

Instructions for Graduate Program of Study (thesis and PhD students)

The Program of Study (POS) is due at mid-term of the first semester for accelerated master's students, and at midterm of the second semester of study for all other students. A POS includes this cover page, a DegreeWorks audit, a CITI Responsible Conduct of Research certificate, plus any necessary supporting forms. The course plan can change, but consult with your advisor before departing from your plan.

The **Graduate Education Policy GEP VI.4. Credit Policies for All Graduate Degrees** describes limitations on credits applied to graduate degrees. They are found in the [online academic catalog](#). Please review the policies prior to planning your Program of Study.

I. Confirm your degree type:

This step enables the Graduate Office to configure DegreeWorks (DW) to evaluate your audit correctly.

- **MS thesis students:** The major professor is formally assigned when the program of study is submitted and signed. If your major professor does not have access to your audit, please ask him/her to email the Grad Office.
- **PhD students without a master's degree:** skip to step II. DW uses this option by default for PhD students.
- **PhD students with a master's degree from another institution:** work with your major professor to complete the [Reduction of Credits for PhD](#) form. Submit it to the Grad Office immediately so that your DW audit can be adjusted to require the right number of credits before you complete the rest of this POS.
- **PhD students with a master's degree from SD Mines:** All Mines grad credits will appear on the audit. Skip to part II unless you earned an accelerated MS from SD Mines. If you earned an accelerated MS from SD Mines, be sure to fill out the accelerated MS section of the Adjust Program Requirements page of this form.

II. Complete the CITI Responsible Conduct of Research online course.

Successful completion of this free course is required for all thesis and PhD students prior to submitting the POS. It typically takes several hours to complete. Follow these instructions to enroll in the course.

1. Log on to <https://www.citiprogram.org>
2. Click the 'Register' button, located on the upper right portion of the page
3. Click Select Your Organization Affiliation
4. Search for 'South Dakota School of Mines and Technology' by typing South ..., check the 'I Agree' box and 'I affirm' box, hit 'Create a CITI Program Account'
5. Enter your name and Mines email address – Continue to Step 3
6. Create your account (enter your Mines email and a password), select security question - Continue
7. Enter country of Residence (United States)
8. The next two questions should each be answered 'no' - Submit
9. Fill in the necessary fields (department, role). The institutional email is your SDSMT email
10. Click on 'NSF Grants' and then No and NO for questions 2 and 3 - Submit

After completing the course, print the **Completion Certificate** (without the quiz scores) as a PDF and save it in a safe place. You will need to submit the certificate with your program of study.

III. Create your Program of Study audit and complete additional forms:

In this step, you will create a course plan and make sure it meets degree requirements.

1. Check with your department or program coordinator to see if they have a future semester schedule.
2. Review your program's requirements in DegreeWorks and in the online [academic catalog](#) to develop a draft plan of courses to take each semester.
3. Once you have a course plan that meets the approval of your advisor, use the Degree Works "What If" or "Planner" audit worksheet to enter future credits and test that program requirements will be met. See the [WhatIf Instructions](#) or [Planner Instructions](#) if needed. needed.
4. If transferring courses from another institution, fill out a [Transfer Courses from Outside Institution](#) form to be submitted with this POS.

IV. Complete the POS Form:

Complete the POS Cover Page using the PDF electronic form below. **Handwritten forms will not be accepted.**

5. Work with your major professor to select your committee members. Contact the committee members and ask them to review your course plan and agree to be on the committee. **AFTER** they have agreed to serve, type their names **and affiliations** on the POS Cover Page (signatures will be obtained in a later step). Include the organization name and an email for committee members not from South Dakota Mines.

A graduate committee is composed of a major professor, a graduate division representative from outside your department and program, and a minimum of one (for MS) or three (for PhD) additional committee members. Major professors and the graduate division representatives must be full-time faculty at SD Mines. Committee members may be from other universities or organizations, but additional committee members may then be required. If the desired major professor is not a full-time SD Mines faculty member, a co-major professor who is a full-time faculty member is required. See the Graduate Education Policy Section VI in the academic catalog for more detailed requirements regarding committees.

6. Review the POS Cover Page and ensure that all information is complete and correct.
7. If you are an Accelerated MS student, or need to request course exceptions or undergraduate course transfers, please complete the **Adjust Program Requirements** form that follows the cover page.
8. Sign the cover page electronically using Adobe Reader, taking care not to invalidate the signature box for your advisor/major professor.
9. Send an email to your major professor that includes these attachments: the POS Form, the DegreeWorks WhatIf or Planner audit, the CITI training certificate, and the *Transfer Courses from Outside Institution Form* if applicable.
10. Your major professor will sign the Cover Page and forward everything to the Grad Office, gradoffice@sdsmt.edu.
11. The Grad Office will review the documents for accuracy. If all is in order, we will prepare a DocuSign electronic form to gather the committee and department head signatures on the POS Cover Page and Adjust Requirements page.
12. Once all department signatures are obtained, the Dean of Graduate Education will sign the documents. The student and the advisor/major professor will receive emailed copies of the approved forms. You should retain these for reference and documentation.

V. Stay on track to graduate

13. Before you register each semester, review your plan and your DegreeWorks audit to ensure that you are staying on track to graduate when you intend to.
14. If you need to deviate from your planned courses, be sure to consult with your advisor first. You do **NOT** need to submit another POS. You may need to submit an [Adjust Program Requirements form](#) for any courses that appear in the Other Courses and Not Applicable sections at the bottom of the audit.
15. You can use the WhatIf or Planner audit at any time to check whether your revised plans will still meet requirements.
16. After registering for your final semester, review your audit to ensure that you meet requirements. If not, visit with your advisor and make sure you submit an *Adjust Program Requirements* form if needed.
17. The Graduate Office will review and must approve your final audit in order for you to graduate.
18. Note that the defense requirement for research students will not be marked complete until after you submit the final Checkout form. It is acceptable for this requirement to appear incomplete until the very end.

Program of Study Cover Page
 (thesis MS and PhD students)

Student Name: _____ Student ID _____

Check one: Thesis MS PHD Program _____

Check this box if you are an Accelerated MS student or need to request any program adjustments; then complete the relevant sections of the *Adjust Program Requirements* form on the following page, leaving the signature lines blank.

Check the attachments included with this cover page:

- "What If" or "Planner" audit from DegreeWorks (**required**)
- CITI Responsible Conduct of Research certificate (**required**)
- Transfer Credits from Outside Institution form (if needed)

I have reviewed the attached plan with my advisor. I understand that my course plan can change but that my final degree audit (at time of graduation) must be approved by my advisor and department head.

Submitted for approval by: _____ Date _____
 Signature of Student

The major professor signs on the line below and forwards this form and all POS attachments to the Grad Office. The Grad Office will prepare a DocuSign form and gather the remaining committee signatures. If you have a co-major professor, list them as a Member in the table below and insert (co-major) after their name.

Major Professor signature _____ Print Name & Dept _____ Date _____

Graduate Advisory Committee				
MS committees require a Graduate Division Representative (<u>out of department</u>) and at least one additional committee member.				
PhD committees require a Graduate Division Representative (<u>out of department</u>) and at least three additional committee members.				
<i>By signing, I confirm that I have seen and approved the course plan and agree to serve on this student's graduate advisory committee. Committee members not employed by SDSM&T also agree to abide by FERPA, SDSM&T graduate policies, and applicable non-disclosure agreements pertaining to the student's research.</i>				
Role	Name	Department or Affiliation <i>and email if not from Mines</i>	Leave blank for DocuSign signature	Date
Grad Div Rep.				
Member				
Member				
Member				
Member				
Member				

Dept. Head (or Program Director) Signature _____ Print Name _____ Date _____

Dean of Graduate Education Signature _____ Print Name _____ Date _____

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Adjust Program Requirements Form

Use this form to request an adjustment to your program requirements. Select and complete one or more sections as needed.

Student Name: _____ Student ID _____

Program _____ MS ___ Accelerated MS ___ PhD

___ Requesting a course exception

Use this section to ask that a course be substituted for a required course or to use an elective that requires approval by your advisor. If a substitution, indicate the required course for which the substitution is being made.

Course Number	Course title	Credit hours	Semester & year taken	Substitution or elective?	Required class (if substitution)

Other program exceptions: Describe the exception being requested and **provide a justification.**

Requesting to double-count credits toward BS and MS (Accelerated MS students only)

Use this section for approval of your final list of courses to be double-counted. It may or may not match the list on the accelerated advising plan submitted with your application. 400-level courses (up to 9 credits, if allowed by program and with a grade of B or better) will be copied to graduate transcript.

Course Number	Course title	Semester & year taken	Credit hours	Grade received

___ Requesting to move 400-level courses to graduate transcript (regular MS and PhD students)

Use this section if you need to move a 400-level course (if allowed by program) to the graduate transcript and receive graduate credit for it. Courses must have a grade of B or better. A maximum of 9 credits may be moved.

Course Number	Course title	Semester & year taken	Credit hours	Grade received

Advisor Signature

Print Name & Dept

Date

Dept. Head (or Program Director) Signature

Print Name and Department

Date

Dean of Graduate Education Signature

Print Name

Date