

# SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

## Policy Manual

**SUBJECT: Recommendation of Students for Graduation**

**NUMBER: Policy II-17-2** (Formerly Policy III-36)

**REVISED: August 2022**

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Students are recommended to the university president for [graduation](#) through a series of approvals by academic advisors, program coordinators, the Faculty Senate, the Office of the Registrar and, and the Office of Graduate Education.

The term program coordinator, as used in this policy, refers to an individual assigned as the administrator of a degree program. This person is usually the department head for a departmental degree program, or the chair of a program steering committee for multidisciplinary programs.

1. Each Fall and Spring semester, the Office of the Registrar shall request degree audits from academic advisors for undergraduate students who are currently enrolled as seniors and who are expected to graduate. The Dean of Graduate Education will request degree audits from advisors or major professors of graduate students who are expected to graduate.
2. Each academic advisor shall review the degree audit for each student and shall forward the approved degree audits to the Office of the Registrar for those undergraduate students recommended for graduation and to the Dean of Graduate Education for graduate students recommended for graduation. Names of students recommended for a summer graduation will be forwarded to the Office of the Registrar with those for the preceding spring graduation. On each student's degree audit, the advisor will indicate any degree requirements that are still outstanding.
3. The academic records of students recommended for graduation by the advisor will be reviewed by the appropriate university degrees committee to ensure that the institutional requirements will be met for each student. The Faculty Senate shall review the list of undergraduate and graduate students eligible for graduation, pending completion of all outstanding requirements.
4. The recommendation of the Faculty Senate shall be forwarded to the Office of the Registrar by the Chair of the Faculty.
5. After the end of each academic term, the Office of the Registrar or Office of Graduate Education shall check the degree audit of each student recommended by the Faculty Senate to ensure that all outstanding degree requirements were met.

**Revision History: Office of the Dean of Students, Mar. 1998; Faculty Senate, Nov. 2008; Office of the Provost, Dec. 2009; University Cabinet, May 2021; Office of the Provost, Aug. 2022**

**BOR Policy/Committee References: Policy 2:17**