

Academic Information

Academic Organization

Academic organization of the South Dakota School of Mines and Technology centers around 16 departments.

Faculty and staff members of all departments work closely together to support and develop:

- quality undergraduate educational opportunities;
- focused quality graduate education;
- research and other scholarly activities in support of educational opportunities at the undergraduate and graduate levels;
- service programs for the people of the state of South Dakota, the region, and the nation.

Academic departments at South Dakota School of Mines and Technology are organized as follows:

Atmospheric Sciences
Chemical and Biological Engineering
Chemistry
Civil and Environmental Engineering
Electrical and Computer Engineering
Geology and Geological Engineering
Humanities
Industrial Engineering and Engineering Management
Math and Computer Science
Mechanical Engineering
Metallurgical Engineering
Military Science
Mining Engineering and Management
Physical Education
Physics
Social Sciences

- Minors are available in:

Atmospheric Science
Computer Science
Geology
Geospatial Technology
Mathematics

Materials Science-Metals
Occupational Safety
Physics

See the department sections of this catalog for further details.

- No undergraduate degree program requires a minor.
- Regental undergraduate minors consist of 18-24 semester credit hours.
- No fewer than nine (9) semester credit hours in a minor must be taken at School of Mines.
- A cumulative grade point average of 2.00 or better must be attained in the course work defining the minor.
- The specific courses required for a minor in each department and program offering a minor can be found in the section of this catalog where that program is described.
- Notification of intent to seek a minor is to be in effect no later than the time of registration for the first semester of the senior year (96 or more credit hours completed) on a form available in the Office of Academic and Enrollment Services . This form must be approved and signed by the head of the department from which the degree will be awarded, and the head of the department from which the minor will be awarded.

Certificates

Certificates are available in:

Construction Management
Engineering Management and Leadership
Six Sigma Greenbelt
Technology Innovation

See department sections of this catalog for further details.

Credit Hours Definition

The amount of academic work scheduled or “carried” by a student is measured in terms of credit hours. A credit hour is three hours of in-class time and preparation combined per week for one (1) semester. A recitation or lecture is

scheduled as one fifty-minute period plus two (2) hours of preparation for an average student per week per credit hour. Each credit hour of laboratory work is scheduled as one-hundred-ten to one-hundred-seventy (110 to 170) minutes per week. Laboratories scheduled for two (2) hours per credit hour are expected to require one (1) hour of work outside of the scheduled time per week per credit hour.

Classification of Undergraduate Students

All undergraduate students will be assigned one of the following admissions categories:

1. Regular: An admitted, enrolled student, who is pursuing a degree at the School of Mines.
2. Special: An enrolled student who has not been admitted, and is not pursuing a degree, will be permitted to accumulate more than thirty (30) hours only on an exceptional basis. Special students do not qualify for federal student aid or institutional scholarships.

An Admissions Office review is required in order for a student to move from one admissions category to another.

Freshman, sophomore, junior, or senior classification of undergraduate students is based on accumulated credits for courses passed:

- 0 to 31.99 credits - Freshman
- 32 to 63.99 credits - Sophomore
- 64 to 95.99 credits - Junior
- 96 or more credits - Senior

A full-time undergraduate student is defined as a student who is enrolled in at least twelve (12) credit hours during an academic term. An academic term is defined as fall, spring, and summer. A student on a cooperative education assignment who is registered for CP (Co-Op) credit shall be considered to have full-time status.

See the graduate student general information section of this catalog for the definition of a full-time and half-time graduate student.

Course Numbering System

Tuition for courses numbered 000 through 499 will be assessed at the undergraduate rate for all students.

Pre-College Courses

001-099 Pre-college, remedial skills, special improvement (non-degree credit)

Undergraduate Courses

- 100-199 Freshman level
- 200-299 Sophomore level
- 300-399 Junior level
- 400-499 Senior level (may be dual listed with 500 level graduate course)

Tuition for courses numbered 500 through 899 will be assessed at the graduate rate for all students.

Graduate Courses

500-599: Entry level graduate (may be dual listed with a 400 level undergraduate course and may include limited enrollments by undergraduates)

600-699: Graduate level (undergraduate enrollment only by exception)

700-799: Graduate level (Graduate students only)

800-899: Doctoral and post-doctoral level (Doctoral and post-doctoral students only)

Experimental Courses

Experimental courses can be offered for a maximum of two (2) times before formal approval is received, but they must be reported through the system curriculum approval process.

Enrollment in Courses

A. Undergraduate Courses (001-499)

1. All undergraduate and graduate students enrolling at Regental universities in courses numbered 001-499 shall be admitted as undergraduate students (either-degree seeking or non-degree seeking) and registered at the

undergraduate level. For all undergraduate and graduate students enrolling at Regental universities in courses numbered 001-499, the courses shall be recorded on the transcript at the undergraduate academic level and included in the calculation of all undergraduate grade point averages.

2. When an undergraduate course is used on a converted credit basis (transferred for one level to another) to meet graduate plan of study requirements at Regental universities, the course shall be recorded on the transcript at the undergraduate academic level with the credit hours approved for the course and then duplicated at the graduate level through an internal transfer policy (Refer to BOR policy 2:5.16). At the undergraduate level, the credit is included in the calculation of the undergraduate institutional grade point average and the undergraduate cumulative grade point average at the full credit rate. At the graduate level, the credit is included in the calculation of the graduate institutional grade point average and the graduate cumulative grade point average at the converted credit rate (transferred for one level to another).

3. Undergraduate courses required as prerequisites in preparation for registration in graduate courses shall be recorded on the transcript at the undergraduate level and will not be duplicated at the graduate level because the courses are not a part of the Regental graduate plan of study.

B. Graduate Courses (500-899)

1. All undergraduate and graduate students enrolling at Regental universities in courses numbered 500-899 shall be admitted as graduate students (either degree seeking or non-degree seeking) and registered at the graduate level. For all undergraduate and graduate students enrolling at Regental universities in courses numbered 500-899, the courses shall be recorded on the transcript at the graduate academic level and included in the calculation of all graduate grade

point averages.

2. When a graduate course is used on a converted (transferred for one level to another) or actual credit basis to meet undergraduate degree requirements for a Regental accelerated program, the course shall be recorded on the transcript at the graduate academic level with the credit hours approved for the course and then duplicated at the undergraduate level through an internal transfer policy (Refer to BOR policy 2:5.16). At the graduate level, the credit is included in the calculation of the graduate institutional grade point average and the graduate cumulative grade point average at the full credit rate. At the undergraduate level, the credit is included in the calculation of the undergraduate institutional grade point average and the undergraduate cumulative grade point average at the converted (transferred for one level to another) or actual credit rate.

C. Undergraduate Students Taking Graduate Courses

Undergraduate students who have completed a minimum of 96 credit hours may enroll in a limited number of 500 level courses. The Vice President for Academic Affairs may grant an exception for enrollment in a 600 level course. The student shall pay graduate tuition and the courses shall be recorded on a graduate transcript. These graduate courses may apply to an undergraduate degree.

Graduate Credit

Graduate credit for School of Mines seniors, per faculty adopted regulations: “An undergraduate student who has senior standing at School of Mines and is ranked in the upper one-half of the class, may petition the Dean of Graduate Education on a form provided by the Office of the Registrar and Academic Services for the purpose that a course be recorded on his/her graduate record.”

The following conditions or limitations apply:

1. The student must attest that he/she is planning to continue work toward an advanced degree at

the South Dakota School of Mines and Technology, but must understand that the university is under no obligation to credit courses so attempted toward any advanced degree until a graduate program of study has been approved.

2. The course(s) must be numbered 500-699.
3. The course(s) must not be required for his or her undergraduate degree; the hours may not count toward the 128 or 136 semester credit hours required for the Bachelor of Science degree.
4. The extra courses should not create an overload upon the student.
5. Not more than twelve (12) hours of graduate credit taken as a School of Mines undergraduate may be applied toward an advanced degree at the South Dakota School of Mines and Technology. Upon written justification by the head of the student's major department, the Dean of Graduate Education may approve a minor variance from this limit.
6. Petitions from undergraduate students other than those defined above will not be accepted. (See graduate student general information section of this catalog for graduate policy.)

Undergraduate Grading System

Undergraduate grades will be assigned to the undergraduate academic level and to all courses and sections with course numbers ranging from 001 to 499. Plus and minus grades are not used.

A Exceptional

4.00 grade points per semester hour

B Above Average

3.00 grade points per semester hour

C Average

2.00 grade points per semester hour

D Lowest Passing Grade

1.00 grade points per semester hour

F Failure

0.00 grade points per semester hour

S Satisfactory

Does not calculate into any GPA

U Unsatisfactory

Does not calculate into any GPA

RI Incomplete (Remedial)

Does not calculate into any GPA

RS Satisfactory (Remedial)

Does not calculate into any GPA

RU Unsatisfactory (Remedial)

Does not calculate into any GPA

W Withdrawal

Does not calculate into any GPA, no credit granted

AU Audit

Does not calculate into any GPA

I Incomplete

Does not calculate into any GPA

IP In Progress

Does not calculate into any GPA

EX Credit by Exam

Does not calculate into any GPA

CR Credit

Does not calculate into any GPA

LR Lab grade linked to recitation Grade

O credit course

NR Grade not Reported by Instructor
Does not calculate into any GPA

NG No grade
0 credit tracking course

TR Note for NSE/MEDT
Does not calculate into the GPA

Academic Amnesty*
Does not calculate in any GPA, no credit given
*Letter grade followed by an asterisk indicates
Academic Amnesty granted.

Incomplete Grade
An incomplete (I) grade may be granted only when all of the following conditions apply:

- A student has encountered extenuating circumstances that do not permit him/her to complete the course.
- The student must be earning a passing grade at the time the incomplete is necessitated. Anticipated course failure is not a justification for an incomplete.
- The student does not have to repeat the course to meet the requirements.
- The instructor must agree to grant an incomplete grade.
- The instructor and student must agree on a plan to complete the course work.
- The course work must be completed within one semester; extensions may be granted by the Vice President for Academic Affairs/Provost.
- If the student completes the course within the specified time, the grades that may be assigned are A, B, C, D, F, S, RS, RU, or U.
- If the student does not complete the course within the specified time, the grade assigned will be F (Failure) or U (Unsatisfactory) or RU (Remedial Unsatisfactory).

An in progress (IP) grade may be granted only when all of the following conditions apply:

- The requirements for the course (for every student enrolled in the course) extend beyond the current term.
- The extension beyond the current term must be defined before the class begins.
- The instructor must request permission to award IP grades for a course from their department head, and then approval must be obtained from the Vice President for Academic Affairs.
- A definite date for completion of the course must be established in the course syllabus.

An audit (AU) grade may be granted only when the student has elected the AU option on or prior to the census date of the term.

A credit (CR) grade may be granted only for non course credit that is not related to an examination or to equating transfer grades to the BOR grading system. This grade is not used for any Regental university courses.

An examination for credit (EX) grade may be granted only for non course credit validation obtained through a validation process. This grade is not used for any Regental university course.

Definition of Grade Point Averages

The following grade point averages are calculated each academic term (fall, spring, summer):

Institutional GPA-based on credits earned at a specific Regental university. Utilized to determine if degree requirements have been met and to determine honors designation at graduation.

System Term GPA-based on credits earned at any of the six Regental universities within a given academic term (fall, spring, summer). Utilized to determine minimum progression status.

Transfer GPA-based on credits earned and officially transferred from an accredited college or university outside the Regental system. When a letter grade that normally calculates into the grade point average exists for a non-academic course (e.g., credit earned via examination), it will be included in the transfer GPA.

Cumulative GPA-based on all credits earned by the student (transfer credit plus system credit).

Utilized to determine minimum progression status, to determine if degree requirements have been met and to determine honors designation at graduation.

Calculation of grade point averages when undergraduate courses are repeated

When a student repeats an undergraduate course, only the last attempt (take) that received a grade (excluding AU, any amnesty grade, I, IP, NR, RI, and W) will count toward graduation and into grade point averages. Also refer to BOR policies 2:4 and 2:5.

Class	Credit Hour Range	GPA Standard
Freshman	0-31.99	2.0
Sophomore	32-63.99	2.0
Junior	64-95.99	2.0
Senior	96+	2.0

Minimum Progression Standards

Minimum progression standards and related actions are based on the student's cumulative grade point average and system term grade point average.

1. A student with a cumulative grade point average of 2.0 or better is considered to be in good academic standing.
2. If a student's cumulative grade point average falls below 2.0 in any academic term (i.e. fall, spring, summer), the student is placed on academic probation the following term.
3. While on academic probation, the student must earn a system term grade point average of 2.0 or better.
4. When a student on academic probation achieves a cumulative grade point average of 2.0 or better, the student is returned to good academic standing.
5. A student on academic probation who fails to maintain a system term grade point average of 2.0 or better is placed on academic suspension for a minimum period of two academic terms.
6. Students on academic suspension will not be allowed to register for any course work at any Regental university except when an appeal has been approved by the Regental university

from which the student is pursuing a degree. An approved appeal granted by one Regental university will be honored by all Regental universities. Also refer to policy 2:3.G Probation/Suspension of Students.

7. Only Academic Suspension will be entered on the student's transcript. Academic probation will be noted in the internal academic record only.

Progression and graduation are contingent on satisfactory performance on the Proficiency Examination. Refer to policy 2:28.

Academic Amnesty

The goal of academic amnesty is to respond to the academic needs of matured individuals as they develop newly identified potential. Through the application of academic amnesty, the student's prior academic record can be excluded from current work under certain conditions.

Eligibility

The student must:

1. be an undergraduate, full-time or part-time, degree-seeking student at one of the universities in the South Dakota Regental system.
2. not have been enrolled in any Regental university for a minimum of three calendar years (nine (9) consecutive terms including fall, spring, and summer) prior to the most recent admission to the home institution. Exceptions may be granted in rare cases only by the Board of Regents Senior Administrator upon recommendation by the Vice President for Academic Affairs.
3. have completed a minimum of twenty-four (24) graded credit hours taken at any Regental university with a minimum grade point average of 2.0 for the twenty-four (24) credit hours after the most recent admission to the home institution.
4. not have earned a baccalaureate degree from any university.
5. not have been granted any prior academic amnesty at any Regental university.

6. submit a formal Academic Amnesty Petition to his or her home university following the procedures established by that university.

Conditions:

1. Academic amnesty does not apply to individual courses. Academic amnesty may be requested for either (a) all previous post-secondary education courses, or (b) all previous post-secondary education courses at a specific institution, or (c) a specified time period not to exceed one academic year (fall/spring).
2. Academic amnesty, if granted, shall not be rescinded.
3. Courses for which academic amnesty is granted will:
 - a. remain on the student's permanent record.
 - b. be recorded on the student's undergraduate transcript with the original grade followed by an asterisk (*)
 - c. not be included in the calculation of the student's grade point average because no credit is given.
 - d. not be used to satisfy any of the graduation requirements of the current degree program.
4. Academic amnesty decisions will be made by the student's home institution and will be honored by all other institutions within the South Dakota Regental system.
5. Universities outside of the South Dakota Regental system are not bound by the academic amnesty decisions made by the South Dakota Regental system.
6. Regental graduate programs and graduate professional schools may consider all previous undergraduate course work when making admissions decisions.

Dean's List Designation

Undergraduate, full-time and part-time students may be designated for the Dean's List at the end of the fall and spring terms. The Dean's List designation is determined by the home university and is based on a student's total course registrations for academic credit for the term from

any Regental university. The Dean's List designation does not appear on the transcript.

According to the South Dakota Board of Regents policy, undergraduate full-time students must meet the following guidelines to be awarded Dean's List designation:

- Students must have earned a minimum of 12 credit hours in courses numbered 100-699 during the term.
- Students must achieve a System Term GPA of at least 3.50.
- Students with F, I, U, RI, or RU grades are not eligible regardless of System Term GPA attained.

Academic Recognition for Undergraduate, Part-Time Students

Undergraduate, part-time students taking fewer than 12 credits per term may be designated for academic recognition for part-time students at the end of the fall and spring terms. The academic recognition for part-time students designation is determined by the home university. The academic recognition for part-time students designation does not appear on the transcript.

To be awarded the academic recognition for part-time students designation, students must meet the following guidelines:

- Students must have completed at least 12 credits hours prior to the current semester at one or more Regental institution.
- The student must have earned at least 3 and up to 11 credit hours of 100-699 level courses during the term.
- Students must achieve a System Term GPA of at least 3.50.
- Students with F, I, U, RI or RU grades are not eligible regardless of System Term GPA attained.

Date for a Grade of W

Undergraduate and graduate students who drop a course, or withdraw from the System, shall receive a grade of "W" if that action occurs anytime between the day after the census day for that course and the day that corresponds with the

completion of 70 percent of the class days for that course. Likewise, a student who withdraws from the system during that time period also shall receive grades of “W” for all the courses in which he/she is registered.

For standard classes, the last day to receive a grade of “W” is determined by calculating 70 percent of the class meeting days in the term, counting from the first day of classes in the term and rounding up if the calculation produces a fractional value greater than or equal to 0.5.

For any non-standard course, the last day to receive a grade of “W” is based on the number of class meeting days for the course, using the method described above.

A notation of the date of withdrawal will be included on the student’s transcript if he/she withdraws from the system.

If a student withdraws from a course after the time period specified above, a grade of “F” will automatically be assigned by the Office of the Registrar and Academic Services.

Withdrawal from the University

The effective date used for students withdrawing from the university is the date that the withdrawal process is initiated in the Office of the Registrar and Academic Services. This notice must be given by the student using the appropriate forms. Dates for withdrawing from the university will be proportionally adjusted for summer terms of instruction.

Complete withdrawal from the university from the day after registration day through 70 percent of the class meeting days in the term results in the assignment of “W” grades unless the professor-in-charge has previously assigned a final grade. A withdrawal from the university must be initiated in the Office of the Registrar and Academic Services and processed through the Director of Retention and Testing. A withdrawal from the university will be processed only when all courses at all Regental universities are being dropped by a student.

If a student withdraws from the university after completion of 70 percent of class days, grades of “F” automatically are assigned by the Office of the Registrar and Academic Services in

all courses for which the student was enrolled unless a final grade has previously been issued by the course instructor. In the event that a final grade has not been assigned, consideration may be given to extenuating circumstances that may warrant the assignment of a grade of “W.” Should such extenuating circumstances exist, students wishing to appeal must complete the Application for Academic Appeal form that is available at the Office of the Vice President for Academic Affairs or can be downloaded from <http://sdmines.sdsmt.edu/studentlife/forms>. Such appeal must be filed within one term after the term in which the withdrawal occurred.

Re-admission Following Withdrawal

A student who has withdrawn from the university may be readmitted in that same semester by permission of the Vice President for Academic Affairs if the student has paid the appropriate tuition and fees.

Transcript of Credits

A transcript of credits is an authentic copy of the student’s academic record from each Regental university attended. The fee is \$5.00 for one copy, and \$2.50 for each additional copy per request. A transcript must include all courses attempted. Transcripts are released only on written request with the signature of the individual concerned. This order must be placed in person, by mail, or by FAX to the Office of the Registrar and Academic Services. Upon graduation each student is entitled to one complete transcript of the credits earned without charge.

Attendance

Every student is expected to attend each lecture or laboratory session for which he or she is scheduled. The faculty has allowed no system of authorized “cuts.” A student who fails to attend classes regularly must satisfy such requirements as the instructor in a course may prescribe.

Excused Absences for School Sponsored Events.

The faculty recognizes extracurricular activities to be a valued component of student development and education. When an activity results in a classroom absence, the faculty members have agreed to accommodate students involved in these activities in accordance with this policy.

Procedures:

1. Students who participate in recognized activities will notify their instructors prior to the absence.
2. Students will be given the opportunity to make-up any exams missed in the course of the absence.
3. Students will consult with their instructors regarding the make-up/submission of other graded activities that will be missed as a consequence of the absence.
4. Recognized activities are those determined by the advisor of the sponsoring School of Mines organization or the coach of the involved athletic team. If there are any questions, the advisor or coach should consult with the Vice President for Student Affairs or Athletic Director.
5. All other arrangements (if allowable) for absences not covered under this policy must be decided through consultation between the faculty member and the student, and/or under the guidelines of the class syllabus of the instructor.
6. Unresolved issues may be taken up following the established School of Mines Grievance Procedure for Students Policy III-A-31.

Recognized activities under this policy are determined by the School of Mines advisor/coach. Upon request or as a standard process the advisor/coach may send an e-mail notice verifying the event.

Campus Clearing Policy.

All graduating students are responsible for return of all college property, library books, keys, etc., and payment of all financial obligations to

the college before their diplomas will be released.

Conduct.

South Dakota School of Mines and Technology subscribes to the widely recognized traditions and lawful missions of tax-supported higher education in the United States. These traditions and missions work to: (1) develop students to well-rounded maturity, physically, socially, emotionally, intellectually, and vocationally; (2) develop, refine, and teach ethical and cultural values; (3) teach the practice of excellence in thought, behavior, and performance; (4) teach principles of patriotism, civil obligation, and respect for the law; and (5) transfer the wealth of knowledge and tradition from one generation to the other. The regulations established by the Regents, faculty, or administration, have been developed to enhance the opportunities for fulfilling the above purposes. Students are expected to adhere to and support such policies.

In general, students are expected to conduct themselves as responsible citizens at all times and to uphold all federal, state and local laws. Conduct that is held detrimental to the college community (composed of students, faculty, staff and administration) may result in disciplinary action.

The Regents for the state supported institutions of higher learning in South Dakota have formulated the following policy statement relating to student conduct and behavior:

The attendance of a student at one of the higher education institutions under the jurisdiction of the Board of Regents is a voluntary entrance into the academic community. By such act the student assumes obligations of conduct and performance imposed by the institution. The constitutional rights of students will not be abridged by action of the academic community. The institutions may discipline or expel the student from the academic community for any intentional act, which disrupts or prevents the accomplishment of any lawful mission, process, or function of the institution or in order to secure compliance with the obligations of conduct and performance imposed. (Regents Policy Manual, Sec. 10.1.2. June 1990)

Complete details of current policy regarding student conduct, responsibilities, and disciplinary sanctions will be found in the student code of conduct brochure. A Code of Student Rights and Responsibilities and the Board of Regents Policy on Student Conduct was adopted in January of 1995. Adopted policy serves as a basic set of guidelines for students, faculty members, and administration. School of Mines judicial process provides all members of the student body with the facilities for appeal and adjudication.

Admission and enrollment in the university obligates the student to be familiar with and to abide by the standards and the rules and regulations of the university as well as the laws of the various levels of government. Students should be aware of and familiar with such laws, rules, and regulations with respect to their status on the campus, as defined in the student code of conduct. The student code of conduct is printed annually and is available to students at registration or upon request and online. Changes in some of these rules may be desirable from time to time, and student cooperation and participation in bringing about changes through appropriate channels is encouraged. However, violations of existing regulations will not be condoned and disciplinary sanctions may be imposed for such violations.

