

Instructions for Program of Study for **Thesis MS** 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.

Graduate advisory committee requirements for thesis students:

A thesis student's graduate committee assists the student with research, 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
- one additional member from SDSM&T, for a total of 3 members

Additional notes:

1. Students must have a minimum of one committee member with a doctoral degree. The major professor and graduate representative for MS students must have a minimum of an MS 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.

- MS thesis option credit requirements:
 - 30 credits required for graduation; 15 credits must be core or elective coursework 500 level and above
 - A minimum of 6 (but no more than 12) credits of thesis research (798) is 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 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 advisor/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.

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 the process.



Office of Graduate Education – South Dakota School of Mines and Technology
Master's (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 graduate 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 core or elective 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 core or elective courses listed?		<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

Program of Study for THESIS MS Students
Graduate Advisory Committee Signature Page



The original program of study is due to the Office of Graduate Education no later than midterm of the first semester (accelerated MS students) or second semester (all other students) of registration as an advanced degree-seeking candidate.

_____ Original _____ Revision _____ Revision due to change of Major Professor
(Obtain all signatures again) (also attach a Change of Major Professor Form)

Student Name and ID #: _____ Today's Date: _____
(Print)

Current MS Program: _____ Academic Year Catalog _____

Specialization/emphasis (if applicable; see catalog): _____

Undergraduate degree received: _____

State your thesis research area, as close to the anticipated topic as possible:

I certify that the courses attached list of courses is a complete program leading toward graduation. I understand that the course list can be changed at a later date with the approval of my Graduate Advisory Committee.

Submitted for approval by: _____ Date _____
Signature of Student

Graduate Advisory Committee Signatures:

By signing below I agree that the attached list of courses represents the student's complete program leading toward graduation.

Major Professor Signature (on line above) Print Name & Dept on line above Date

Graduate Division Representative Signature Print Name & Dept on line above Date

Committee Member Signature Print Name & Dept on line above Date

Committee Member Signature Print Name & Dept on line above Date

Committee Member Signature Print Name & Dept on line above Date

(REQUIRED) _____
Program Director/Dept. Head Signature Print Name & Dept on line above) Date

Dean of Graduate Education Signature Print name Date

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

PROGRAM OF STUDY FOR THESIS MS STUDENTS
Graduate Education COURSEWORK SCHEDULE

Name _____

Student ID _____

Date _____

- The coursework page must be accompanied by the **Graduate Advisory Committee Signature Page (page 4 of this document)**. Contact your advisor/major professor for assistance in selection of courses. Refer to the academic catalog for additional information.
- 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. If a transfer course is used to fulfill a required course, note the required SDSM&T course next to it.
- *To transfer courses from another institution, you must submit the Transfer Credits from Outside Institution form. An official transcript must be sent directly to SDSM&T from the issuing institution. The student is responsible for arranging for the official transcript to be sent to the Office of Graduate Education.

Course Number	Course Name	Anticipated Semester of Registration (chronological order)	Core Course Credits (500 level or above) Thesis option: min 15 credits	Research Credits Thesis option: 6-12 credits	Elective Course Credits	Required Deficiency Courses (not counted toward degree requirements)	Mark X for courses to be counted toward an accelerated MS	Mark X for courses Transferred from Other Institutions
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
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							<input type="checkbox"/>	<input type="checkbox"/>
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Total Credits								