

SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

Policy Manual

SUBJECT: Transcripts

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

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 on written request of the individual concerned made either in person, by mail, or by FAX to the Registrar and Academic Services office.
2. A transcript must include all courses attempted.
3. Upon graduation, one complete transcript will be provided to the student without charge. Other copies are available for a transcript fee.
4. The fee for an academic transcript is established by the South Dakota Board of Regents.

SOURCE: Office of Academic and Enrollment Services, July 1998; Office of the Provost, Dec. 2009

BOR Reference: Policy 5:5:4