

## Instructions for PhD Program of Study

The PhD program of study form is due to the Office of Graduate Education at midterm of the second semester of study or after the completion of 9 credits, whichever is later. The accepted POS should be reviewed in the semester prior to graduation in case any revisions are needed. This form is used as an audit to ensure that the student has fulfilled all degree requirements.

### Graduate advisory committee requirements for thesis and dissertation students:

A PhD's student's graduate committee assists the student with research questions, coursework selection, etc. Graduate committees must include:

- major professor: must be a full time faculty member at SDSM&T
- graduate representative: must be a full time faculty member at SDSM&T and chosen from outside the major department/program
- minimum of 3 additional members for a total of 5 members

Additional notes:

1. The major professor and graduate representative for PhD students must have a minimum of a PhD degree.
2. To be eligible to serve as a committee member at large on a graduate student advisory committee, the person must hold a minimum of a B.S. degree. Off-campus persons, including emeritus faculty, retired faculty, and members of industry, may serve as a co-major professor or committee member at large if they meet the requirements listed.
3. The committee must consist of a minimum of 3 members from the SDSM&T campus. If a committee contains more than 5 members, a majority of the committee must be members from the SDSM&T campus.
4. A person with graduate student status cannot serve on a graduate student advisory committee.

### Coursework schedule requirements (ALL students):

Note that all degree programs are different and may have additional requirements. Review the academic catalog for all requirements.

- PhD option credit requirements:
  - Minimum 72 credits required; a minimum of 36 credits must be core or elective coursework
  - At least 50% of the credits must be at the 600 level or above.
  - A minimum of 20 credits of research (898) is required
  - Students holding an MS degree from another institution can apply up to 24 coursework credits and 6 research credits toward the PhD degree, with committee approval; these credits are a reduction of the required credits and are not transferred to your Mines transcript.
- Credit limitations:
  - Undergraduate level (300-400) credits not used toward undergraduate degree requirements, with a grade of B or better, can be applied toward a PhD degree. Students entering the PhD from a baccalaureate program may use up to 12 credits; student entering with a master's degree may use up to 6 credits.
  - In no cases can double-counted credits (as for the accelerated MS degree) be triple-counted toward a third degree.
- 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 and 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 or project 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 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 major professor has the responsibility to determine when the changes to a POS are substantial enough to warrant a new POS that is reviewed and signed again by the entire committee. The major professor is encouraged to consult with the committee when making this determination, if there is any doubt.

## **Changing committee members other than major professor(s)**

A change in a committee member, including the Graduate Division representative, may be made by identifying the new member and ensuring that the Graduate Office receives approval (email approval is acceptable) from the major professor and the new member. Based on this approval, the Graduate Office will annotate the existing POS with the new member. It is strongly encouraged to discuss the change with the previous committee member and gain consent, if possible, but consent is not required to remove a committee member.

The addition of a co-major professor, or the conversion of an existing committee member to a co-major professor, may be accomplished by the email consent of the current major professor and the new co-major professor.

## **Changing the major professor**

Changing the major professor or co-major professor requires a Change of Major Professor Form with all required signatures, as well as a new POS signed by the entire new committee. Changing major professor(s) may have substantial impact on a student's funding and time to degree completion, and students should discuss this change with both the current and new major professors and the department head before initiating the process.

## **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 the process.

## Program of Study (POS) Approval Checklist (PhD)

*This form helps the student verify that the Program of Study meets the Office of Graduate Education requirements for all PhD degrees. 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 supercede this form.*

Student's printed name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Degree program: \_\_\_\_\_ Which Academic Year Catalog are you using? \_\_\_\_\_

Have you earned a master's degree? \_\_\_\_\_ If so, which university? \_\_\_\_\_

Question	Caveats (see academic catalog for full list of official policies)	Student check	Grad Ed
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 Credits to Graduate Transcript</i> form after the course is complete.)	1) Must have a B or better to count toward degree requirements. 2) Students entering the PhD from the bachelor's degree may use up to 12 undergraduate credits; student entering from an MS are limited to 6 undergraduate credits.	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a C or better on all graduate courses (500 level or above) listed on the POS?	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.	A maximum of 12 such credits not used toward a prior degree may be applied to the PhD. Double-counted credits used for an accelerated MS may not be applied toward a PhD.	<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 at least 72 credits listed on the POS?	Check the program catalog for additional requirements	<input type="checkbox"/>	<input type="checkbox"/>
Are there at least 20 credits of research listed?	Only 788/798/888/898 courses may be counted as research credits.	<input type="checkbox"/>	<input type="checkbox"/>
Are there at least 36 credit hours of core or elective course credits listed (including credits listed on the <i>Reduction of Credits for PhD</i> form)?	Course credits include any credits not counted as research credits. Research credits (788/798/888/898) may not be used as core course credits or electives.	<input type="checkbox"/>	<input type="checkbox"/>
Are there at most 24 coursework and 6 research credits listed on the <i>Reduction of Credits for PhD</i> form?	All students with a prior MS must complete the reduction in credits form, but students with an SD Mines Master's are not subject to the 24/6 credit limitation.	<input type="checkbox"/>	<input type="checkbox"/>
Are there credits listed on the <i>Transfer Undergraduate Credit to Graduate Transcript</i> form from a prior graduate program (but not a completed degree)?	Students who have graduate level credits but did not earn a Master's degree can transfer up to 24 coursework credits from another institution (see academic catalog). Students cannot transfer credits if using the 30 credit reduction from an MS degree.	<input type="checkbox"/>	<input type="checkbox"/>
Are there at least 5 committee members listed?	1) Major professor and grad rep must be full time faculty on campus (i.e. – employed by the university). Grad rep must be from another program. 2) Majority of committee must be SD Mines on-campus faculty 3) See catalog for additional details and constraints.	<input type="checkbox"/>	<input type="checkbox"/>

Verified by Grad Office \_\_\_\_\_  
 Signature \_\_\_\_\_ Printed name \_\_\_\_\_ Date \_\_\_\_\_



**Program of Study for PhD Students**  
**Graduate Education Coursework Schedule**

Name \_\_\_\_\_ Student ID \_\_\_\_\_ Date \_\_\_\_\_

- **This coursework page must be accompanied by the Graduate Advisory Committee Signature Page (page 3 of this document).**
- If substitutions for required courses have been approved by your committee, please note the required course title next to the substituted course. If listing an Independent Study course, list the topic.

Course Number	Course Name Courses counted from a Master's degree should NOT be listed here, but submitted on an attached <i>Reduction of Credits for PhD</i> form.	Anticipated Semester of Registration	Core Course Credits	Research Credits	Elective Course Credits	Required Deficiency Courses
	Courses from another institution that are not part of a Master's degree should be listed here and also submitted on an attached <i>Transfer Credits from Outside Institution</i> form.	(chronological order)		Minimum 20 credits	Electives, make-ups	<b>NOT</b> counted for graduation requirements
___ Check if list continues on next page	Total credits, or subtotal if continues on next page.					



