

SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

Policy Manual

SUBJECT: Transfer of Academic Credit from Other Institutions

NUMBER: Policy II-5-4 (Formerly Policy III-37)

The university may accept undergraduate academic credit earned by a student at other educational institutions toward SDSM&T undergraduate degree programs. Transfer of academic credit is governed by South Dakota Board of Regents Policy 2:5. This policy supplements South Dakota Board of Regents Policy 2:5 by establishing the institutional procedures for applying transfer credit toward degree programs at SDSM&T.

1. Transferred undergraduate course credit will be evaluated according to the following assignments:
 - a. Department-specific courses will be evaluated by the transfer advisor or department head of the related SD Mines academic department.
 - b. General education courses considered for the Goal 1, 2, 3, and 4 requirements may be evaluated by the Assistant Registrar or Transfer Coordinator, while deferring to the Department of Humanities and Social Sciences transfer advisor and department head.
 - c. Elective courses that have no direct course or department transfer to SD Mines will be evaluated by the Assistant Registrar or Transfer Coordinator. This includes course subjects such as: Entomology, Nursing, Library Sciences, Education, etc.
 - d. The student's faculty advisor or major department head may allow courses to be substituted to fill degree requirements at their discretion.

2. Transfer courses should be considered for fulfillment of degree requirements if the following criteria are met:
 - a. Exact or comparable pre-requisite requirements, if applicable
 - b. Comparable level of study; courses are typically within one academic level of each other
 - c. Transfer courses should cover enough content of the SD Mines course that students could move on to the next course in the SD Mines sequence, if applicable.
 - d. Departmental discretion is allowed in evaluation of all courses considered for fulfillment of degree requirements.

3. Transfer courses should be considered for fulfillment of general education requirements if the following criteria are met:
 - a. Exact or comparable pre-requisite requirements, if applicable
 - b. Comparable level of study; courses are typically within one academic level of each other

- c. Transfer courses should cover enough content of the SD Mines course that students could move on to the next course in the SD Mines sequence, if applicable.
 - d. Courses meet the stated learning outcomes for the appropriate general education requirement.
 - e. Courses that meet the learning outcomes for the appropriate general education requirement but do not exactly match a course on the General Education Requirements Worksheet will be considered for transfer to fill General Education Requirements on a case-by-case basis if certain criteria are met. If the course sufficiently meets the General Education Requirement, it will be classified as a “*Transferred Gen-Ed.*”
4. The Transfer Credit Equivalency Database will be managed according to the following timeline:
- a. In general, course equivalencies will be given a start date of January 1, 2000 and will not be given an end date. Academic departments may stipulate a start date and end date for their course equivalencies at the time of evaluation.
 - b. Course equivalencies may be reviewed at any time and the dates adjusted on a case-by-case basis. Academic departments should contact the Assistant Registrar or Transfer Coordinator to initiate the review process in TES. The Assistant Registrar and Transfer Coordinator will be responsible for updating TES equivalencies and alerting the Registrar’s Office regarding Datatel/Banner equivalencies.
5. Transfer courses that vary in credit hours from SD Mines courses are processed as follows:
- a. When a student transfers credit to SD Mines, their transferred credit may vary in credit hours from the equivalent courses at SD Mines. If the credit hours do not meet SD Mines credit hour requirements, the student’s major department determines how the student must make up the credit hour difference to meet degree and graduation requirements and advises the student accordingly. If the credit hours are in excess of SD Mines credit hour requirements, the student’s major department may apply the extra credit hours to various requirements at their discretion.
 - b. Courses transferred to SD Mines from quarter credit institutions must be converted to semester credit, at a rate of two-thirds of the original quarter hour credit. Board of Regents General Education Requirements have a semester credit hour requirement that students must meet. If a quarter to semester credit hour conversion results in the student being “short” one or fewer credit hours to fulfill a General Education Requirement, SD Mines will consider the requirement met. If the student is “short” more than one credit hour, the student must take an additional course to meet the requirement. Each General Education Requirement will be considered individually, not as a summation of credit.
6. Technical credit is considered for transfer under the following circumstances:
- a. SD Mines will only transfer technical course credit to fill a degree requirement as determined by a student’s faculty advisor, unless the technical course credit is included in an articulation agreement or specific Board of Regents approved transfer program.

7. Transfer credit for transfer students who change their major at SD Mines is processed as follows:
 - a. If an incoming transfer student changes their program at SD Mines before the start of their first semester at SD Mines, they are provided a new transfer evaluation within 30 days of their major change, following the same process as their original transfer evaluation.
 - b. If a current student at SD Mines changes their program, they must submit the Change of Major form. They will not be provided with a new transfer evaluation, unless requested by the faculty advisor. Any courses documented on the student's record will not be changed. Any courses allowed to substitute for degree requirements under the student's original program must be approved by the student's new faculty advisor for the new program.

8. Transfer credit that is evaluated as the same SD Mines course is processed as follows:
 - a. If a student has transfer credit for multiple courses that have all been evaluated as the same course at SD Mines, the first course with a passing grade will be transferred as the corresponding SD Mines course. Different transfer courses that have been evaluated as the same SD Mines course will be transferred using a general classification (e.g. PHYS 100T, ELEC 200T, CEE 300T).

SOURCE: Office of the Dean of Students, Mar. 1998; Office of the Vice President for Academic Affairs Sept. 2004; Office of the Provost, Dec. 2009

BOR Reference: Policy 2:5