

# 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)

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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 may be 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 course evaluation process.
2. **Origination:** The Associate Provost for Academic Administration 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 Associate Provost for Academic Administration.
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. 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 current copy of the syllabus must be available to SDSM&T upon request. In addition, the following criteria should be applied to all articulation agreements:
  - a. Agreements are to be valid for a term of five academic years, with starting and ending terms designated in the agreement, with optional renewal for additional five-year terms, providing that course evaluations remain valid. The Associate Provost for Academic Affairs is responsible for reviewing articulation agreements and evaluating which agreements SD Mines would like to renew. Unless renewed, articulation agreements will expire as designated in the agreement.
  - 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 Associate Provost for Academic Administration 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 Associate Provost for Academic Administration. If academic equivalency is deemed to have been met and resources are adequate, the Provost and Vice President for Academic Affairs 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 Associate Provost for Academic Administration.
5. The Transfer Coordinator will assist in communication with students at the participating institution and will arrange for faculty advisors to advise students on academic matters. Upon receipt of transcripts from the participating institution, transfer courses will be processed according to the agreement. The transferred courses will appear on the student's records so that the faculty advisor 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**

**SDSM&T  
APPROVAL FORM FOR ARTICULATION AGREEMENTS**

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Participating Institution: \_\_\_\_\_

This agreement is       NEW       A revised of a previous agreement  
dated \_\_\_\_\_

SDSM&T Degree programs included in this agreement: \_\_\_\_\_

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Comments or changes in agreement: \_\_\_\_\_

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Approvals:

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Registrar and Director of Academic Services Date

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Vice-President for Academic Affairs, SDSM&T Date

*Forward to SDSM&T President after approvals are complete.*