

SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

Policy Manual

SUBJECT: Recommendation of Students for Graduation

NUMBER: Policy II-17-2 (Formerly Policy III-36)

Students are recommended to the university president for graduation through a series of approvals by academic advisors, program coordinators, either the Degrees Committee or the Council on Graduate Education, the Faculty Senate, and the Registrar and Academic Services office.

The term program coordinator, as used in this policy, refers to an individual assigned as the administrator of a degree program. This person is usually the department head for a departmental degree program, or the chair of a program steering committee for multidisciplinary programs.

1. Each Fall and Spring semester, the Registrar and Academic Services office shall request degree audits from academic advisors for undergraduate students who are currently enrolled as seniors and who are expected to graduate.
2. Each academic advisor shall review the degree audit for each student and shall forward the approved degree audits to the Registrar and Academic Services office for those students recommended for graduation. Names of students recommended for a summer graduation will be forwarded to the Registrar and Academic Services office with those for the preceding spring graduation. On each student's degree audit, the advisor will indicate any degree requirements that are still outstanding.
3. The academic records of students recommended for graduation by the advisor will be reviewed by the appropriate university committee to ensure that the institutional requirements will be met for each student. The Degrees Committee shall review the records of those recommended for baccalaureate degrees and the Council on Graduate Education shall review the records of those graduate students recommended by each committee as eligible for graduation, pending completion of all outstanding requirements.
4. The recommendation of the Faculty Senate shall be forwarded to the Registrar and Academic Services office by the Chair of the Faculty.
5. The Registrar and Academic Services office shall forward the recommendation of the Faculty Senate to the President. After the end of each academic term, the Registrar and Academic Services office shall check the degree audit of each student recommended by the Faculty Senate to ensure that all outstanding degree requirements were met. The Registrar and Academic Services office shall then forward to the university President a list of those students who were recommended by

the Faculty Senate and who completed all outstanding degree requirements specified by the program coordinators.

SOURCE: Office of the Dean of Students, Mar. 1998; Faculty Senate, Nov. 2008; Office of the Provost, Dec. 2009

BOR Reference: Policy 2:17