



Reduction of Credits for PhD Form

for PhD students with a completed Master’s degree from another institution

Students who earned a Master’s degree from another institution may apply credits to the total needed to earn the PhD. A thesis Master’s degree counts for 24 semester course credits and 6 research credits. A non-thesis Master’s degree counts 24 semester course credits only. See the Graduate Education policies in the catalog for special conditions pertaining to undergraduate-level credits.

Date: _____ Student Name: _____ Student ID# _____

Institution that awarded the Master’s degree: _____

Note: An official transcript showing the completed MS degree must be on file with the Office of Graduate Education at South Dakota Mines before this request can be considered. The student is responsible for arranging for the official transcript to be sent to the Office of Graduate Education, if necessary.

The full prior thesis Master’s degree is accepted to provide 24 course and 6 thesis credits toward the PhD.

The full prior non-thesis Master’s degree is accepted to provide 24 course credits toward the PhD.

You only need to list courses from your Masters if they are being used to satisfy a specific required course. If you have any courses that are substituting for a specific course in the program requirements, please list them, and only them, in this table. If no courses are being used to satisfy specific requirements, leave this table blank. Unlisted courses will count as electives.

Course Number	Course Name (only list courses that satisfy specific requirements)	Mines course prefix/# satisfied	Semester taken	Credit hours

Note to Student: For departments with prescribed lists from which electives must be chosen, a bulk credit reduction may be applied toward fulfilling the electives in the list. This option is useful when the student has completed equivalent content but one-to-one course equivalencies cannot be established. Please see your advisor if you believe you need adjustment of elective credits based on your master’s coursework.

Major Professor Signature

Print name

Date

Dept. Head or Program Coordinator Signature

Print name

Date

Dean of Graduate Education Signature

Print name

Date