

POS Checklist for Students, Advisors, and Program Coordinators

Cover Page

- _____ Top portion of the form is COMPLETELY filled out including date, original or revision, etc.
- _____ Program is listed as one of the three we actually have: “MS in Paleontology”, “MS in Geology and Geological Engineering”, or “PhD in Geology and Geological Engineering”
- _____ Specialization is filled in as “Geology” or “Geological Engineering”. If “Geological Engineering” is chosen, then the Option is included also (Groundwater/Environmental, or Geomechanics, or Energy/Mineral Resources). Paleo PhD students may add “(Paleontology)” after the Geology specialization.
- _____ Thesis/Dissertation topic is specified
- _____ Chair is listed as the Program Coordinator, not a regular Committee member
- _____ Student has signed the cover page
- _____ All committee members have signed before the POS goes to the Chair.

Coursework Schedule Page

- _____ Full course identification is used, including prefix, number, and title
- _____ Transfer course credits appear with * in front and a transcript is attached
- _____ List of courses meets the program requirements
- _____ All required and elective courses that count toward the 24-26 course credits have their credits listed in the “Required Courses” column
- _____ All research credits are listed in the “Research” column
- _____ Deficiency courses are listed in the “Others” column with a “D” for the number of credits.
- _____ The “Others” column includes any graduate courses taken but not being applied to MS (rare, but possible, if you intend to stay for a PhD, or you took a required graduate class for undergraduate credit).
- _____ Substitutions for required courses have been discussed with the committee and are clearly noted on the program of study after the credits
- _____ The “Required Courses” column sums to at least 24 credits (MS) or 26 credits (PhD assuming 24 course and 6 research credits transferred from MS. Include MS transcript and list total credits from MS on one line in the POS).
- _____ The “Research” column plus the “Required Courses” column sums to at least 32 credits (MS) or 80 credits (PhD).

See the examples on the next two pages. Do not use them, however, as they have been slightly modified to fit the pages. Use the original forms from the Grad Office web page.

PROGRAM OF STUDY
GRADUATE EDUCATION DIVISION

Must be submitted to the Graduate Education Office prior to the middle of the second semester of registration as an advanced degree-seeking candidate.

If Program of Study is being revised, a new form must be submitted, complete with all approval signatures.

Be sure that this top section is **COMPLETELY** filled out.

Student Name: _____ Date completed: _____
_____ Original _____ Revision

Degree sought: _____ Master of Science
_____ Doctor of Philosophy

Department/Program: **Must contain ONE of :**
MS in Geology and Geological Engineering, OR
MS in Paleontology, OR
PhD in Geology and Geological Engineering

Specialization/emphasis (if applicable): **Leave blank if MS in Paleo, otherwise choose ONE of:**
Geology
Geology (Paleontology) (for PhD only)
Geological Engineering
--If Geological Engineering, then include the option in parentheses (e.g. (Ground Water/Environmental) OR (Geomechanics) OR (Energy/Mineral Resources)

Option: _____ Thesis _____ Non-Thesis _____ Project _____ Coursework Only

If applicable, state thesis research area, as close to anticipated thesis topic as possible:

Graduate Advisory Committee:
ALL signatures must be completed BEFORE submitting the POS to the chair.

| | | |
|--|-----------|------|
| Major Professor | Signature | Date |
| Graduate Division Representative | Signature | Date |
| Committee Member | Signature | Date |
| Committee Member | Signature | Date |
| Committee Member | Signature | Date |
| <u>Maribeth H. Price, Chair</u> (not as committee member) | | |
| Program Coordinator (if applicable) | Signature | Date |

Submitted for approval by: **Make sure student has signed** _____
Signature of Student _____ Date _____

Graduate Education Office approval by: _____
Signature _____ Date _____

Coursework Schedule

International students not exempted from the Graduate English Proficiency Program must include English 390 in the coursework schedule.

Courses transferring from another program at SDSM&T or from another institution must be identified as such with an asterisk (*) in front of the course name. Courses transferring from another institution require attachment of transcript copy evidence. Courses transferring from an institution outside the United States must also include a course description from the transferring university.

Required courses include only those course credits which apply toward degree requirement, including 300-400 level courses approved by petition or on waiver by the Graduate Education and Research Committee. Courses not required or previously approved by petition or waiver should be listed as Others.

All courses should be listed by semester date, in the order of planned completion. (Semester/Year example Fall 2003, Spring 2004, etc.) Under *Course Name* spell out course title completely.

| <u>Sem/Yr</u> | <u>Course name and number</u> | <u>Number of Credit Hours</u> | | |
|---------------|--|-------------------------------|--------------------|---------------|
| | | <u>Required Courses</u> | <u>Research</u> | <u>Others</u> |
| Fall 2009 | PALE 673 Comparative Osteology | 3 | | |
| Fall 2009 | GEOE 322 Structural Geology | | | D |
| Fall 2009 | PALE 798 Master's Thesis | | 3 | |
| Spring 2010 | GEOL 517 GIS Database Development | 3 | | |
| Spring 2010 | PALE 692 Topics: Paleo Resource Management | 3 | (sub for PALE 770) | |

Notes:

1. Put the credits for ALL courses for which you will receive graduate credit in the "Required Courses" column. This column should add up to 24-26 total credits for the MS degree, or usually 26 credits for the PhD following an earned MS. It does not matter if the course is "required" by the program or is an elective.
2. Put undergraduate courses taken as deficiencies in the course list, and put a D in the Others column to indicate that it is a deficiency.
3. Make sure you put all research credits in the "Research" column.
4. Review the program requirements in the catalog and ensure as best you can that you have met them fully.
5. If you are substituting another course for a required course, indicate the substitution using the course prefix and number. All substitutions must be discussed with your advisor before submitting your program of study.
6. Add up your Required and Research columns. Required must total at least 24-26 for the MS and 50 for the PhD. Research must total at least 6-8 for MS. Both columns must total 32 for MS and 80 for PhD.