDT

Major Professor – Liangping Li, Ph.D., Department of Geology and Geological Engineering — Date

Purushotham Tukkaraja — 4/23/2020 | 11:55:13 AM MDT

Graduate Division Representative – Purushotham Tukkaraja, Ph.D., Department of Mining Engineering and Management — Date

4/23/2020 | 2:51:25 PM MDT

Committee Member – Kurt Katzenstein, Ph.D., Department of Geology and Geological Engineering — Date

4/23/2020 | 11:31:55 AM MDT

Committee Member – William G. Eldridge, M.S., U.S. Geological Survey — Date

Laurie Anderson — 4/24/2020 | 7:09:18 AM MDT

Head of the Department of Geology and Geological Engineering – Laurie C. Anderson, Ph.D. — Date

4/27/2020 | 11:16:54 AM MDT

Dean of Graduate Education – Maribeth H. Price, Ph.D. — Date

Dean's Final Review

- Abstract is edited for style and content
- Final formatting check
- Proofreading check
- MP not involved unless student does not pass in two attempts. Dean will notify MP, who may choose to
  - Pass document as is
  - Work with student to complete
  - (Dean will not review again)
- After Final Review, student uploads to ProQuest

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 copies cannot be ordered from ProQuest!
- 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!
- Students 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.

Office of Graduate Education – South Dakota School of Mines and Technology
Upload completed form to D2L

Thesis/Dissertation Library Order Form

Devereaux Library retains one unbound and one bound archival copy of the document. This form is used to specify whether additional copies are to be ordered for the student, department, or major professor. It must be signed by all parties. *Departments and major professors are responsible for obtaining their own electronic copies directly from the student, if desired.* **Payment for copies is normally the responsibility of the student,** but a South Dakota Mines account number may be provided if funds are available to cover this charge.

Student Name (print): _____ Student ID: _____

Major Professor (print): _____ Dept _____

Student Email address _____
other than your SDSM&T "mines" mail

Student Mailing Address to ship thesis:
(If you don't know your future shipping address, provide a cell phone number or other reliable means to contact you for the next 4-6 months.)

It may take 3-4 months for the library to complete the printing and binding. When they are ready, the Devereaux Library will take care of distributing the ordered copies to you, the department and the other recipients.

LIBRARY COPIES: **1 unbound copy, 1 bound copy**

___ *(Optional): Please use this account to pay for the library copies and one-time library processing fee.:*

Account Authorized Signature	Print Name	Date	# copies	account index
			__2__	

STUDENT COPIES (Optional):

Students may order additional copies for themselves if desired. Enter the number of copies, or 0, and sign. Institutional accounts may not be used to pay for student copies.

Student Signature	Print Name	Date	# copies

DEPARTMENT BOUND COPIES:

Enter the number of additional bound copies, or 0 if none are desired, and sign. Every line must be signed.
Optional: If using an account to pay for copies, enter an index code for which you have signing authority.

☐ *Major professor, check here if you approve allowing the student to request a 12-month embargo for the purpose of journal publication. This option is available even if the defense was public and the work was not declared Restricted.*

	Print Name	Date	# copies	account index
Major Professor Signature				
Dept Head/Program Coordinator				

Checkout Sheet

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

Office of Graduate Education – South Dakota School of Mines and Technology

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.

Print Student Name_____ID#_____

Degree Program: _____ Semester of completion: _____

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

   If No, please check all that apply:
   - [ ] Student has been issued keys (Section B must be completed)
   - [ ] Student has been using laboratory facilities (Section C must be completed)
   - [ ] Neither of these items applies

   List labs: _____

_____ _____ _____

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. 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.Smallbrock@sdsmt.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
  - MS summer grads need approved summer defense petition to walk in spring

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PhD hooding ceremony

- Hooding is performed by major professor and the Graduate Dean
- Hooding practice at the Civic Center
  - 2-3 pm on Friday before graduation
  - Please attend; it is fun and it helps your student feel more comfortable with the process
  - Helps you remember the little details

Help students avoid the trap

- Typically 1/3 of students who apply to graduate do not finish
  - Writing not finished in time
  - More substantial revisions than anticipated
- Advise students to submit by mid-term of semester
- Complete reviews within two weeks
- Review before signing the defense scheduling form

- Committees ARE NOT obligated to do high-speed reviews
- Committees ARE required to ensure document is complete before agreeing to the defense!

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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!
- 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

Your responsibilities

- As a graduate advisor please
  - Know how the defense process works
  - Never allow a defense based on a partial document
  - Return revisions within two weeks
  - Communicate with the committee regarding the defense
  - Remind the committee to notify you of showstoppers before the defense
  - Ensure student receives written list of required revisions
  - Complete final paperwork
  - Remember to get your electronic copies from the student

A large part of the student's success depends on you.

Questions?

- Contact us!
  - GradOffice@sdsmt.edu
  - 605-355-3468
  - CBEC 2201

ACADEMICS

- Academics
- Academic Calendar
- Academic Catalog Online
- Academic Departments
- Academic Streaming Video
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- Cocurricular Programs
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- Events and Outreach
- Exams and Testing
- Faculty
- **Graduate Education**
  - **Academic Programs**
  - **Academic Catalo**
  - **Admissions**
  - **Admitted St dents**
  - **Current S dents**
  - **FAQ**
  - **Forms**
  - **Funding**
  - **Online Programs**
  - **Policies**
  - **Tuition and Costs**

Forms

(Additional reference materials can be found on th

How to Digitally Sign Graduate Forms

Admission Forms

Accelerated MS Interim Advising Plan
Graduate Admissions Application

Exam Forms

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Exam P

Contact Us

Graduate Education Office
South Dakota Mines
Attention: Graduate Education, Mail stop C2201
501 East St. Joseph St.
Rapid City, SD 57701-3995

(605) 355-3468

GRADUATE EDUCATION POLICIES

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

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  - VI.1.b. Changes in Commitee Membership
  - VI.1.c. Emergency Commitee Substituions
- VI.2. Program of Study
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- VI.4. Credit Policies for All Graduate Degrees
  - VI.4.a. Graduate Course Level Requirements
  - VI.4.b. Advanced Degree Grade Requirements
  - VI.4.c. Research Credits
  - VI.4.d. Dual Credit for Mulitple Programs
  - VI.4.e. Graduate Credits Earned at SD Mines
  - VI.4.f. Applying Credits from Outside Institutions
  - VI.4.g. Applying Undergraduate Level Credits Tow
  - VI.4.h. Applying Graduate Level Credits Taken as

SOUTH DAKOTA MINES

Graduate Advising for Faculty
Workshop Series

Recorded Spring 2023

The Graduate Division Representative

Responsibilities

Important policies

Defense procedures

What is the GDR?

- Representative of Graduate Office on a committee
- Full-time Mines faculty member with PhD
- Different department than major professor
- Advantage to have relevant technical expertise but NOT REQUIRED

Responsibilities

- Know graduate policies and defense procedures
- Cultivate an advising-type relationship with the student
- Advocate for student if needed
- Guide committee if they go off the rails
- Help resolve committee disputes
- Monitor quality of work from institutional perspective
- Intervene if something isn't right or needs doing

You're not the "odd person out" on the committee. Your role is critical.

You can always call on the graduate dean if you need help.

Policy index

VI.1. Supervision of Advanced Degree Programs
- VI.1.a. Composition of Graduate Committees
- VI.1.b. Changes in Committee Membership
- VI.1.c. Emergency Committee Substitutions
- VI.1.d. Change of Major Professor
- VI.1.e. Changing the Master's Program Option

VI.5. Thesis/Dissertation Submission Requirements
VI.6. Thesis/Dissertation Defense Requirements

VIII.2. The Qualifying Examination
VIII.3. The Comprehensive Examination and Admission to PhD Candidacy

Degree milestones

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

* Accelerated MS students in 1st semester

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- PhD
  - File Program of Study
    - 2nd semester
  - Complete courses
  - Qualifying exam
    - Time varies by program
  - Comprehensive exam
    - When coursework substantially completed
    - No later than 12 months before the defense
  - Admission to Candidacy
  - Dissertation defense

Master's proposal

- Examination of master's research proposal/plan
- Format and timing determined by program
- NOT scheduled by Grad Office
- Submit Master's Proposal Report to Grad Office

Recommended by third semester.

Department/program certification:

____ I certify that the student listed above has successfully completed a Masters thesis proposal as required and administered by the department/program.

____ I report that the student listed above has taken a Masters thesis proposal defense but has failed to pass it wholly or in part. The student will be required to repeat the attempt by this deadline _____.

____ I certify that the student listed above has taken the Masters thesis proposal defense the maximum allowable times and has NOT successfully completed it. Please check one of the following:

___ the student is not authorized to continue in the Master's program

___ the student is required to switch to the non-thesis option

A formal notification letter, initiated by the department/program and signed by the Office of Graduate Education, will be sent to the student to inform them of this outcome.

PhD Qualifying Examination

- Course-work based
- Format and timing determined by program
- May or may not include full committee
- NOT scheduled by Grad Office
- Submit Qualifying Exam Report to Grad Office

Recommended when coursework is substantially completed.

Department/program certification:

____ I certify that the student listed above has successfully completed the qualifying exam and is authorized to continue studies in the aforementioned PhD program.

____ I report that the student listed above has taken a qualifying exam but has failed to pass it wholly or in part. The student will be required to repeat all or part of the exam by this deadline _____.

____ I certify that the student listed above has taken the qualifying exam the maximum allowable times and has NOT successfully completed the qualifying exam(s) and is NOT authorized to continue studies in the aforementioned PhD program.| A formal notification letter informing the student of the outcome, initiated by the department/program and signed by the Dean of Graduate Education, will be sent to the student.

PhD Comprehensive Exam

- Must include a **written research proposal**
- May include other oral or written examination
- Committee must participate and approve
- Format and timing determined by program
- NOT scheduled by Grad Office
- Submit Admission to Candidacy form to Grad Office
  - If Qual/Comp done together, one form can serve for both

Recommended when coursework is mostly complete and before 60 credits (incl prior MS).

Check one:

☐ The qualifying exam was taken with this comprehensive exam and it was also passed.

☐ The qualifying exam was passed on date _____ prior to taking the comprehensive exam.

Documentation of BOTH exams required for Admission to Candidacy.

Use one style or the other. No hybrids!

Thesis/Dissertation styles

Traditional style

Or one-paper journal 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*
- **Two or more journal articles**,
- **Conclusions** *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.

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

Restricted thesis or dissertation

- A thesis or dissertation may be declared restricted if
  1. *It contains patentable content*
  2. *It is subject to export control under federal law, including EAR (Department of Commerce), ITAR (State Department), FAC (Department of Treasury) or the Antiquities Acts*
  3. *It is covered under an existing proprietary or non-disclosure agreement (NDA)*
- Tell committee as soon as possible
- Declare restriction when scheduling defense
- Defense is attended by committee only
- Thesis may be embargoed for up to three years

Defense requirements

- Public unless restricted
- Acceptable complete manuscript
- Scheduled 5 business days in advance
- On campus during business hours
- Remote ok under certain conditions
- Full committee present
- Negative vote by two or more is a fail
- Results report

Graduate Education Policy VI.5. Thesis/Dissertation Submission Requirements

Graduate Education Policy VI.6 Thesis/Dissertation Defense Requirements

Remote defense policy

- In person defense preferred
- Remote access permitted if
  - In-person attendance is a hardship
  - All participants have good access
- If technical difficulties interfere
  - Grad Div Rep decides if it must be rescheduled
- Major professor should schedule Zoom session

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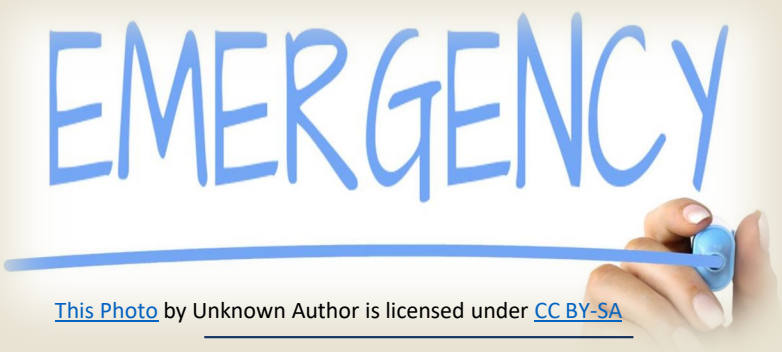
Graduate Education Policy VI.6 Thesis/Dissertation Defense Requirements

Emergency committee substitutions

- Absentee notifies major professor and dean asap
  - Provides name of willing alternate if possible
- Major professor decides to go ahead or reschedule
- Alternate attends defense and signs report
- Absentee still provides revisions
- Absentee still signs title page
- No more than one alternate per defense

Graduate Education Policy VI.1.c. Emergency Committee Substitutions



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Defense overview

- Major professor approves document
- Committee reviews document
- Defense is formally scheduled
- Defense is conducted
  - Public presentation
  - Committee examination
- Committee submits defense report
- Student completes revisions
- Committee approves revisions
- Final checkout by Grad Office
  - Final review by dean
  - ProQuest/Library submission
  - Final student checkout

See the Defense Process workshop for more details.

GDR defense responsibilities

- Do not permit defense if document is incomplete or poor quality
- Receive defense packet paperwork
  - Instructions
  - Reporting form
- Ensure committee chooses appropriate outcome
- Summarize committee revisions required of student
- Ensure Defense Result Report is delivered to Grad Ed in 2 days
- Monitor revisions process

Document is acceptable before defense

- Complete
  - No missing chapters or sections
- Correctly styled
  - Traditional or journal style – no hybrids!
- Acceptable quality
  - "Appears to be an acceptable document in terms of **technical quality** and **standard written English**"
- Reprint permissions included in Appendix, if applicable

If the student is unlikely to be successful in the defense, it is in everyone's best interest to stop and delay it to later time.

Defense results report

- Help committee select the appropriate outcome!

Part I. The undersigned have conducted the defense examination for the above-named candidate for the degree specified and have judged that the candidate [ ] **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 t understanding that the student will complete any minor style and grammatical corrections indicated b document is submitted to the Graduate Office for final checkout.

Title page sent for signatures immediately

[ ] 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, re-writing 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 co extensive revisions expected to take more than 3 weeks of full-time effort. They include adding new cha additional data, reanalyzing data, reinterpreting results, or rewriting more than ~20% of the work. The c determine the length and format of the re-defense appropriate to the type and scope of the revisions, fr to a full re-defense. Regardless of format, however, the re-defense must be scheduled with the Graduate Office.

Cannot attend commencement unless re-defends by deadline

Defense outcomes

Make sure committee selection is appropriate!

- Type of revisions
- Difficulty of revisions
- Time needed

- **Minor corrections**
  - Student is trusted to make edits noted by committee
  - Committee doesn't need to see it again
- **Major revisions**
  - May affect grammar, style, format, structure, organization
  - Does not significantly impact data, interpretation, conclusions
  - Can be completed within 3 weeks
  - Must not require additional research or experiments
- **Substantial revisions**
  - Fundamentally alter the organization, structure, data, methods, results, or conclusions,
  - Or, cannot be completed within 3 weeks
  - Requires partial or complete re-defense
  - Student cannot participate in commencement

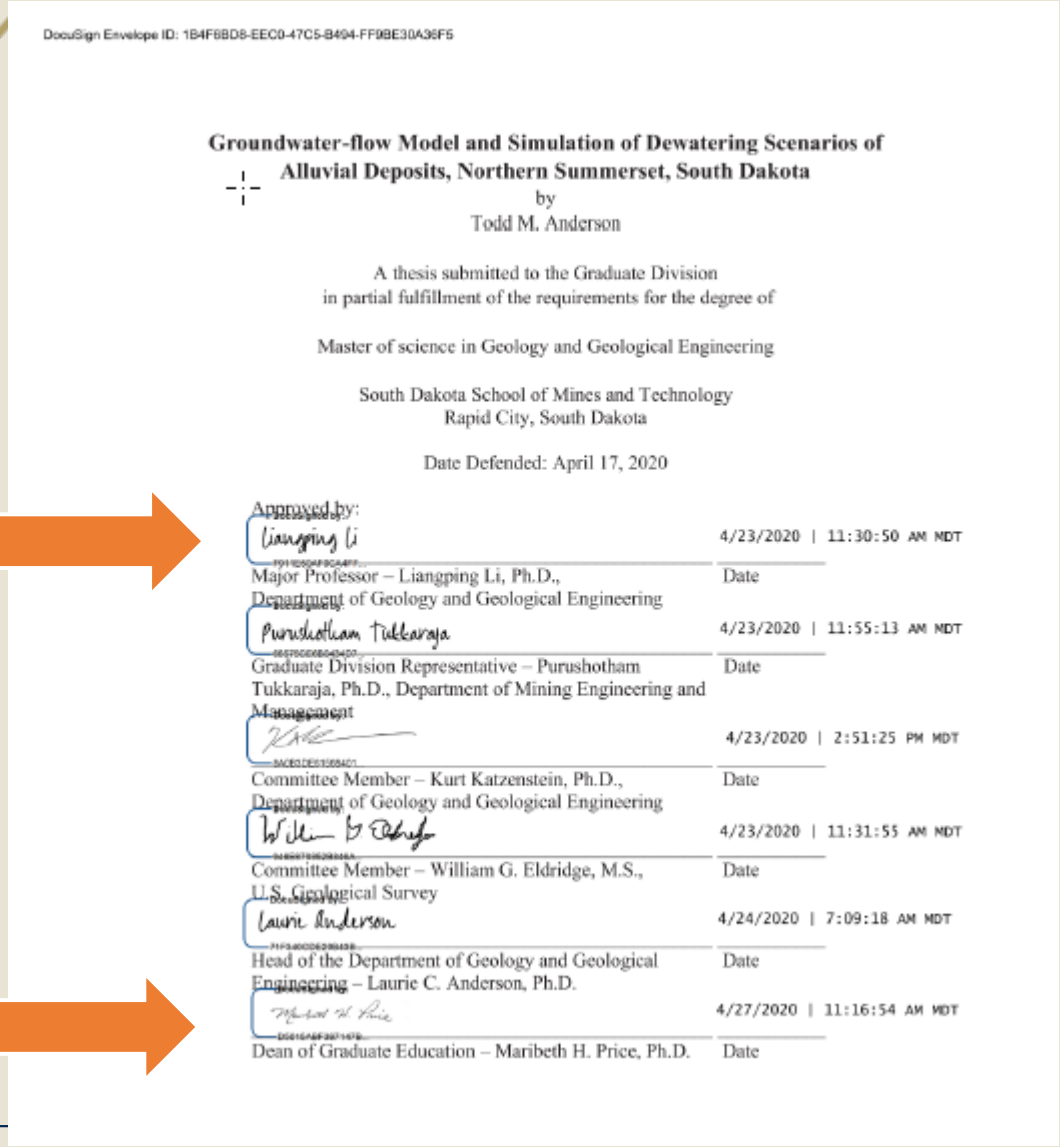
Documenting revisions

- **Brief summary** of the required revisions given to the student **in writing**.
- The Grad Div Rep is responsible for task
- Summary entered on page 2 of the defense results report

- Why do we ask committees to do this?
  - Difficult for student to recall everything discussed during defense
  - Helps prevent arguments later
- Examples of summary items
  - Make edits indicated in documents returned by the committee
  - Convert to metric units in all writing and figures
  - Expand literature review to include additional references suggested by the committee

Thesis/dissertation approval

- MO or GDR notifies Grad Office when committee is ready to sign
- Grad Office sends title page through DocuSign
- Your signature on the title page indicates your **approval** and **acceptance** of the final copy
- The student cannot proceed to the Grad Office final review without <u>all</u> committee signatures.
- The Dean signs AFTER the Final Review by the Grad Office has been passed.



DocuSign Envelope ID: 1B4F8BD8-EEC0-47C5-B494-FF9BE30A36F5

Groundwater-flow Model and Simulation of Dewatering Scenarios of Alluvial Deposits, Northern Summerset, South Dakota

by

Todd M. Anderson

A thesis submitted to the Graduate Division
in partial fulfillment of the requirements for the degree of

Master of science in Geology and Geological Engineering

South Dakota School of Mines and Technology
Rapid City, South Dakota

Date Defended: April 17, 2020

Approved by:

Liangping Li — 4/23/2020 | 11:30:50 AM MDT

Major Professor – Liangping Li, Ph.D., Department of Geology and Geological Engineering — Date

Purushotham Tukkaraja — 4/23/2020 | 11:55:13 AM MDT

Graduate Division Representative – Purushotham Tukkaraja, Ph.D., Department of Mining Engineering and Management — Date

4/23/2020 | 2:51:25 PM MDT

Committee Member – Kurt Katzenstein, Ph.D., Department of Geology and Geological Engineering — Date

4/23/2020 | 11:31:55 AM MDT

Committee Member – William G. Eldridge, M.S., U.S. Geological Survey — Date

Laurie Anderson — 4/24/2020 | 7:09:18 AM MDT

Head of the Department of Geology and Geological Engineering – Laurie C. Anderson, Ph.D. — Date

4/27/2020 | 11:16:54 AM MDT

Dean of Graduate Education – Maribeth H. Price, Ph.D. — Date

Sticky situations

- Change of major professor
- Change from thesis to non-thesis option
- Student requests advice about a difficult major professor
- Student work is far below standard
- Committee cannot agree on something

You can always call on the graduate dean if you need help.

Changing major professors

- Students have the right to change major professors, but
  - Requires approval of new major professor/head
  - May impact funding, research topic, and time to degree
  - Must resolve research obligations if funded
  - Poaching of students is considered unethical
- Process is quick and easy if all agree
- Current major professor may object
  - Triggers a review and discussion by involved parties

Note: The major professor is not official until the Program of Study is approved.

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Graduate Education Policy VI.1.d Change of Major Professor

Changing thesis to non-thesis

- Student has a right to do so
- Formal change only required if POS has been filed
- Easy if MP agrees and signs Change Thesis to Nonthesis Form
- If MP objects, follow “Change of Major Professor” process
- Committee is dissolved
- Major professor may choose to remain the advisor

Graduate Education Policy VI.1.e. Changing the Master’s Program Option

Difficult major professor

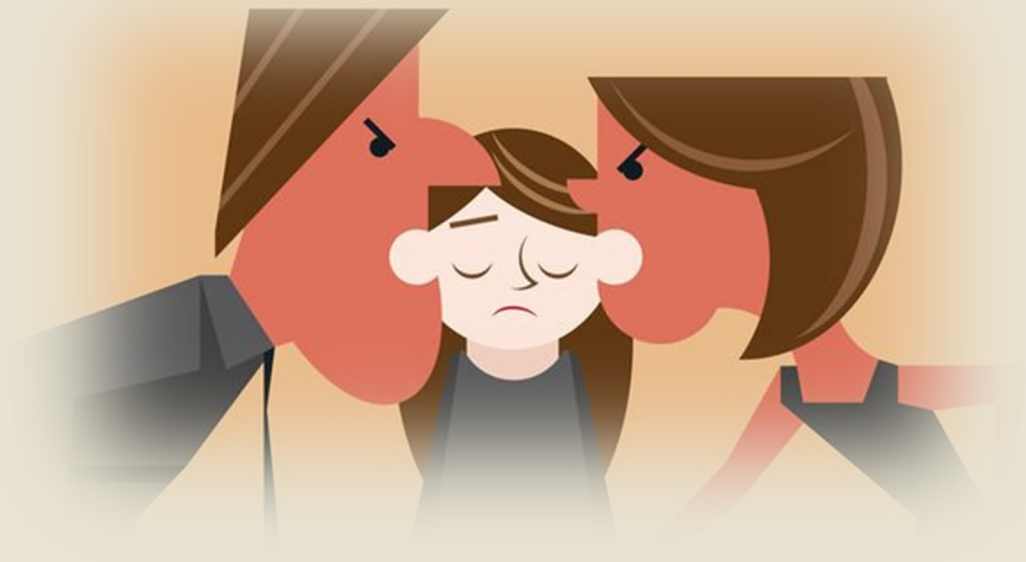
- You help just by listening
- Provide outside perspective
- Offer to mediate
- Refer if called for
  - Faculty supervisor
  - Graduate Dean
  - Counseling Services
  - Human Resources
- Respect student's confidence
  - Except for Title IX
- Respect your colleages

Substandard work

- Judge of quality from the institutional perspective
- Ways to judge quality outside your field
  - Complete document
  - Writing quality
  - Alignment of research question and conclusions
  - Adherence to style and formatting requirements
  - Substantial literature review and references
  - Methods well explained
  - Committee discussions and questions during defense
- What you can do
  - Help student in areas you are qualified
  - Help committee find ways to communicate expectations
  - Delay defense if called for

Committee disputes

- Provide outside perspective
- Use your knowledge of policy
- Mediate when discussions get heated
- Advocate for student
- Call on dean if needed



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Your responsibilities

- As graduate division representative please
  - Know graduate education policies
  - Know the defense procedures
  - Be available to the student
  - Judge quality of work
  - Advocate for the student
  - Make sure forms get submitted
  - Help resolve committee disputes

A large part of the student's success depends on you.

You can always call on the graduate dean if you need help.

Questions?

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  - VI.4.h. Applying Graduate Level Credits Taken as

SOUTH DAKOTA MINES

Graduate Advising for Faculty Workshop Series

Recorded Spring 2023

Helping your students succeed

Under construction

Ideas for this section

- What do good major professors do? They CARE
  - **C**ommunicate
  - **A**ssist
  - **R**espect
  - **E**ncourage
- Facilitating completion of milestones
- Facilitating writing
- Resources
- Professional development

Communicate

- Cultivate being approachable and responsive
- Provide clear expectations on goals and deliverables
- Be clear about work duties and time commitments
- Provide regular feedback on their efforts
- Meet regularly to set goals and review progress
- Ask for early drafts and return them promptly with feedback

Assist

- Be a mentor, not just a boss
- Show them what to do, don’t just tell them
- Provide resources: materials, stipends, feedback
- Encourage cooperation in your team, not competition
- Get your students helping each other
- Be organized and ready for meetings
- Submit EPAFS on time to avoid breaks in income
    - Make sure grants have budget in plenty of time

Respect

- Listen to their ideas and concerns
- Remember they are not yet research experts
- Give constructive feedback, not harsh criticism
- Don’t make critiques personal
- Challenge them, but do not overwhelm them
- Be mindful of their work-life balance

Encourage

- Ask them what they need and how you might help
- Support and commend their efforts to meet your expectations
- Show them how to do better, kindly, when they fall short
- Help them develop goals and define deliverables
- Keep them working toward degree milestones

Who do you want to be?

Comments from the last Mines graduate student survey

- ___ is really helpful in helping in being a supervisor for my PhD.
- ___ is great, …an inspiration and really motivates me to work on my research and read my literature review materials.
- My major professor has been excellent throughout the entire process!
- Words are powerless to express my gratitude to you. … I truly appreciate you and your time you spent helping me.
- My advisor has been amazing at helping me through the process.
- Special thanks to ___ who is special. I wish I had __ as my advisor much earlier.
- ___ can improve a lot on how to advise students, be professional, and want good for students
- I am very disappointed at my major advisor, it is very hard for me to talk to __ and I don't trust the department to take action about it.
- ___makes working in the building scary and intimidating. If I see __ in the hallway, I turn the other way.
- I have had to do most of my own advising and figuring out what steps to take during my PhD. It has been a bit frustrating because I love having direction.
- My advisor makes me feel stupid most times and I don't feel comfortable talking to __.

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

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Your responsibilities

- As a graduate advisor please
  - Know graduate education policies
  - Know your department's program requirements
  - Meet with your advisees regularly
  - Help student plan and complete milestones
  - Be a mentor

A large part of the student's success depends on you.

Questions?

- Contact us!
  - GradOffice@sdsmt.edu
  - 605-355-3468
  - CBEC 2201

ACADEMICS

- Academics
- Academic Calendar
- Academic Catalog Online
- Academic Departments
- Academic Streaming Video
- All Degrees
- Cocurricular Programs
- Department Advisory Boards
- Devereaux Library
- Events and Outreach
- Exams and Testing
- Faculty
- **Graduate Education**
  - **Academic Programs**
  - **Academic Catalo**
  - **Admissions**
  - **Admitted St dents**
  - **Current S dents**
  - **FAQ**
  - **Forms**
  - **Funding**
  - **Online Programs**
  - **Policies**
  - **Tuition and Costs**

Forms

(Additional reference materials can be found on th

How to Digitally Sign Graduate Forms

Admission Forms

Accelerated MS Interim Advising Plan
Graduate Admissions Application

Exam Forms

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Exam P

Contact Us

Graduate Education Office
South Dakota Mines
Attention: Graduate Education, Mail stop C2201
501 East St. Joseph St.
Rapid City, SD 57701-3995

(605) 355-3468

GRADUATE EDUCATION POLICIES

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

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

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

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