

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 academic credit earned by a student at other educational institutions toward SDSM&T degree programs.

1. Definitions

- A. The term “program coordinator,” as used in this policy, refers to an individual assigned as the administrator of a degree program. This person is usually the department chair for a departmental degree program, or the chair of a program steering committee for multidisciplinary programs.
- B. The “transfer-credit evaluator” is the faculty member within a particular degree program who is charged with evaluating student transfer work to be applied toward the degree.

2. Procedures

- A. South Dakota Board of Regents Policy 2:5 governing transfer of academic work taken at other institutions applies to applicants for admission to SDSM&T as well as to individuals already admitted or enrolled at SDSM&T. This policy supplements South Dakota Board of Regents Policy 2.5 by establishing the institutional procedures for the applying of transfer credit toward degree programs at SDSM&T.
- B. Students are responsible for requesting that official transcripts from other institutions where they have enrolled in college level work be furnished to the Registrar and Academic Services office.
- C. Transferred courses from accredited institutions will be applied toward the student’s SDSM&T academic degree program provided that such courses are equivalent or comparable to those required at SDSM&T. The extent to which transferred courses are equivalent or comparable to those required at SDSM&T is determined by applicable articulation agreements and by the faculty of the student’s SDSM&T major program, with assistance from the Registrar and Academic Services office, as described in items 4-6 below. Credits that are transferred but not applied to a SDSM&T degree program will still be listed on the student’s transcript and will be included in the computation of the student’s GPA.
- D. Courses suggested by the Registrar and Academic Services office: For each transcript received in Step 2, the Registrar and Academic Services office will indicate which general courses may be applicable to the student’s SDSM&T major program. For the

purposes of this policy, these general courses are defined as the following: general chemistry, calculus-based physics, calculus or lower level mathematics, physical education, English composition, humanities, fine arts and social sciences. Courses recommended by the Registrar and Academic Services office in this manner are still subject to approval by the program coordinator in consultation with the transfer-credit evaluator as described in step 6.

- E. Courses applied via articulation agreements: The Registrar and Academic Services office will review the transcripts of students transferring to SDSM&T from institutions that have a current articulation agreement with SDSM&T. The Registrar and Academic Services office will record those courses that articulate for specific course requirements in the student's major as specified in the agreement. The Registrar and Academic Services office shall provide to the transfer-credit evaluator a list of the courses applied toward degree requirements via articulation agreements for each student in that program. Questions regarding the equivalency of articulated courses to SDSM&T courses should be directed to the SDSM&T Provost and Vice President for Academic Affairs.
- F. Evaluation of transfer credits by the faculty: Courses that are not covered by articulation agreements must be evaluated by the faculty of the degree program prior to being applied toward that degree. The Registrar and Academic Services office shall prepare a list of transferred courses for each student in each degree program, and shall forward the list to the designated transfer-credit evaluator. The transfer-credit evaluator will evaluate the courses and shall provide a recommendation to the program coordinator of those courses to be applied toward the degree. The program faculty may seek recommendations from other SDSM&T program coordinators or transfer-credit evaluators regarding courses outside the major. The program coordinator of the student's major shall review the recommendations and shall make the final decision as to which credits are applicable to that degree program or shall refer the decision on specific courses to other SDSM&T program coordinators. The program coordinator shall indicate those courses to be applied toward the student's degree on the list provided by the Registrar and Academic Services office, and shall forward his or her recommendation to The Registrar and Academic Services office for placement in the student's permanent file.
- G. Students or advisors who question the decisions made about which transferred courses are applicable toward a degree should address their questions to the transfer-credit evaluator for their program and to their program coordinator. For courses transferred as part of an articulation agreement, questions should be directed to the SDSM&T Provost and Vice President for Academic Affairs.
- H. No transfer credit is given for work experiences that are not part of a formal faculty-evaluated cooperative education program.

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