Office of Graduate Education – South Dakota School of Mines and Technology

Transfer Credits from Outside Institution Form

PhD students holding an MS should use the Reduction in Credits for PhD form.
Accelerated MS students may not transfer credits from outside institutions.

Student Name:_____ ID#:_____

Institution from which credits are being transferred: _____

Note: Before this request can be completed, an official transcript must be sent directly to the Office of Graduate Education at SD Mines from the institution from which the credits are being transferred. The student is responsible for arranging this.

I am requesting to transfer credits to my graduate transcript at SD Mines. I understand that my major professor and graduate advisory committee (if applicable) must approve these credits for use toward an SD Mines degree program by signing the Program of Study form.

_____ _____ _____
Student Signature Print name Date

Student: complete these sections below A maximum of 12 credits (for Masters) or 24 credits (for PhD) may be transferred.					Program: complete these sections below	
Original Course Number	Course Name	Semester & Year Taken	Credit Hours Completed	Grade Received	Equivalent Course	Number of Credits To Transfer

A course may be transferred one of several ways. Refer to the catalog for additional information regarding transferring courses.

a) If there is a match between the transferred course and an SD Mines course, indicate the SD Mines course in the "Equiv. Course" column. The student will receive credit for that exact SD MINES course. Only the number of credits completed at the other institution may be transferred, even if the equivalent course has more credits. The major professor may require additional work to supplement the course if needed.
b) If there is not an equivalent course, the course may be transferred as one of the following:
   i. EE500T (or CEE600T etc.) – The prefix indicates the discipline, the number indicates the level on the outside institution transcript, and the T indicates it is transferred. The prefix must be approved for use at SD Mines.
   ii. UNSP500, UNSP 600 etc. – Used when the course prefix is not approved for use at SD Mines (such as aeronautical engineering), or the prefix is not authorized to use a "T". Level must match course level on the outside transcript.
   iii. EE691 (or CEE 791, ME591 etc.) – This is an independent study number. Such a course can be annotated to indicate the subject area. Level must match course level on the outside transcript.
c) The number of credits transferred to SD Mines is determined by the major professor and the Dean of Graduate Education. For example, a course taken for 3 credits may be transferred for fewer credits if deemed appropriate.
d) Undergraduate level credits (only 300/400 level allowed) must be transferred to undergraduate level equivalents and must have a grade of B or better. Consult Grad Ed policies for credit limits.

I approve the credits above to be listed on the SD Mines transcript with the intention of being applied toward an SD Mines degree upon approval of a Program of Study by the major professor and graduate advisory committee (if applicable).

_____ _____ _____
Advisor/Major Professor Signature Print name Date

_____ _____ _____
Dept. Head/Program Coordinator Signature Print name Date

_____ _____ _____
Dean of Graduate Education Signature Print name Date

Revised 8/2017 Graduate Office Use: _____