

SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

Policy Manual

SUBJECT: Appeal of Undergraduate Transfer Credit Decisions

NUMBER: Policy II-5-1 (Formerly Policy II-C-2)

Transfer of credit is governed by South Dakota Board of Regents policy. Under this policy, each regental institution will develop and maintain a procedure for the appeal of transfer credit decisions.

1. If the original transfer credit decision was made by another regental institution, the undergraduate student will follow the procedures established by that institution.
2. If the original transfer credit decision was made by the South Dakota School of Mines and Technology, the undergraduate student should first attempt to resolve transfer credit decisions through consultation with the original transfer credit evaluator. This individual will normally be the student's academic advisor or the department transfer credit evaluator.
3. If transfer issues cannot be resolved at the Step-1 level, the student may submit a written appeal to the Registrar and Director of Academic Services. The registrar will appoint a three-member panel to review, evaluate and make recommendations relative to the appeal. The registrar will then inform the student of the panel's recommendations and will submit these recommendations to the department transfer credit evaluator and the student's major field department head.
4. The department transfer credit evaluator and the student's major field department head will review the appeal and the panel's recommendations and reconsider transfer credit decisions in light of these recommendations. The department transfer credit evaluator will then inform the student of the action taken as a result of the appeal.
5. If transfer issues are not resolved at the Step-2 level, the student may submit an appeal to the Provost/Vice President for Academic Affairs.
6. The decision of the Provost/Vice President for Academic Affairs is final.

SOURCE: Dean of Students, May 1993; Office of the Provost, Sept. 2004; Office of the Provost, Dec. 2009

BOR Reference: Policy 2:5, Policy 2:9