SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

Policy Manual

SUBJECT: Articulation of Transfer Credits from Other Institutions

NUMBER: Policy II-27-1 (Formerly Policy III-35)

Articulation agreements may be developed between SDSM&T and other participating institutions for the designation of courses or programs of study at other institutions as equivalent for transfer purposes to specific degree requirements at SDSM&T. Such agreements are presented to the South Dakota Board of Regents for approval.

1. **Purpose of Articulation:** Courses included in an articulation agreement are pre-approved for application to specific degree requirements in one or more specified SDSM&T degree programs. Students entering SDSM&T majors with transfer courses that are listed in an approved articulation agreement will have those credits applied toward their degree without the normal review of their transcripts by the faculty in the degree granting program.

2. **Origination:** The Registrar and Academic Services office is responsible for preparing articulation agreements for the acceptance of academic transfer work from participating institutions. Individual faculty, departments, or administrative offices wishing to initiate discussions toward developing an articulation agreement should contact the Registrar and Academic Services office.

3. **Preparation:** Articulation agreements are to be prepared to show how specific courses completed at another institution will apply to specific degree requirements at SDSM&T. In order for a course to be included in the agreement, it must have been offered and completed at least once by the other institution, and a copy of the syllabus must be provided to the SDSM&T Registrar and Academic Services office. In addition, the following criteria should be applied to all articulation agreements.

   A. Agreements are to be valid for a term of three academic years, with automatic renewal for additional three-year terms, providing that updated course syllabi from the participating institution are provided to the Registrar and Academic Services office during the first semester of the third year of the agreement. In the absence of updated syllabi, the agreements will normally expire three years after initiation.

   B. In the event a faculty member or administrator at SDSM&T questions the equivalency of courses identified for articulation from the participating institution, the issue will be referred to the SDSM&T Provost and Vice President for Academic Affairs, who will seek input from the faculty of the degree-granting program at SDSM&T.

C. In the event of curriculum changes in degree programs at SDSM&T, the Registrar and Academic Services office shall contact the participating institution to make arrangements for dealing with such changes.

4. **University Administrative Review and Approval:** Prior to formal approval of an agreement with a participating institution, the agreement shall be routed to the Provost and Vice President for Academic Affairs for review and necessary approvals. Such approvals are to be indicated on an Approval Form for Articulation Agreements. The Provost and Vice President for Academic Affairs and department heads involved shall review each agreement for academic equivalency of both courses and degree programs. The Provost and Vice President for Academic Affairs shall review the articulation agreements to determine the adequacy of resources available to support the proposed agreement. Concerns about the academic equivalency or adequacy of resources shall be documented and sent to the Registrar and Academic Services office. If academic equivalency is deemed to have been met and resources are adequate, the Provost and Vice President for Academic shall forward the agreement to the university president for approval. If the president approves the agreement, it is to be forwarded to the participating institution and be filed with the Vice President for Business and Administration with copies distributed to the university President, Provost and Vice President for Academic Affairs, and the Registrar and Academic Services office.

5. **Implementation:** The Registrar and Academic Services office will assist in communication with students at the participating institution, and will arrange for faculty mentors to advise students on academic matters. Upon receipt of transcripts from the participating institution, the Registrar and Academic Services office will process the transfer courses according to the agreement. The transferred courses will appear on the student's records so that the faculty mentor will always have accurate and current academic information.

SOURCE: Academic Services Office, Mar. 1998; Office of the Provost, Sept. 2004; Office of the Provost, Dec. 2004

BOR Reference: Policy 2:27

FOR SDSM&T INTERNAL USE ONLY

SDSM&T
APPROVAL FORM FOR ARTICULATION AGREEMENTS

Participating Institution: _____

This agreement is ☐ NEW ☐ A revised of a previous agreement

dated _____

SDSM&T Degree programs included in this agreement: _____

_____

Comments or changes in agreement:_____

_____

_____

_____

_____

_____

Approvals:

_____

Registrar and Director of Academic Services Date

_____

Vice-President for Academic Affairs, SDSM&T Date

Forward to SDSM&T President after approvals are complete.