

# SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

## Policy Manual

**SUBJECT:** Appeal of Undergraduate Transfer Credit Decisions

**NUMBER:** Policy II-5-1 (Formerly Policy II-C-2)

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Transfer of credit is governed by South Dakota Board of Regents policy. Under this policy, each regental institution will develop and maintain a procedure for the appeal of transfer credit decisions.

1. If the original transfer credit decision was made by the South Dakota School of Mines and Technology, the undergraduate student should first attempt to resolve transfer credit decisions through consultation with the original transfer credit evaluator. The student is advised to contact the Transfer Coordinator or Assistant Registrar to determine who originally evaluated the disputed course.
2. If transfer issues cannot be resolved at the Step 1 level, the student may submit a written appeal to the Registrar. The appeal should include documentation to support the student's claim, such as a syllabus, coursework for the class, or a schedule of topics covered. The Registrar will appoint a three-member panel to review, evaluate and make recommendations relative to the appeal. It is recommended that the panel include at least two faculty members from any regental institution that teach the discipline of the course under review. The Registrar will submit the panel's recommendations to the original transfer credit evaluator and the student's department head. The transfer credit evaluator and department head will review the appeal and the panel's recommendations and reconsider transfer credit decisions bearing in mind these recommendations. The transfer credit evaluator will then inform the student, student's academic advisor, and Registrar of the action or inaction taken as a result of the appeal.
3. If transfer issues are not resolved at the Step 2 level, the student may appeal the decision to the Provost and Vice President for Academic Affairs. The decision of the Provost and Vice President for Academic Affairs is final.

**SOURCE:** Dean of Students, May 1993; Office of the Provost, Sept. 2004; Office of the Provost, Dec. 2009; Office of the Provost, March 2019

**BOR Reference:** Policy 2:5, Policy 2:9