



SOUTH DAKOTA STATE UNIVERSITY

**GRADUATE SCHOOL
REGULATIONS, PROCEDURES AND INSTRUCTIONS
FOR
MEMBERS OF THE GRADUATE FACULTY**

Revised 7/06

GRADUATE SCHOOL

Regulations and Procedures

For

Members of the Graduate Faculty

This manual is prepared for members of the Graduate Faculty of South Dakota State University. Its purpose is to bring together certain rules, regulations, and procedures not found in the Graduate Bulletin, the Faculty Handbook, the General Bulletin, or the manual of Form and Procedure for Writing Theses, Dissertations and Research Reports. It supersedes the previously published manual (April 1, 2002).

GRADUATE SCHOOL REGULATIONS AND PROCEDURES

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GRADUATE SCHOOL

I. Purpose.

South Dakota State University is a Land Grant University and subscribes to the land grant philosophy of education, research, and service as its three-fold mission. The Graduate School is a separate administrative unit composed of selected scholars within the University. The primary functions of the Graduate School are:

- A. To provide an atmosphere in which qualified students may obtain rigorous advanced education in a variety of fields to further prepare for service and leadership in their professions and society; and
- B. To promote scholarly pursuits and scientific research for the advancement of knowledge in an environment of freedom of inquiry.

II. Administration.

The Dean is the chief administrative officer of the Graduate School. Responsible to the Vice President for Academic Affairs, the Dean is charged with ensuring that Graduate School policies are carried out in the appointment of Graduate Faculty, graduate curricula and courses, student admissions and graduate advising. In addition, the Dean is responsible for coordinating graduate fellowship programs. In matters directly related to the Graduate School, members of the Graduate Faculty are responsible to the Dean of the Graduate School.

In the initiation of graduate courses or programs and in all matters involving allocation of staff, facilities, and funds, members of the Graduate Faculty or faculty teaching graduate-level courses must secure approval from their department head and college dean.

The Dean is advised by the Graduate Council, representing the Graduate Faculty, in certain phases of the administration of the Graduate School.

The Graduate Council shall select a Vice-Chair each year from its elected membership.

The Associate Dean provides leadership as is delegated by the Dean. The Associate Dean performs all responsibilities of the Dean in the Dean's absence, except chairing the Graduate Council.

III. Primary Functions of the Dean.

To promote the general welfare of and to maintain adequate standards for the Graduate School.

To administer graduate programs in accordance with policies adopted by the Graduate Faculty and regulations established by the University administration and the Board of Regents.

To coordinate with the Dean of General Studies and Outreach Programs all off-campus graduate programs.

To approve the teaching of graduate-level courses by those not on the Graduate Faculty.

To implement changes in number of credits, course numbers, or title of graduate courses.

To act on student admissions to Graduate School (including processing, coordination with departments, and final acceptance), to approve plans of study, theses, dissertations, advisory and examination committees.

To perform other more specific functions as outlined elsewhere in this manual and in the Faculty Handbook.

IV. The Graduate Council.

A. Purpose. The purpose of the Graduate Council is to act on behalf of the Graduate Faculty to maintain an efficient Graduate School with high standards. In order to accomplish this purpose, the Council is given power to act within the policies set by the Graduate Faculty. It is recommended that prior to their presentation to the Graduate Faculty, matters of policy should be reviewed by the Graduate Council. Individual members of the Graduate Faculty or groups of members may present written statements to the Graduate Dean for consideration by the Council and submission to the Graduate Faculty. This does not preclude their right to make presentations directly to the Graduate Faculty. Rather, it is intended to allow for adequate preparation of material for presentation to the Graduate Faculty and to expedite its work.

B. Functions. The functions of the Graduate Council are: (1) to elect members to the Graduate Faculty, (2) to consider policies and procedures for the Graduate School prior to their submission to the Graduate Faculty for action, (3) to approve new graduate-level courses, changes in graduate-level courses, and new graduate majors or degrees for submission to the Graduate Faculty and/or Board of Regents, and (4) to consider other matters submitted to them by the Dean of the Graduate School.

C. Membership. The Graduate Council is composed of the Dean of the Graduate School, who acts as chair, the Associate Dean of the Graduate School, and nine members elected by the Graduate Faculty, one from each of the following areas: Plant Science, Animal & Range Sciences, Biological Sciences, Engineering, Physical Sciences, Health Sciences, Education and Counseling, Social Sciences and Humanities. These areas and who they represent are listed below. In addition, the Dean of Libraries is a member ex-officio.

Members of the Graduate Council are elected from and by the Graduate Faculty. They serve three-year terms and cannot succeed themselves.

During the spring semester of each year, the Graduate School will identify areas of study in which a vacancy on Graduate Council will occur. All Graduate Faculty in those areas of study will be notified. Graduate Faculty who indicate

their willingness to serve on the Council will have their names placed on a ballot appropriate to their area of study (see pp. 3, 4 of this document for description of areas of study).

In the event that at least two faculty do not submit their names for consideration, the Graduate Dean, in consultation with the Graduate Council, will contact department heads in the area of study and request nominations.

The Graduate Council, in conjunction with the Graduate School, will then distribute ballots to those areas of study in which a vacancy on the Council will occur. Within each area, Graduate Faculty only will vote on their representative, and the Graduate Council will tally those votes. If no candidate receives a plurality of the votes cast (i.e., 50% + 1), then a run-off election will be held between the two candidates receiving the largest number of votes. The candidate receiving the largest number of votes will be declared elected to serve a three-year term. Candidates with the second largest number of votes will be considered alternates for the positions on the Council until the next Graduate Council election.

- D. Meetings. Meetings of the Graduate Council may be called by the Dean of the Graduate School or at the request of any Council member. The presence of at least fifty percent of the voting members constitutes a quorum. In all matters of voting, a simple majority rules, except in the election of new members of the Graduate Faculty, where two-thirds majority of those present is required.

V. Areas of Study in the Graduate School.*

Plant Sciences

Plant Science Department
Horticulture, Forestry, Landscape and Parks Department

Animal Sciences

Animal and Range Sciences
Dairy Science Department

Biological Sciences

Biology and Microbiology Department
Veterinary Science Department
Wildlife and Fisheries Department

Engineering

Agricultural and Biosystems Engineering Department
Civil and Environmental Engineering
Geospatial Sciences and Engineering Department
Computer Science Department
Electrical Engineering Department
Engineering Technology and Management Department
Mechanical Engineering

Physical Sciences

Chemistry and Biochemistry Department
Mathematics Department
Physics Department

Health Sciences

Health, Physical Education, and Recreation Department
Nursing College
Nutrition, Food Science and Hospitality Department
College of Pharmacy

Education and Counseling

Education and Counseling College

Social Sciences

Human Development, Consumer and Family Sciences Department
Economics Department
Geography Department
Political Science Department
Psychology Department
Sociology Department

Humanities

Apparel Merchandising and Interior Design Department
Communications Studies and Theatre Department
English Department
Foreign Languages Department
History Department
Journalism and Mass Communications Department
Music Department
Visual Arts Department

*Areas include all departments or units with Graduate Faculty members and are represented by one member on the Graduate Council.

VI. The Graduate Faculty.

- A. Functions. The functions of the Graduate Faculty are (1) to approve graduate curricula and courses (which are normally delegated to the Graduate Council), (2) to teach graduate-level courses, (3) to serve as major and minor advisors to graduate students or serve on their advisory committees, (4) to serve on examining committees for graduate students, (5) to act on matters of policy and standards concerning the Graduate School, and (6) to elect members of the Graduate Council.
- B. Membership. Faculty members permanently appointed to the following administrative positions are members of the Graduate Faculty: president, vice presidents, academic deans, and heads of all departments offering graduate-level programs. Heads of departments offering graduate courses who are not regular elected members, serve as ex-officio on the Graduate Faculty during the period of such administrative appointment. Other members may be elected from the general faculty by the Graduate Council after nomination by the head of the department in which the faculty member holds an appointment or by self-nominations. Such members retain their status regardless of administrative appointments.

For admission to the Graduate Faculty, a faculty member must have demonstrated the qualifications necessary to perform the following duties of a member of the Graduate Faculty:

1. Serve as a graduate academic advisor and director of thesis/dissertation research
2. Instruct in graduate-level courses
3. Serve on graduate-level advisory committees

Membership on the Graduate Faculty requires experience, professional maturity, and evidence of advanced education and scholarly activities. The following qualifications are suggested:

1. Terminal Degree
2. Appointment at the Assistant Professor level or above
3. Nomination from the department based on the nominee's experience in the discipline and credentials which demonstrate readiness to become a graduate faculty member.

These are guides only and meeting them does not insure election to the Graduate Faculty. Neither does failure to meet them exclude the exceptional candidate.

Demonstrated teaching proficiency in higher education and scholarly accomplishment is evidence of experience and professional maturity. Teaching proficiency is demonstrated not only by years of experience, but also by the level and variety of courses taught. Demonstration of scholarly accomplishments requires evidence of research through refereed publications or other creative accomplishments consistent with graduate-level work in the candidate's discipline.

Nomination to membership to the Graduate Faculty is made by the department head of the faculty member on a form furnished by the Graduate School. The department head and/or faculty member should supply specific information concerning the candidate's ability to perform the major duties as listed above, as well as evidence of scholarly activities. The nomination, routed through the nominee's/applicant's department head and college dean, may be forwarded to the Graduate School at any time during the year. It will normally be considered by the Graduate Council at the meeting following nomination receipt.

Members of the Graduate Faculty who do not teach graduate courses and have not served on an advisory committee or as a Graduate Faculty Representative on a committee, or otherwise functioned in their role as a member of the Graduate Faculty for a period of three years, will be dropped from membership. Prior to this action, the faculty member will be notified and offered an opportunity to retain membership. Staff members who are candidates for degrees from this institution are ineligible for membership on the Graduate Faculty. Graduate Faculty members are not eligible to work toward advanced degrees at this institution.

- C. Meetings. The Graduate Faculty meetings are called by the Dean of the Graduate School or as specified by the Graduate Council, or upon petition of at least twenty-five members of the Graduate Faculty, with such petition stating matter(s) to be brought before the group. Twenty-five percent of the members constitutes a quorum. The Dean of the Graduate School serves as chair for these meetings, which are conducted in accordance with Robert's Rules of Order. The Graduate Council will annually elect a Vice-Chair who will preside at meetings of the Graduate Faculty and Graduate Council in the absence of the Dean. The Graduate School office will provide a recording secretary for all meetings. The Graduate Faculty will typically meet at least once each semester.
- D. Teaching of Graduate-Level Courses by Non-Graduate Faculty. Members of the faculty who are members of the Graduate Faculty may be authorized to teach graduate courses by the Graduate School Dean. Such permission, once granted, may carry a time limit and must be requested again. Requests for permission to teach such courses should be submitted to the Graduate School at least one month before the beginning of the semester in which the course is offered. To obtain the permission, the department head should submit one copy of the form "Request for Permission to Teach Graduate Courses" through his/her college dean. Notification of the action taken by the Dean of the Graduate School will be sent to the department and the college. Before permission to teach courses for graduate credit can be granted, the Dean of the Graduate School must be assured that need for the permission exists and that the instructor is sufficiently qualified.

Only members of the Graduate Faculty are authorized to serve as major advisors to graduate students, (1) as minor/supporting advisors, (2) as Graduate Faculty Representatives, (3) on advisory committees, and (4) on examining committees. However, additional persons who are not members of the Graduate Faculty may, with the approval of the Dean of the Graduate School, serve on examining committees for master's degree students.

VII. The Advisors.

- A. Major Advisor. Each graduate student (except non-degree seeking students) has a major advisor. A number of systems are used in various departments with respect to the assignment of major advisors. Any system consistent with the following guideline is satisfactory:
1. The selection of the major advisor should be made at the time of acceptance for admission and notated on the Review for Admission form, after consultation with/and the consent of the student and the Graduate Faculty member to be assigned. With approval of the student and the Graduate Faculty member concerned, changes in major advisors may be made by the department head or committee chair.
 2. At any one time, the student has only one major advisor per degree.
 3. The thesis or dissertation advisor will normally serve as the major advisor for the students pursuing an Option A master's degree or a PhD. Degree. If the thesis/dissertation advisor is not on the graduate faculty,

then a member of the Graduate Faculty must serve as major advisor, and that major advisor is responsible for the student and interaction with the Graduate School relative to the student. The thesis/dissertation advisor in these instances is responsible to the major advisor.

4. The major advisor must be a member of the Graduate Faculty.

The major advisor must ensure that the following needs of the student are met:

1. Advise the student concerning the selection of course work, assist in completing the Plan of Study, and give counsel on other matters pertinent to the successful completion of graduate study.
2. Assist in the selection of a thesis or dissertation problem, provide reasonable facilities for accomplishing the research, give guidance in the approach to the problem, review progress at frequent intervals, and ensure that the thesis or dissertation submitted is scholarly and original, and that it meets the requirements of form as published by the Graduate School. In addition, the major advisor is responsible for editing and assuring that the thesis or dissertation is in proper form.
3. Monitor the progress of the student, and at times when he or she fails to meet the standards required, to call this to the attention of the department head concerned and the Dean of the Graduate School.

The correction of such a situation must be made promptly, but only after careful consideration of why the student is failing to meet standards.

- B. Minor or Supporting Area Advisor. Some master's and doctoral programs require a minor or supporting area of course work and others do not. In those departments/programs requiring a minor or supporting area, such graduate student has a minor advisor, chosen after consultation with the head of the minor department prior to submission of the Plan of Study. Likewise, those who select a supporting area must have an advisor representing the supporting area. The minor or supporting area advisor must be a member of the Graduate Faculty. He or she acts as consultant to the student and major advisor in matters concerning minor or supporting field, serves on the advisory (PhD student only) and examining committees, and may sign for the department head of the minor department, when appropriate, in matters relating to the student's graduate program. In programs not requiring a minor or supporting area, a member of the Graduate Faculty representing the major area or a related area will be chosen in the same manner for membership on the advisory committee so that the total required minimum members on committees remains uniform.
- C. Thesis/Dissertation Advisor. The major advisor is the thesis/dissertation advisor except in those instances where he/she is not a member of the Graduate Faculty. If the thesis/dissertation advisor is not on the Graduate Faculty, he/she should work closely with the major advisor who is responsible for interaction with the Graduate School. The thesis/dissertation advisor must have been granted

permission to teach Thesis 798 or Dissertation 898D and will serve on the student's committee.

VIII. Examinations.

- A. Graduate Record Examination. The Institutional Testing Program of the Graduate Record Examination is available from the Office of Academic Evaluation and Assessment. Use of the Graduate Record Examination by the various departments is optional.

The manner in which Graduate Record Examination scores are used is left to the discretion of the various departments. The Graduate Office will assist in every way possible in keeping the records and evaluating the scores.

- B. Test of English as a Foreign Language (TOEFL). All international students for whom English is not the native language must take the Test of English as a Foreign Language prior to admission. A minimum score of 525 paper-based, 197 computer-based, and 71 Internet-based will be required for admission by the Graduate School, although a higher score may be required by departments. At the department's discretion, an English proficiency examination, such as the Michigan Test, may be required for international students after arrival.

In cases where the English proficiency test indicates that remedial course work is required, it is the responsibility of the graduate student to complete work as soon as practical. This will be monitored by the Graduate School. Students may be denied a graduate assistantship if their English proficiency requirements are not met.

- C. Entrance Examinations. The use of entrance examinations is a matter to be decided by the individual departments, and is sometimes based on requirements of professional organizations.
- D. Master's Degree Examination. Two types of examinations are used in the master's degree programs. The comprehensive written examination is required of Option C students. The final oral examination is required of all master's degree students. In conducting the examinations, the committee and candidate should recognize that an advanced degree is more than evidence of satisfactory completion of courses, and that integration of the content of the program is expected of successful candidates. Examinations should not be conducted unless the course work on the Plan of Study has been substantially completed, so that examinations may include most of the formal study included on the Plan of Study.
1. Final Written Examination. The final written examination is the responsibility of the major advisor. It should cover work in the major field and may, at the discretion of the major advisor, also cover work in the minor field or supporting courses if these are required by the program.
 2. Final Oral Examination. No fewer than ten working days before commencement, each master's degree candidate is required to pass an oral examination. The examination is approximately two hours in duration covering research (if required), the courses included in the graduate program and the ability of the candidate to apply the knowledge of the field.

For the composition of the examination committee, see "Advisory Committee" section.

The time and place of the examination are posted on the Graduate Office bulletin board. While persons not on the examination committee are not excluded from attending the examination, it is in the best interest of the student if visitors attend only after obtaining permission of the major advisor and the student.

The members of the examination committee should:

- a. Determine the nature of the examination. The Graduate School has no desire to stereotype examinations but offers, for those who may wish, the following guidelines:
 - (i) When a thesis or research paper is involved, approximately one hour will be spent on it, with the remaining hour on course work;
 - (ii) When no thesis or research paper is involved, the entire examination will be based on course work;
 - (iii) Approximately one-third of the time used for questioning on course work will be allotted to minor or supporting courses.
- b. Come to the examination prepared to test the student's ability to think, to use the subject matter of his/her field(s), and to demonstrate academic and research (when applicable) accomplishment commensurate with the requirements of the degree to be earned.
- c. Come to the examination on time and be prepared to stay until the examination is completed. Although the suggested length of time for an oral examination is two hours, this is not a time limit, and the committee members should always be prepared to stay longer if necessary.
- d. Judge whether the student passes or fails on the basis of the oral examination, or oral plus written examination and not on the basis of class performance.

The chair should be sure that all members of the committee have equal opportunity to examine the candidate, and that no one member dominates the questioning.

The results of the examination are reported to the Graduate School on the appropriate form when the student passes or fails, or, in the case of failure, a letter may be submitted to the Graduate School Dean. Passing the examination requires the approval of the Graduate Faculty representative and all but one of the other members of the committee.

If a student fails to pass the oral examination, the following will apply:

1. The student may take a second examination no earlier than four weeks and no later than one year from the date of failure.
2. The committee will determine the nature and time of the second examination and the major advisor will be responsible for informing the Graduate School. At this time, the Dean of the Graduate School may, at the request of the major advisor, reconstitute the committee.

E. Doctor of Philosophy Degree Examinations. Both comprehensive (written and oral) and final examinations are required in Doctor of Philosophy degree programs, and are conducted by the student's advisory committee. The comprehensive examinations ordinarily follow an interim evaluation held after completion of approximately half of the course work included on the Plan of Study.

1. Comprehensive Examinations. Comprehensive written and oral examinations are given after a student working toward a Doctor of Philosophy degree has substantially completed the course work.

The advisory committee arranges for the examinations, which it conducts at times approved by the Dean of the Graduate School. All members of the advisory committee will accomplish review of the examinations as soon as possible. The Graduate School office will be notified, using the appropriate form, of the results of the written and oral comprehensive examinations within one day of completion.

Passing the comprehensive examinations requires the approval of the representative of the Graduate Faculty and all but one of the other members of the advisory committee. If the student fails, he or she may not attempt another examination during the same academic term. The advisory committee schedules the second examination in the same manner as the first. After failure to pass the second time, the student may continue work toward the Doctoral degree only with the consent of the advisory committee and the Dean of the Graduate School.

The comprehensive examinations must be passed at least two months before the final examination is taken. Upon passing, the student is admitted to candidacy by the Graduate School Dean. Unless the student receives the Doctoral degree within three years after becoming a candidate, comprehensive examinations must be repeated. The completed written examination will be filed in the major department office after the comprehensive written and oral examinations have been completed. The examination and answers will be kept on file for at least one year following the granting of the degree.

2. The Final Examination. The final examination is oral and public. Due notice thereof will be posted on the Graduate Office bulletin board in advance. It is scheduled by the advisory committee with the approval of the Dean of the Graduate School. The final examination cannot be taken earlier than two months after the comprehensive examinations have been passed. The advisory committee conducts it at the time and place announced, after the candidate's studies have been completed and the form of the dissertation accepted by the Graduate School.

While the advisory committee determines the character and length of the examination, sufficient time should be devoted to a consideration of matters relating to the dissertation to test thoroughly the ability of the candidate to defend his or her work. In addition, questions to test his or her general knowledge, judgment, and critical thinking may be asked.

Passing the final examination requires the approval of the representative of the Graduate Faculty and all but one of the other members of the advisory committee. If the student fails, another examination may be scheduled only with the approval of the advisory committee and the Dean of the Graduate School.

F. Advisory Committees.

1. Masters. The major advisor shall name the student's master's degree advisory committee (except for the Graduate Faculty Representative) as soon as practical after starting work on the graduate program and prior to the submission of a thesis or arranging for an examination. With the exception of the additional representative from the major field, all must be members of the Graduate Faculty. A student's advisory committee includes:
 - a. Major advisor who officiates as chair;
 - b. Additional representative from major field (may be thesis advisor, if other than major advisor);
 - c. Representative of minor supporting course fields in those programs requiring a minor or supporting course work. In programs not requiring a minor or supporting area, a member of the Graduate Faculty from the major area or a related area should be appointed so that the minimum membership of committees is uniform;
 - d. Representative of Graduate Faculty.

Using the appropriate form, the major advisor recommends to the Graduate School the representatives of the major and minor supporting fields (if required), as well as the time and place of examination. The major advisor may also request additional members of the Committee beyond those required. The graduate Dean appoints the Graduate Faculty representative. At the option of the department, this appointment may be made as soon as a research topic is chosen. Official notice of the membership of the committee and time and place of the examination will be mailed to the student and each committee member.

2. Doctorate. During the student's first semester in residence, the major advisor shall recommend to the Dean of the Graduate School members of the Ph.D. advisory committee who are members of the Graduate Faculty, as follows:
 - a. The major advisor who acts as chair;
 - b. An additional two (2) members from the major department;
 - c. A minor or supporting course area advisor in those programs requiring a minor or supporting course work. In programs not requiring a minor or supporting area, a member of the Graduate Faculty from the major area

or a related area should be appointed so the total minimum membership of the committee is uniform;

- d. Representative of the Graduate Faculty. The Dean of the Graduate School will appoint the representative of the Graduate Faculty from a department not closely related to the major or minor department to represent the Graduate Faculty. The major advisor may also request additional members of the Committee beyond those required.
3. The Graduate Faculty Representative on Committees. On each examining committee and advisory committee, one member is appointed to represent the Graduate Faculty. This member is responsible for assuring fair treatment to the student, observance of rules and regulations, and maintenance of the standards of the Graduate School. He or she votes as a committee member, may enter into discussions and make suggestions concerning programs, may ask questions at examinations, and may suggest changes in procedures to the major advisor when this seems appropriate. No Doctor of Philosophy program of study will be approved, no thesis or dissertation accepted as satisfactory, nor any examination by committee is recorded as passed without the approval of the representative of the Graduate Faculty.

Whenever fairness to the student, procedure, or standards appears questionable, the representative of the Graduate Faculty should report this to the Dean of the Graduate School by letter

It is the obligation of each member of the Graduate Faculty to accept assignment as a faculty representative, if able, upon request of the Graduate Dean.

G. Graduate Level Course.

The 500-, 600-, 700- and 800-level courses are graduate level. The following matters relating to them must have approval of the Graduate Council:

1. Addition of new courses.
2. Dropping of courses now being offered.

Changes in the semester(s) and year (when applicable) offered, description, and pre-requisites do not require the approval of the Graduate Council, but the Dean of the Graduate School must be notified of such changes at the time of catalog copy submission.

The 300- and 400-level courses are advanced undergraduate level courses. These courses may be used in meeting part of the requirement for the graduate degree (see current graduate catalog). It is doubtful that they could be transferred as graduate credit to another institution.

1. Courses and Curricular Changes. All requests for new courses, new curricula, dropping courses or changes in course number, credits or titles, are

submitted to the Vice President for Academic Affairs. These requests should be submitted to the Vice President for Academic Affairs through the college dean. The Vice President for Academic Affairs will process graduate matters to the Graduate Council through the Graduate Dean. Class III curriculum requests also requires approval of the Graduate Faculty.

2. Teaching Graduate Level Courses. The manner in which graduate level courses are taught is determined by the instructor with the following exceptions:
 - a. In instances where the department itself decides on the nature of the course.
 - b. Graduate courses must extend over the entire semester, summer session or interim session except as approved in advance by the Graduate Dean.
 - c. Courses not listed as such should not be taught as “problems” (including “Independent Study”) courses.
 - d. Courses should be taught only in the academic term indicated in the graduate catalog except with the approval of the college dean and after notifying the Graduate Office of the change.
 - e. It is inappropriate to teach graduate courses concurrently with undergraduate courses, with the exception of courses in the 400/500 series.

IX. Appointment of Graduate Assistants.

Since the number of available graduate assistantships is limited, and since graduate assistants play an important role in our teaching and research programs, great care must be exercised in filling these positions. The Graduate School considers graduate assistantships to be part of the training of advanced students and in many instances to serve in a manner similar to an internship. The applicant must have an adequate background in the field of the department recommending the appointment and must have been admitted without substantive conditions to a graduate degree program. A minimum undergraduate grade point average of 2.75 (cumulative or junior/senior), and adequate communication skills are required to obtain an assistantship. In cases where the average is below this standard, completion of at least 10 credits of graduate study at a satisfactory level (3.0 or above) may qualify the applicant for an assistantship. Evidence of outstanding research potential may also be considered in overcoming undergraduate grade point deficiencies. During the academic period (except summer school) for which a student holds an assistantship, he/she must be enrolled in graduate course work leading to a degree. Students appointed as graduate assistants must have demonstrated adequate English proficiency to enable them to perform the duties assigned to them.

X. Graduate Student Status.

Current enrollment in graduate level course work is required for students to retain their status as graduate students at South Dakota State University (except during summer school). If continuous enrollment is not maintained, students must reapply for admission to the Graduate School.