

# **SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY**

## **Policy Manual**

**SUBJECT: Transcripts**

**NUMBER: Policy II-8-4** (Formerly Policy III-13)

**REVISED: August 2022**

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In the unified South Dakota Board of Regents university system, a transcript of credits is an official copy of the student's academic record from each regental university attended.

1. Transcripts are released only by filling out the transcript request form on the South Dakota Mines website.
2. A transcript must include all courses attempted.
3. Upon graduation, one complete transcript will be provided to the student without charge by request of the student to the Office of the Registrar. Other copies are available for a [transcript fee](#).
4. The fee for an academic transcript is established by the South Dakota Board of Regents.

**Revision History: Office of Academic and Enrollment Services, July 1998; Office of the Provost, Dec. 2009; Office of the Provost, Aug. 2022**

**BOR Policy/Committee References: Policy 5:5:4**