

Registration

Academic Terms Defined

The School of Mines operates a fall, spring, and summer term. Fall and spring shall operate on a semester basis. Summer term begins the day after spring semester ends and continues until the day before fall semester begins.

A semester shall consist of a minimum of 15 weeks. The number of class days in a given semester shall be inclusive of those days set aside for registration, assessment/performance testing and final examinations but exclusive of holidays and days set aside for new student orientation. New student orientation may be concurrent with or prior to registration.

Academic guidelines require that all courses offered for credit must involve a minimum of 15 contact hours over 3 instructional days for each credit hour awarded.

Courses offered by distance education should have equivalent standards, rigor, student outcomes, substance and assignments as courses offered by face-to-face means. Distance education courses may be scheduled on a semester basis and require that students complete learning experiences on a particular timeline (i.e. each week). The required length for a distance education course is determined by course expectations and scheduling. The student will conclude the course upon completion of course requirements. Typically, a one credit hour course lasting for a semester equates to 45 hours of effort by the student.

Academic Calendar

Institutions of higher education, under control of the South Dakota Board of Regents, shall operate on a common academic calendar with common periods during the summer term and the fall and spring semesters at each institution when classes are not in session. Academic calendars shall be designed a minimum of two years in advance with annual extensions recommended to the Executive Director by the Council of Presidents and Superintendents no later than the

May meeting.

Holidays

The schedule of holidays for the institutions of higher education is listed below. Classes shall not be scheduled to meet on holidays.

New Years Day

January 1*.

Martin Luther King Jr. Day

Third Monday in January.

Presidents Day

Third Monday in February.

Memorial Day

Last Monday in May.

Independence Day

July 4*.

Labor Day

First Monday in September

Native American Day

Second Monday in October.

Veterans Day

November 11*.

Thanksgiving Day

Fourth Thursday in November.

Christmas Day

December 25*

* If January 1, July 4, November 11, or December 25 fall on a Sunday, the Monday following shall be observed as the holiday; if they fall on a Saturday, the previous Friday shall be observed as the holiday.

Drop and Add Period

The drop/add period is the time period during which students may adjust their academic schedule for the term without financial or academic consequences. The last day of the

drop/add period for a course is designated as the census date for that course and is the official date for enrollment reporting. The end of the drop and add period for standard and non-standard courses offered in a semester shall be the date the first 10 percent of the term ends or the day following the first class meeting, whichever is later. When calculating 10 percent of the term, breaks of five or more days are not included when counting the total number of days but Saturdays, Sundays, and holidays are. Student registrations can only be added to courses after the end of the drop and add period by approval of the chief academic officer of the university.

Registration Changes

All students will be assigned an academic advisor upon admission; thereafter, all course registrations and changes, other than withdrawal from the university, should be approved by the assigned advisor. Students may request advisor or major changes from the Office of the Registrar and Academic Services.

Credit by Validation

Advanced Placement Program (AP)

Entering freshman students who have completed an honors course in high school and who have taken and successfully passed appropriate College Entrance Examination Board Advanced Placement test with a score of 3, 4, or 5 may receive course credit. South Dakota Board of Regents policy on specific courses for which credit is given and other requirements are found at: http://www.sdbor.edu/policy/2-Accademic_Affairs/documents/2-5.pdf.

College Level Examination Program (CLEP)

The South Dakota Board of Regents and its universities encourage high school student to pursue rigorous academic programs and to take advantage of opportunities available to them to earn college credit. The College Board's College Level Examination Program (CLEP) provides an opportunity to earn college credit. Colleges and universities award college credit for satisfactory

performance on the CLEP examinations. Satisfactory performance on CLEP examinations can reduce the cost of college education by reducing the number of credits a student must take to complete the degree. CLEP tests may be retaken only following a lapse of six months. South Dakota Board of Regents policy on specific courses for which credit is given and other requirements are found at:

http://www.sdbor.edu/policy/2-Accademic_Affairs/documents/2-5.pdf.

International Baccalaureate (IB)

School of Mines recognizes the rigor of IB courses and the IB Diploma Program and encourages students to complete higher level courses and exams when ready. Students who complete higher level courses and exams and obtain a score of five (5) or above will be considered for advanced placement credit in the corresponding courses. South Dakota Board of Regents policy on specific courses for which credit is given and other requirements are found at: http://www.sdbor.edu/policy/2-Accademic_Affairs/documents/2-5.pdf.

Credit by University Examination

The School of Mines faculty has adopted a policy to permit college credit by university examination. Any student enrolled in the college who has studied a subject independently or who has completed equivalent college level course elsewhere for which he or she is unable to get a transcript acceptable to this institution may request a special examination to establish credit under the conditions specified below:

1. The student must consult his or her advisor and the head of the department in which the course is offered, who will conduct a preliminary survey of the work in which the student claims to be prepared and will determine whether an examination is warranted, what topics it should cover, and what credit may be expected.
2. After determining eligibility to take an examination the candidate pays a per-subject fee at the Office of Student Accounts/Cashier's Office and then secures

the appropriate form from the Office of the Registrar and Academic Services.

3. If the student successfully completes the examination, the permanent record will show "Credit by Examination" with a grade of "EX". No entry will be made on a permanent record if the examination is failed.
4. Credit by examination is not permitted if the student has previously completed the course for collegiate credit.

Credit by Verification

Credits earned through validation methods other than nationally recognized examinations (that is, university administered tests and verification like military credit or prior learning) are not allowed:

1. To exceed 32 credits for baccalaureate degrees
2. To exceed 16 credits for associate degrees
3. If the student previously visited or is currently registered for the class
4. For any graduate level courses (exceptions for some programs)

Dual Use of Credit

Many high school students complete college-level courses while enrolled in high school. School of Mines encourages talented high school students to extend their educational background in this manner. South Dakota law provides that students in grades 10, 11 and 12 may enroll in higher education as a special student in a course or courses offered with the school district's approval, and these courses may be applied to high school graduation requirements. See Admissions procedures for further information.

Undergraduate Pass-Fail Option

1. Any undergraduate student with a minimum cumulative GPA of 2.00 at South Dakota School of Mines and Technology is eligible to elect one free elective course per semester on a pass or fail basis. Courses taken under the Pass/Fail option cannot be used to satisfy the sixteen (16) credit hours of humanities/social science requirement for the bachelor of science degree.

2. The student shall notify the Office of the Registrar and Academic Services in writing of his or her request that the course be graded on a pass or fail basis. Only the Office of the Registrar and Academic Services and the student's advisor are to be notified of the intention of the student to be graded on a pass or fail basis. A student will have the option during the drop and add period of each semester to change from pass or fail to traditional grading, or vice versa.
3. The instructor will report the student's grade based on the college's regular grading system. If a grade of "D" or better is recorded, the student will receive a "Satisfactory," a grade of "U" will be recorded as a "Fail," and the "U" grade will count in calculating credits attempted.
4. Credits earned under this option may be used toward a student's graduation requirements, if appropriate and applicable, but only if a grade of "S" is recorded. A passing grade will be recorded as "S" and will not be used in the calculation of the student's GPA. A course taken on a pass or fail basis will not be converted, after a grade has been recorded, to a traditional grade for the purpose of improving a GPA.
5. The pass or fail option shall apply only to the student's first registration in a course.

Registration Retake Policy

The registration retake policy defines how many times a student may register for (take) a course.

The retake policies approved by the BOR are as follows:

1. A student will be allowed a total of three takes for undergraduate courses (course numbers of 001 to 499) for which credit is only counted toward graduation once. The student must petition in writing to the Vice President for Academic Affairs to be permitted to take an undergraduate course more than three times.

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>. At the undergraduate level only the LAST attempt (take) of the course will count toward graduation and into the grade point average calculations.

2. A student will be allowed a total of two takes for graduate courses (course numbers of 500 or above) for which credit is only counted toward graduation once. The student must petition the graduate dean for permission to take a graduate course more than two times.
3. A student will be allowed unlimited takes for an undergraduate or graduate course for which credit toward graduation may be received more than once (e.g., Independent Study, Thesis). All takes will count into grade point average calculations. Individual departments/majors may limit the number of credits allowed toward graduation in certain courses. Students should check with their advisor.
4. The Audit (AU) grade is the only grade that will not be counted as a take of a course. All other grades, including Withdraw "W" grade, will count as a take of a course.
5. Transfer courses and non-courses (CLEP, credit by exam) will also count as a take of a course.
6. The count for retakes will begin with courses in which students are enrolled fall 2003. Takes of a course prior to fall 2003 will not be counted.

Audited Courses and Registrations for No Credit

The outside preparation of auditors is entirely voluntary. Their participation in classroom discussions and examinations, and the minimum attendance requirements are subject to arrangements with the instructor of the course being audited. Failure to meet these arrangements will be cause for changing the grade in the course from "AU" to "W." An auditor is allowed neither credit nor a grade for the course even if the auditor satisfactorily passes the final examination of the course. An audited course cannot count toward the definition of a full-time load for

purposes of securing financial aid nor for establishing eligibility to compete in intercollegiate contests. An audited course may not be used to qualify for a reduced tuition rate, but will be counted toward any upper limits on the number of credit hours a student may carry, and will be counted in determining requirements for paying campus fees.

A course taken for no credit but with a grade will be treated the same as an audited course except that the student will be expected to prepare and participate in the course to the same extent as all other students. The grade awarded will not be counted in the student's grade point average.

The request to audit a course or to enroll with no credit must be made at the time of the drop and add period by written petition to the Office of the Registrar and Academic Services. The petition has no effect on the tuition charges for a course.

Overloads

A normal student load is 18 credit hours or fewer. An overload is a course load in excess of 18 credit hours.

To register for an overload, students must consult with their academic advisors. Student requests for overload enrollments should be submitted in writing to their college dean (or equivalent) at their "HOME" institution to grant the approval for registration in credits beyond the overload status. This approval will normally be granted based on a student's exceptional past academic experience.

Deadlines for Adding Courses

1. Students may add daytime or night courses to their schedules through the first 10 percent of the term. When calculating 10 percent of the term, breaks of five or more days are not included but Saturdays, Sundays, and holidays are. This date is listed in the Academic Calendar, which is on the inside front cover of this catalog.
2. In exceptional circumstances, students may add daytime or night courses with the permission of the instructor and the department head responsible for the student's

proposed additional course, through the 15th day of classes.

3. Students wishing to add daytime or night courses beyond the period specified above must file a written appeal with the Vice President for Academic Affairs/Provost (or their designee); the appeal must be signed by the student and approved by the instructor of the course involved and the student's advisor.
4. Students may add summer term courses through the first 10 percent of the term. When calculating 10 percent of the term, breaks of five (5) or more days are not included but Saturdays, Sundays, and holidays are.
5. In extreme circumstances, students may add summer school courses after this period with permission of the instructor and the Vice President for Academic Affairs (or their designee).
6. No student will be permitted to attend any class unless he/she is registered and listed on the class attendance roll.
7. Following fee assessment, the students are required to pay for all additional tuition and fees at the Student Accounts/Cashier's Office. Failure to pay may result in students being dropped from the sections that they added. It is the responsibility of the instructor in each class to check the class roll carefully during the first few weeks of each semester to be certain that all students attending a given class are listed on the class roll. Any student whose name does not appear on the class roll should not be permitted to attend that class and should be referred to the Office of the Registrar and Academic Services promptly for clarification of his or her status.
8. Students can add and drop courses by using WebAdvisor, a web interface to the Colleague Student Information System.

Deadlines for Dropping a Course

Please see "Date for a Grade of W" on page 34 for information about dropping a course.

Mandatory Placement Procedure

A mandatory placement procedure for mathematics and English is used at all Regental universities in the state. The instruments and

criteria used for other mandatory placement are at the discretion of each institution.

The ACT is the required initial test used to place students who attend a South Dakota regental university into their mathematics and English courses. A student can be placed in classes via the ACT sub-scores for math and English, or, for more accurate placement, using the ACT COMPASS test, which is administered at South Dakota universities such as the School of Mines. The COMPASS test is administered on a computer and takes approximately 30 to 40 minutes for each section (math, writing, and reading). Students who need to take the COMPASS test should sign up for and attend a COMPASS Day (dates are listed below) by going to the New Student Checklist from the Mines homepage or contact the Registrar and Academic Services Office at (605) 394-2400.

Students will need to take all or part of the COMPASS test if:

1. They have not taken the ACT within five years from date of enrollment and have not taken and passed any college level English or math courses.
2. They scored above 24 on their ACT math.
3. They scored a 24 or less on their ACT math and want to challenge their course placement. Students have the option of taking the higher of the two scores, but are warned that a deficiency warrants serious contemplation and students should consider the class that best reflects the requirements of math success. At School of Mines, advanced math, especially calculus, is a mainstay in the curriculum, regardless of major.
4. They scored 17 or less on their ACT writing.

COMPASS results are designed to assist the institution in placing students into appropriate math and English courses or, if necessary, into developmental or preparatory courses. We caution students that successful completion of a high school course (e.g., trigonometry) does not guarantee that this course has been mastered at the

college level. Placement is confirmed by passing the appropriate COMPASS test area.

Cooperative Education Program

A partnership with business, industry, and government agencies, the Cooperative Education Program provides students with opportunities to apply their classroom learning to “real world” work experiences in industry. Co-op students are hired by employers to work in positions related to their major. Minimum GPA and other co-op eligibility requirements vary among employers. Interested students should contact the Career Center or their department’s Cooperative Education Coordinator. Students are responsible for securing their own co-op positions and are encouraged to register with the Career Center for assistance with identifying and applying for co-op opportunities. After accepting a co-op offer, students are to inform the Career Center of their co-op employer, salary, and dates of employment.

During their co-op work experience, students are expected to apply knowledge learned in the classroom and to grow professionally through development of their interpersonal, communication, teamwork, and workplace etiquette skills.

1. Academic Credit: 1 to 3 credits.

Prerequisite: Permission of instructor. Credit is available for each semester or summer work experience upon approval by the departmental Cooperative Education Coordinator. Students must satisfy departmental requirements in order to earn credit for their co-op. Requirements include a written report of the work experience and an employer’s evaluation of work performance. Because the work performed by a student working full-time while on co-op is equivalent to the workload of a full-time student, a student on co-op who is registered for CP credit shall be considered to have full-time status.

2. Administration: The Cooperative Education Steering Committee is comprised of the departmental Cooperative Education Coordinators, the Provost and Vice President for Academic Affairs, and the director of Career

Center. The committee is responsible for developing cooperative education industrial or business experiences; assisting students with identifying co-op opportunities; maintaining contact with cooperative education employers; and conducting an on-going evaluation of the program. For additional information, contact the director of Career Center (605) 394-2667 or visit: <http://careers.sdsmt.edu/>.

