Instructions for Program of Study  
for 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 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.

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 3 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 coursework 500 level and above
  - A minimum of 6 (but no more than 12) credits of thesis research (798) is required
- MS non-thesis option credit requirements:
  - 30 credits required for graduation; 20 credits must be coursework 500 level and above
  - A maximum of 6 credits of non-thesis project research (788) is allowed
- Masters of Engineering degree credit requirements:
  - 30 credits required for graduation; 15 credits must be coursework 500 level and above
  - At least 15 credits of technical courses and at least 6 credits of management courses are required.
- 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 advance 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 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
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 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: ____Sansa Stark___________________________   Student ID:_____ 7654321__________
Degree program:___MS in Civil Engineering_________________   thesis___x____  non-thesis______
Which Academic Year Catalog are you using? __2016-2017__ Is this an SD Mines Accelerated MS degree? ___no___

<table>
<thead>
<tr>
<th>Question</th>
<th>Caveats (see academic catalog for full list of policies)</th>
<th>Student check</th>
<th>Grad Ed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All Masters students:</strong></td>
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</tr>
<tr>
<td>Are there at least 30 credits listed on the POS?</td>
<td>Check the program catalog for additional requirements</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 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 Transfer Undergraduate Credit to Graduate Transcript form after the course is complete.) | 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. | |
| Does the student have a C or better on all graduate courses (500 level or above) listed on the Program of Study? | 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. | | |
| Does the student have any U grades in research credits listed on the POS? | Cannot count U grades toward degree requirements | | |
| Has the student taken credits when 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. | |
| Are all credit requirements listed in the program catalog met on the POS? | Students are bound to the catalog requirements published in the year they began their enrollment. Students can change to a newer catalog year with permission from the program. | | |
| 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” | | |
| Are there 12 or fewer credits transferred from an outside institution? | 1. Students must submit a Transfer Credits from Outside Institution form along with the program of study.  
2. Accelerated MS students cannot transfer any courses from other institutions | | |
| Are there a 12 or fewer credits listed as double counted toward the BS and MS? | See program requirements for additional restrictions. | | |
| **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. | | |
| Are there at least 15 credit hours of graduate level coursework listed? | Research credits (788/798/888/898) cannot be used as coursework or elective credits. | | |
| 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. | | |
| **Non-thesis students:** | | | |
| Are there at most 6 credits of non-thesis research? | | | |
| Are there at least 20 credit hours of graduate level coursework? | | | |
| Is the POS signed by a major professor and program coordinator or department head? | The major professor and dept head/program coordinator can be the same person. | | |

Verified by Grad Office_______________________________________________________________________________________________
Signature    Printed name    Date
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.

___X___ 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 #: ___ Sansa Stark, 7654321_____________ Today’s Date: __ August 19, 2016__
(Print)

Current MS or M.Eng. Program: Civil & Environmental Engineering Academic Year Catalog _2016-2017_

Specialization/emphasis (if applicable; see catalog): ___________________________________________________
Undergraduate degree received: __Geological Engineering_____________________________________________

Option:      _____ Thesis  (requires signatures of major professor, committee, and department head/program director)
________ Non-Thesis (requires signatures of advisor/major professor and department head/program director)

If thesis option, state your thesis research area, as close to the anticipated topic as possible:
___ Fabrication of Dragonfire-Resistant Road Surface Materials ___________________________________
__________________________________________________________________________________________

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:

Signature of Student          Date

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) __ Cersei Lannister, Civil & Env __ Date __Aug 20, 2016______
Print Name & Dept on line above
Date

Graduate Division Representative Signature __ Petyr Baekish, Mining Eng & Mgt __ Date __Aug 20, 2016______
Print Name & Dept on line above
Date

Committee Member Signature __ Janos Slynt, Civil & Env Eng __ Date __Aug 20, 2016______
Print Name & Dept on line above
Date

Program Coordinator or Dept. Head Signature __ Robert Baratheon, Civil & Env __ Date (REQUIRED)
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 MS and M.ENG STUDENTS--SAMPLE**

**Graduate Education COURSEWORK SCHEDULE**

<table>
<thead>
<tr>
<th>Name__ Sansa Stark__</th>
<th>Student ID__7654321__</th>
<th>Date__Aug 19, 2016__</th>
</tr>
</thead>
</table>

- The coursework page must be accompanied by the Graduate Advisory Committee Signature Page (page 3 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.*

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Anticipated Semester of Registration</th>
<th>Required Coursework Credits (500 level or above)</th>
<th>Research Credits Thesis option: min 15 credits</th>
<th>Thesis option: max 6 credits</th>
<th>Others Electives, etc.</th>
<th>Required Deficiency Courses (not counted toward degree requirements)</th>
<th>Courses to be counted toward an accelerated MS program</th>
<th>Courses Transferred from Other Institutions</th>
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<tbody>
<tr>
<td>CEE 525</td>
<td>Civil Engineering</td>
<td>Fall 2016</td>
<td>3</td>
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<tr>
<td>CEE 501</td>
<td>Research Methods</td>
<td>Fall 2016</td>
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<td>CEE 675</td>
<td>Environmental Engineering</td>
<td>Fall 2016</td>
<td>3</td>
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<td>CEE 798</td>
<td>Thesis Research</td>
<td>Fall 2016</td>
<td>2</td>
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<td>CEE 690</td>
<td>Seminar</td>
<td>Spring 2017</td>
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<tr>
<td>CEE 699</td>
<td>Special Topics; substitute for CEE 601</td>
<td>Spring 2017</td>
<td>3</td>
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<td>CEE 798</td>
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<td>CEE 535</td>
<td>Road Surface Materials</td>
<td>Spring 2017</td>
<td>3</td>
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<td>CEE 798</td>
<td>Thesis Research</td>
<td>Summer</td>
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<td>CEE 502</td>
<td>Materials and the Environment</td>
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<td>ENGM 601</td>
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<td>CEM 609</td>
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<td>3</td>
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| Total Credits | 8 | 7 | 15 |

Revised August 2017