

Instructions for Program of Study for **Non-thesis MS and M.Eng.** students

This form is used as an audit to ensure that the student has fulfilled all degree requirements. For **accelerated MS** students, the program of study is due to the Office of Graduate Education at midterm of the **first** semester of study following completion of the bachelor's degree. For **all other students**, the program of study form is due to the Office of Graduate Education at midterm of the **second** semester of study. The accepted POS should be reviewed in the semester prior to graduation in case any revisions are needed.

Usually, non-thesis students are assigned an academic advisor to assist with selection of courses and approve the program of study. Under some circumstances, a non-thesis student may also have an advisory committee, but only the advisor/major professor and department head/program coordinator signatures are required on a non-thesis POS.

Coursework schedule requirements (ALL students): Note that all degree programs are different and may have additional requirements. Review the academic catalog for all requirements.

- **MS non-thesis option credit requirements:**
 - 30 credits required for graduation; 20 credits must be core or elective coursework 500 level and above
 - A maximum of 6 credits of non-thesis project research (788) is allowed
 - At least 50% of credits must be at the 600 level or above
- **Masters of Engineering degree credit requirements:**
 - 30 credits required for graduation; 15 credits must be core or elective coursework 500 level and above
 - At least 15 credits of technical courses and at least 6 credits of management courses are required.
 - At least 50% of credits must be at the 600 level or above
- **Credit limitations:**
 - **MS** students can transfer a maximum of 12 credits from other institutions with committee approval
 - Maximum of 9 undergraduate level (300-400) credits not used toward undergraduate degree requirements can be applied toward an advanced degree; must have a **B** grade or better
 - **Accelerated MS** students: Up to 12 credits applied toward the **B.S.** program may be used to satisfy graduate credit requirements. Courses must be 400/500/600 level and taken at **SDSM&T** to be eligible for dual credit. See individual programs for the number and level of credits allowed by the program. In no cases can double-counted credits be triple-counted toward a third degree. Accelerated MS students cannot transfer credits from other institutions.
- **Grade requirements:**
 - 3.0 cumulative GPA of **ALL** graduate level courses taken (including courses not applied toward an advanced degree)
 - Must earn a **C** or better in all graduate courses (500 level or above) applied to an advanced degree
 - Must earn a **B** or better in all undergraduate courses to be applied toward the advanced degree
 - Students who receive an **F** grade in a graduate level course within their discipline (as defined by their department/program) must repeat the course or take an appropriate approved substitute

Submitting revisions to the POS

The POS is used to perform the final degree audit to ensure that the student has met the program requirements and fulfilled the course plan indicated by the program of study. The POS should be reviewed the semester before graduation to identify whether any revisions are needed to match the student's actual course program.

These POS changes do NOT require revisions to be submitted:

- Additional research credits taken over the number listed on the original POS
- Additional courses taken that will be not counted toward the degree
- Changes in the semester in which a course is taken

Minor revisions to a POS can be made by annotating the course list page, obtaining the advisor/major professor signature and date on the annotated copy, and resubmitting to the Graduate Office. Every student is provided a PDF copy of the approved POS, which should be retained for this purpose. Committee signatures are not required for minor revisions, which include:

- Correcting typographical errors in courses, which do not change the course being required
- Substitution of one or two similar elective courses to accommodate schedule or course offering adjustments
- Other changes determined by the major professor to not substantially change the requirements or intent of the original POS

The advisor/major professor has the responsibility to determine when the changes to a POS are substantial enough to warrant a new POS.

Switching from a thesis to a non-thesis Master's

Students changing from a thesis to a non-thesis Master's must submit a new non-thesis program of study with the approval their current major professor.

Changing the degree program

Changing the degree program requires that the student file a Change of Degree Program Form and a completely new POS. The student should thoroughly discuss this change with the advisor/major professor and the Head/Program Director of both the current and the intended future programs before initiating such a change.



Office of Graduate Education – South Dakota School of Mines and Technology
Masters (MS or M.Eng.) Program of Study Approval Checklist

This form helps the student verify that the Program of Study meets the Office of Graduate Education requirements for all Master's degree programs. Additional program requirements are listed in the SD Mines Catalog program descriptions. Discrepancies between this form and the Catalog should be reported to the Office of Graduate Education, but the Catalog requirements supersede this form.

Student's printed name: _____ Student ID: _____

Degree program: _____ thesis _____ non-thesis _____

Which Academic Year Catalog are you using? _____ Is this an SD Mines Accelerated MS degree? _____

Question	Caveats (see academic catalog for full list of policies)	Student checks	Grad Ed
All Masters students:			
Are there at least 30 credits listed on the POS?	Check the program catalog for additional requirements	<input type="checkbox"/>	<input type="checkbox"/>
Are at least 50% of the total credits at the 600 level or above?	Include all credits, both core/elective courses and research/project credits, in the count.	<input type="checkbox"/>	<input type="checkbox"/>
Are there any undergraduate courses (400 level or below) on the program of study? If yes, review the caveats in the next column. (Students must submit the <i>Transfer Undergraduate Credit to Graduate Transcript</i> form after the course is complete.)	<ol style="list-style-type: none"> 1. Must have a B or better to count toward degree requirements. 2. Cannot use credits counted toward a BS program unless enrolled in the accelerated program. 3. Cannot count more than 9 undergraduate credits toward an MS program. 	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a C or better on all graduate courses (500 level or above) listed on the <i>Program of Study</i> ?	<ol style="list-style-type: none"> 1. Cannot list any courses with D or F grades on the POS. 2. Must repeat F grades within discipline or list appropriate substitution on the POS. 	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any U grades in research credits listed on the POS?	Cannot count U grades toward degree requirements	<input type="checkbox"/>	<input type="checkbox"/>
Does the POS include credits taken while enrolled as an undergraduate or as a non-degree-seeking student? If yes, see caveats.	Not more than twelve (12) hours of credit taken as a School of Mines undergraduate or as a non-degree seeking student (in addition to double-counted credits used for an accelerated MS) may be applied toward an advanced degree.	<input type="checkbox"/>	<input type="checkbox"/>
Are all credit requirements listed in the program catalog met on the POS?	Students must follow the catalog requirements published in the year they began their enrollment. Students can change to a newer catalog year with permission from the program.	<input type="checkbox"/>	<input type="checkbox"/>
Are there any substitutions approved for required courses?	List the course on the POS as recorded on the transcript and note "Substitute for required course xyz"	<input type="checkbox"/>	<input type="checkbox"/>
Are there 12 or fewer credits transferred from an outside institution?	<ol style="list-style-type: none"> 1. Students must submit a <i>Transfer Credits from Outside Institution</i> form along with the program of study. 2. Accelerated MS students cannot transfer any courses from other institutions 	<input type="checkbox"/>	<input type="checkbox"/>
Are there a 12 or fewer credits listed as double counted toward the BS and MS?	See program requirements for additional restrictions.	<input type="checkbox"/>	<input type="checkbox"/>
Thesis students:			
Are there at least 6 credits of thesis research listed?	No more than 12 credits of research can count toward degree requirements. See program requirements for additional restrictions. Only 788/798/888/898 courses may be counted as research credits.	<input type="checkbox"/>	<input type="checkbox"/>
Are there at least 15 credit hours of graduate level courses listed?	Research credits (788/798/888/898) cannot be used as core course or elective credits.	<input type="checkbox"/>	<input type="checkbox"/>
Are there at least 3 committee members listed?	Major Professor and Grad Rep must be full time faculty on campus. Grad Rep must be from another program. See catalog for additional details and constraints.	<input type="checkbox"/>	<input type="checkbox"/>
Non-thesis students:			
Are there at most 6 credits of non-thesis research?		<input type="checkbox"/>	<input type="checkbox"/>
Are there at least 20 credit hours of graduate level courses?		<input type="checkbox"/>	<input type="checkbox"/>
Is the POS signed by a major professor and program coordinator or department head?	The advisor/major professor and dept head/program coordinator/program director can be the same person.	<input type="checkbox"/>	<input type="checkbox"/>

Verified by Grad Office _____

Signature

Printed name

Date

